Regular School Board Meeting
Wednesday, September 16, 2026 5:30 PM

Kalmiopsis Elementary/Room 51
650 Easy St
Brookings, Oregon 97415

Agenda

1. Call Meeting to Order
2. Pledge of Allegiance
3. Early Items
   3.a. Student Rep Report - Nola Keskeny
   3.b. Building Presentation - Matt Bennett, Prinicpal, Kalmiopsis Elementary School
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 Board Meeting August 19, 2026
      - DRAFT Minutes School Board Work Session August 19, 2026
   5.b. Approve Bills
   5.c. Approve New Hires
   5.d. Approve Extra Duty Contracts
      - See September 2026 HR Report in Item Above
   5.e. Approve Gifts and Donations
6. District Reports and Information
   6.a. Comments from the Superintendent
      - Administrative Rule Updates (Going Into Effect 9/16/26):
         - BBE-AR – Board Member Vacancy Application, Optional
         - GBA-AR – Veteran and State Servicemember Preference, Highly Recommended
         - GCBDA/GDBDA-AR(1) – Family Leave *, Highly Recommended
         - JHFC-AR – Personal Student Transportation, Brought via Board Concern
         - KNA-AR(1) – Interactions with Immigration Enforcement, Highly Recommended
      - Suicide Prevention Month (September), Bullying and Harassment Prevention Month (October)
   6.b. District Reports
      6.b.1. Student Investment Account (SIA) Annual Report
      6.b.2. Student Investment Account Annual Report Public Comments

- The public is invited to submit questions and/or comments about Brookings-Harbor School District's Student Investment Account Annual Report regarding past investments of Student Investment Account funds in the district and your priorities for future funding investments from SIA and other new funding sources. You can find a PDF document of the 2025-26 SIA Annual Report and the comment form on the district website on the Student Success Act information page at https://www.brookings.k12.or.us/apps/pages/ssa. Please complete the online form, submit written comments on this topic by September 15, 2026, or comment in person at this board meeting.

6.b.2.a. Open SIA Commenting Period

6.b.2.b. Close SIA Commenting Period

6.c. Finance Reports

6.d. Enrollment Summary

7. Action Items

7.a. Approve Second (Final) Read of Policy Revisions and Adoptions

- BBAA – Individual Board Member's Authority and Responsibilities, Optional, Delete
- BBAA – Board Member's Authority and Responsibilities, Highly Recommended, New
- BBE – Vacancies on the Board, (Version 1) Optional, Delete
- BBE – Vacancies on the Board, Optional, New
- BCB – Board Officers, Optional
- BCE – Board Committees, Optional, Delete
- BCE – Board Committees, Optional, New
- BCF – Advisory Committees to the Board, Optional, Delete
- BD – Board Meetings, Notices and Communications, Highly Recommended, New
- BD/BDA – Board Meetings, Optional, Delete
- BDC – Executive Sessions, Highly Recommended, New
- BDC – Executive Sessions, Optional, Delete
- BDD – Board Meeting Procedures, Optional, Delete
- BDD – Board Meeting Procedures, Optional, New
- BDDC – Board Meeting Agenda, Optional, Delete
- BDDC – Board Meeting Agenda, Highly Recommended, New
- BDDG – Minutes of Board Meetings, Optional, Delete
- BDDG – Recordings and Minutes of Board Meetings, Highly Recommended, New
- CBA – Qualifications and Duties of the Superintendent, Highly Recommended
- CBG – Evaluation of the Superintendent, Required
- CEA – Educational Equity Advisory Committee, Optional
- DBEA – Budget Committee (version 1 or version 2), Highly Recommended
- EBB – Integrated Pest Management, Required
- EBBA – Student Health Services */**, Highly Recommended

- ECAA – Access to Buildings, Optional
- GAA – Personnel Definitions *, Optional, Delete
- GBA – Equal Employment Opportunity, Required
- GBN/JBA – Sexual Harassment, Required
- GCBDD/GDBDD – Sick Time *, Highly Recommended
- JBA/GBN – Sexual Harassment, Required
- KNA – Immigration Enforcement on District Property, Required, New

7.b. Approve Leave of Absence Request

8. Board Functions and Comments

8.a. Draft Superintendent Annual Evaluation Timeline and Draft Superintendent Annual Goals will be presented in Work Session following tonight's meeting.

9. Recognitions
    - September is Suicide Prevention Month
    - October is Bullying Prevention Month
10. Key Dates and Calendar Updates
    - Regular School Board Meeting, 5:30 p.m. Wednesday, Oct. 21, Kalmiopsis Elementary, Room 51, 650 Easy St., Brookings, OR. Followed by School Board Work Session.
    - OSBA Annual Convention, November 12–14, 2026, Portland Marriott Downtown Waterfront, Portland, OR.
    - Regular School Board Meeting, 5:30 p.m. Wednesday, Nov. 18, Kalmiopsis Elementary, Room 51, 650 Easy St., Brookings, OR. Followed by School Board Work Session.
    - Regular School Board Meeting, 5:30 p.m. Wednesday, Dec. 16, Kalmiopsis Elementary, Room 51, 650 Easy St., Brookings, OR. Followed by School Board Work Session.
11. Adjournment

DRAFT Minutes

Brookings-Harbor School District 17C School Board Work Session

Wednesday, August 19, 2026 | Following the conclusion of the Regular Board Meeting
Kalmiopsis Elementary School, Room 51
650 Easy Street, Brookings, Oregon 97415
In attendance:

- Jay Trost, Board Chair
- Trish Walker, Board Vice Chair
- Alan Nidiffer, Board Member
- Katherine Johnson, Board Member
- Janece Payne, Board Member
- Helena Chirinian, Superintendent
- Nancy Raskauskas-Coons, Administrative Assistant to the Board

1. Call Meeting to Order

Board Chair Jay Trost called the School Board Work Session to order at 6:03 p.m., immediately following the conclusion of the Regular Board Meeting.

2. Discussion Topic: Alternative Academic Year Calendars

The Board read a memo and set of draft calendar concepts prepared at the Board's direction from the July 22 work session, covering a balanced (“all-year”) calendar and several versions of a 4-day school week.

The memo presented four scenarios. Scenario 1, a balanced calendar (174 student days each), keeps the current five-day week and bell schedules with a roughly six-week summer, four weeks at winter break, two at spring break, and additional long weekends; its shorter, more frequent breaks were presented as the core academic argument, though Brookings-Harbor High School would clear the 990-hour requirement by only about 90 minutes in the out years, and a shorter summer would compress facilities work, staff training, and summer employment. Scenario 2, a 4-day week at current bell schedules (165 days, Monday-Thursday), would move staff PD and grading to Fridays but requires an eleven-month calendar with only about a six-week summer to remain compliant, and would clear the elementary hour requirement by only 45 minutes. Scenario 3, a 4-day week with an extended day (145 days, roughly one added hour per building, with Brookings-Harbor High School running 8:15 a.m. to 4:20 p.m.), keeps a traditional September-to-June calendar with a full summer and posts the largest compliance margin of any scenario, but raises concerns about long days for younger students, athletics travel on a 4:20 p.m. dismissal, and that both the calendar and the longer duty day are mandatory subjects of bargaining. Scenario 4 combines the extended day from Scenario 3 with the balanced-break structure of Scenario 1 (145 days), and was presented as the strongest compliance cushion alongside Scenario 3, with Brookings-Harbor High School reaching 1,033 hours against the 990-hour requirement.

The memo also flagged several other considerations: as a Community Eligibility Provision (CEP) district, every school day is a meal day, so reducing the number of school days under any 4-day scenario raises a food-equity question; the district's current “rolling start” practice should be ended or counted conservatively, since it costs one to two days of contact time under strict counting and was the source of the discrepancy between the district's own instructional-time accounting and Stand for Children's statewide survey figures for the district; bargaining and community input will need significant lead time, and a staff and family survey this fall could help gauge interest; a possible

May 2027 bond re-run may also affect sequencing; and none of the concepts would need to be adopted as presented — for example, the balanced calendar's long-weekend structure could be phased into a traditional calendar as a smaller first step.

Board members and staff discussed the concepts at length. Superintendent Chirinian said any alternative calendar would need to wait until the seismic construction project is complete, since the construction contractor needs longer, uninterrupted summer windows to work, and reiterated that state rules currently prohibit any reduction in instructional time — citing a nearby district's decision to abandon a planned 4-day week this fall once it determined the structure would have reduced instructional time under the new rules. Board members Janece Payne and Trish Walker voiced strong support for exploring a more balanced calendar, citing research and their own experience that shorter, more frequent breaks reduce the amount of re-teaching needed after a break and may improve student attendance and engagement. The Board and staff also discussed practical considerations, including effects on athletics scheduling, families working shift work, and whether shorter days could be designed for the youngest students, similar to the district's earlier half-day kindergarten model. Trish Walker noted a 4-day week could reduce the district's substitute costs if staff are able to schedule medical appointments on the day off, though staff noted a Friday day off may not help with that goal since many medical offices are closed on Fridays. Staff and the Board also noted that many Eastern Oregon districts originally adopted 4-day weeks to reduce student travel time in rural, ranching communities.

Board Chair Jay Trost thanked staff for the thorough analysis and asked Board members to review the calendar materials in more depth before the Board's next discussion. He directed staff to bring the calendar scenarios back next month for further discussion, and suggested that if a particular scenario emerges as a leading option, the district could consult with superintendents or board members from comparably sized districts that have adopted it, similar to the process the Board used when it previously studied charter schools.

3. Future Work Session Topics

No additional future work session topics were raised. The Board's continued review of alternative calendar scenarios was set as the topic for the next work session.

4. Executive Session

The Board recessed from Public Session to Executive Session pursuant to ORS 192.660(2)(i), to review and evaluate the employment-related performance of the chief executive officer of a public body, a public officer, employee, or staff member who does not request an open hearing.

Executive Session called to order at 6:30 p.m. In attendance:

- Jay Trost, Board Chair
- Trish Walker, Board Vice Chair
- Alan Nidiffer, Board Member
- Katherine Johnson, Board Member
- Janece Payne, Board Member
- Helena Chirinian, Superintendent
- Nancy Raskauskas-Coons, Administrative Assistant to the Board

5. Adjournment

Board Chair Jay Trost adjourned the Executive Session and returned to Public Session at 6:36 p.m. No further comments or actions were taken. Jay Trost adjourned the meeting at 6:36 p.m.

DRAFT Minutes

Brookings-Harbor School District 17C Regular School Board Meeting

Wednesday, August 19, 2026
Kalmiopsis Elementary School, Room 51
650 Easy Street, Brookings, Oregon 97415
In attendance:

- Jay Trost, Board Chair
- Trish Walker, Board Vice Chair
- Alan Nidiffer, Board Member
- Katherine Johnson, Board Member
- Janece Payne, Board Member (joined at 5:33 p.m.)
- Helena Chirinian, Superintendent
- Nancy Raskauskas-Coons, Administrative Assistant to the Board

Absent:

- None

1. Call Meeting to Order

Board Chair Jay Trost called the Regular School Board Meeting to order at 5:31 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Early Items

a. Presentation: Native American/Tribal Histories Units

Fourth-grade teacher Christine Zellmer presented the district's approach to teaching Oregon's Native American/tribal histories standards. Ms. Zellmer explained that the district's adopted McGraw-Hill social studies curriculum addresses only 2 of the 31 Oregon fourth-grade social studies standards, and that the new state standards also require use of the ODE Shared Tribal History Lessons developed by Oregon's federally recognized tribes. She said she has spent the past two years teaching and refining a full year of tribal history lessons — built backward from the new standards and organized into a monthly pacing guide included in the packet — to create a cohesive fourth-grade social studies program.

Ms. Zellmer shared an example slideshow for the Grand Ronde Tribe, and discussed how the materials cover Oregon's nine federally recognized tribes and the Tolowa Dee-ni', and described cross-curricular projects that grew out of student interest, including a weaving project, a petroglyph clay project, a Chinook Wawa language lesson, oral storytelling and creation-story writing, a study of Oregon's Trail of Tears using primary-source journal excerpts, a guest presentation from Kyle Motley of the Elakha Alliance on the history of sea otters and coastal peoples, and a unit on the Native American perspective of the Lewis and Clark expedition. She said her goal is for students to understand what Native American people in Oregon experienced, the struggles settlers faced arriving in the region, and what makes Oregon's history distinct.

Board members thanked Ms. Zellmer for the depth of the work.

4. Citizen Input

No citizen input received.

5. Consent Agenda

The Consent Agenda included:

- Approve DRAFT Minutes of the July 22, 2026 Annual Organizational Meeting, Regular Board Meeting, and School Board Work Session
- Approve Bills
- Approve Personnel Recommendations/Human Resources Report
- Acceptance of Grants and Donations
- Approve Surplus Items

Alan Nidiffer moved to approve the Consent Agenda. Katherine Johnson seconded the motion. There was no discussion.

Vote called:

- Janece Payne: Aye
- Katherine Johnson: Aye
- Trish Walker: Aye
- Alan Nidiffer: Aye
- Jay Trost: Aye

Motion passed 5-0.

6. District Reports and Information

a. Comments from the Superintendent

Superintendent Helena Chirinian reported that the teacher evaluation manual has been updated, with several items changed from mandatory to optional so they may still be completed at staff discretion, and other language revised to better reflect the district's actual evaluation practices. She noted that the packet's family leave first-read materials mistakenly included the wrong administrative regulation (GCBDA/GDBDA-AR(1)); the correct version will be brought back next month. Administrative regulations are informational only and do not require Board approval.

On facilities, Chirinian said the district plans to issue a pre-Request for Proposals the following day for the seismic rehabilitation project affecting the 400 hallway, science wing, and auditorium at Brookings-Harbor High School, and asked the Board to support a design-build approach and an exemption from lowest-bid contract selection. Facilities staff explained that a design-build approach worked well for the district's 2017 county offices project and other recent projects with Ausland, since the age and unknown condition of the building's interior make it difficult to fully specify a design before work begins; a design-build contractor can inspect and adjust design as work progresses rather than re-engineering after the fact. Staff said the district hopes to secure Ausland's bid and to begin construction as soon as next summer, noting the state matching grant is a fixed dollar amount that will buy less as construction costs continue to rise.

Chirinian also reported that the district's replacement bus purchase continues the district's planned bus rotation, providing a backup asset as an existing bus is retired from service.

Chirinian reported that Kindergarten Academy was held the previous week with about 60 children in attendance, and that staff hosted a pizza and ice cream social Thursday evening that was well received by families, many of whom are first-time school parents; families also had the opportunity to ride the school bus. She said new-student registrations are ongoing, but firm enrollment numbers

will not be known until mid-September, since departing students are not removed from the roll until the district receives a records request from the new school, which can take up to 10 days.

Chirinian outlined the upcoming in-service week: elementary math training was held this week for elementary and some middle school teachers; a New Hire Day lunch will be held Friday, August 21 at 11:30 a.m. in the cafeteria, and an all-staff breakfast will be held Monday, August 24 at 8 a.m., both of which Board members are invited to attend; staff will complete roughly 5 hours and 40 minutes of required Safe Schools insurance-mandated training; and Tuesday will include a round-robin of building-level training sessions, including legal boundaries training with district counsel, Student Support Team (SST) training on identifying students for special education, introductions from Southwestern Oregon ESD staff, and ParentSquare training.

Chirinian also reviewed several administrative rules brought forward for the Board's information alongside the policy first reads: BBE-AR (Board Member Vacancy Application, optional); GBA-AR (Veteran and State Servicemember Preference); an AR on personal student transportation brought forward by Trish Walker to prohibit motorized scooters and e-bikes on district property, since state law does not permit riders under 16 to operate them and the issue is concentrated among middle-school-age students; and KNA-AR(1) (Interactions with Immigration Enforcement), required under a new state executive order. Chirinian said the new immigration policy does not change how the district interacts with law enforcement generally: front office staff would notify the building principal, who would notify the superintendent, who would review any warrant and consult legal counsel before responding. She said the only portion of the model policy she asked to leave out was a specific training-schedule requirement, since staff training will occur regardless. Board Chair Jay Trost expressed frustration that the district has no discretion over adoption of certain state-required policies, a concern the Superintendent said echoes an earlier disagreement over the district's cell phone policy, where the state's model policy did not allow for an exemption form even though the district's own policy already addresses students' needs through 504 plans and IEPs.

7. Action Items

a. Approve Bus Purchase

Alan Nidiffer moved to approve the bus purchase. Trish Walker seconded the motion. There was no discussion.

Vote called:

- Janece Payne: Aye
- Katherine Johnson: Aye
- Trish Walker: Aye
- Alan Nidiffer: Aye
- Jay Trost: Aye

Motion passed 5-0.

b. Approve Request for Proposals Process for Seismic Grant Projects

Alan Nidiffer moved to approve the Request for Proposals process for the seismic grant projects. Katherine Johnson seconded the motion. There was no discussion.

Vote called:

- Janece Payne: Aye
- Katherine Johnson: Aye
- Trish Walker: Aye
- Alan Nidiffer: Aye

- Jay Trost: Aye

Motion passed 5-0.

c. Approve First Read of Policy Revisions and Adoptions

Janece Payne moved to approve the first read of the policy revisions and adoptions included in the packet. Trish Walker seconded the motion. During discussion, a Board member asked which of the policies were required versus optional. Nancy Raskauskas-Coons said this first-read batch includes the full set released in the current update cycle — required, highly recommended, and optional policies, including proposed deletions — and recommended Board members review each one carefully before the next meeting so that any policy the Board does not wish to advance could be dropped from the batch before second read and final adoption.

Vote called:

- Janece Payne: Aye
- Katherine Johnson: Aye
- Trish Walker: Aye
- Alan Nidiffer: Aye
- Jay Trost: Aye

Motion passed 5-0.

8. Board Functions and Comments

Trish Walker commented that the district grounds are looking their best in years and offered kudos to the new groundskeeper (Jacob Horn).

9. Key Dates and Calendar Updates

The Board reviewed the upcoming in-service week schedule, including the New Hire Day lunch Friday, August 21 at 11:30 a.m. and the all-staff breakfast Monday, August 24 at 8 a.m. Superintendent Chirinian noted the district is welcoming 12 new hires this year, compared to a single new hire the previous year.

- Welcome Back Breakfast with District Staff, 8 a.m., Monday, Aug. 24, 2026, Brookings-Harbor High School Cafeteria, 625 Pioneer Rd., Brookings, OR.
- Regular School Board Meeting, 5:30 p.m. Wednesday, Sept. 16, Kalmiopsis Elementary, Room 51, 650 Easy St., Brookings, OR. Followed by School Board Work Session.
- Regular School Board Meeting, 5:30 p.m. Wednesday, Oct. 21, Kalmiopsis Elementary, Room 51, 650 Easy St., Brookings, OR. Followed by School Board Work Session.
- OSBA Annual Convention, November 12–14, 2026, Portland Marriott Downtown Waterfront, Portland, OR.
- Regular School Board Meeting, 5:30 p.m. Wednesday, Nov. 18, Kalmiopsis Elementary, Room 51, 650 Easy St., Brookings, OR. Followed by School Board Work Session.
- Regular School Board Meeting, 5:30 p.m. Wednesday, Dec. 16, Kalmiopsis Elementary, Room 51, 650 Easy St., Brookings, OR. Followed by School Board Work Session.

10. Adjournment

Board Chair Jay Trost adjourned the Regular School Board Meeting at 6:02 p.m.

Brookings-Harbor School Dist. 17C

Expenditure Summary Report

Fiscal Year: 2026-2027

Criteria: Report Sort: Fund **From Date:** 8/1/2026 12:00:00 AM **To Date:** 8/31/2026 12:00:00 AM

Fund: 100 GENERAL FUND

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
ACCURATE LABEL DESIGNS INC					
	139140	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	$224.95
AMAZON					
	139114	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	$295.85
	139114	GENERAL FUND	SERVICE DIRECTION, STUDENT SUPPORT	SUPPLIES	$53.99
	139133	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	$134.13
	139142	GENERAL FUND	ELEMENTARY	SUPPLIES	$235.52
	139142	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	$88.43
	139142	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	$34.38
	139142	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	$169.97
	139142	GENERAL FUND	TECHNOLOGY SERVICES	SUPPLIES	$1,139.25
	139188	GENERAL FUND	ELEMENTARY	SUPPLIES	$28.71
	139188	GENERAL FUND	FISCAL SERVICES	SUPPLIES	$18.29
	139188	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	$594.53
	139188	GENERAL FUND	LIFE SKILLS	SUPPLIES	$761.20
	139188	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	$2,947.59
	139188	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	$386.14
	139188	GENERAL FUND	STAFF SERVICES	SUPPLIES	$149.07
	139188	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	$41.95
	139203	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	$115.68
	139203	GENERAL FUND	STAFF SERVICES	SUPPLIES	$108.92
	139203	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	$205.13
	139203	GENERAL FUND	TECHNOLOGY SERVICES	SUPPLIES	$197.87
			Total for AMAZON		$7,706.60
BACKGROUND INVESTIGATION BUREAU, LLC					

Expenditure Summary Report

Fiscal Year: 2026-2027

Criteria: Report Sort: Fund **From Date:** 8/1/2026 12:00:00 AM **To Date:** 8/31/2026 12:00:00 AM

Fund: 100 GENERAL FUND

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
	139144	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	DUES AND FEES	$639.15
BEAMAN, JESS					
	0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	$500.00
BLAKE, JOHN					
	139145	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	$168.00
BLUE STAR GAS					
	139115	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	FUEL	$127.45
BROOKINGS HARBOR MEDICAL CENTER					
	139116	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	$200.00
CANON FINANCIAL SERVICES INC.					
	139117	GENERAL FUND	ELEMENTARY	RENTALS	$15.62
	139146	GENERAL FUND	ELEMENTARY	RENTALS	$1,080.73
	139146	GENERAL FUND	ELEMENTARY	REPAIR AND MAINTENANCE	$17.04
	139146	GENERAL FUND	FISCAL SERVICES	RENTALS	$132.22
	139146	GENERAL FUND	FISCAL SERVICES	REPAIR AND MAINTENANCE	$39.15
	139146	GENERAL FUND	HIGH SCHOOL PROGRAMS	RENTALS	$684.43
	139146	GENERAL FUND	HIGH SCHOOL PROGRAMS	REPAIR AND MAINTENANCE	$0.54
	139146	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	RENTALS	$568.78
	139146	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	REPAIR AND MAINTENANCE	$71.05
	139146	GENERAL FUND	OFFICE OF THE PRINCIPAL	RENTALS	$69.75
	139146	GENERAL FUND	OFFICE OF THE PRINCIPAL	REPAIR AND MAINTENANCE	$23.46
	139146	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	RENTALS	$19.55
	139146	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	REPAIR AND MAINTENANCE	$4.67
	139146	GENERAL FUND	STUDENTS WITH DISABILITIES	RENTALS	$185.15
	139146	GENERAL FUND	STUDENTS WITH DISABILITIES	REPAIR AND MAINTENANCE	$44.61

Expenditure Summary Report

Fiscal Year: 2026-2027

Criteria: Report Sort: Fund **From Date:** 8/1/2026 12:00:00 AM **To Date:** 8/31/2026 12:00:00 AM

Fund: 100 GENERAL FUND

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
	139189	GENERAL FUND	ELEMENTARY	RENTALS	$142.89
			Total for CANON FINANCIAL SERVICES INC.		$3,099.64
CASCADE HOME CENTER					
	139148	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	$103.90
	139148	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	$116.49
	139205	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	$11.94
			Total for CASCADE HOME CENTER		$232.33
CDW - GOVERNMENT INC					
	139190	GENERAL FUND	HIGH SCHOOL PROGRAMS	COMPUTER HARDWARE	$12,093.00
	139190	GENERAL FUND	TECHNOLOGY SERVICES	COMPUTER HARDWARE	$0.00
			Total for CDW - GOVERNMENT INC		$12,093.00
CITY OF BROOKINGS					
	139150	GENERAL FUND	MAINTENANCE SERVICES	WATER AND SEWAGE	$9,589.95
	139150	GENERAL FUND	STUDENT SAFETY	NON INSTRUCTIONAL PROFESSIONAL & TECH	$52,969.50
			Total for CITY OF BROOKINGS		$62,559.45
COASTAL PAPER & SUPPLY INC					
	139191	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	$5,068.40
	139207	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	SUPPLIES	$1,807.46
			Total for COASTAL PAPER & SUPPLY INC		$6,875.86
COLUMBIA BANK					
	0	GENERAL FUND	FISCAL SERVICES	DUES AND FEES	$150.00
	0	GENERAL FUND	FISCAL SERVICES	TRAVEL	$1,057.47
	0	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	$55.00
	0	GENERAL FUND	OFFICE OF THE PRINCIPAL	TRAVEL	$1,113.00
	0	GENERAL FUND	STAFF SERVICES	SUPPLIES	$260.59

Expenditure Summary Report

Fiscal Year: 2026-2027

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Fund: 100 GENERAL FUND

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
	0	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	COMPUTER SOFTWARE	$0.00
	0	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	DUES AND FEES	$110.00
	0	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	$225.69
	0	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	$0.00
			Total for COLUMBIA BANK		$2,971.75
COOS CURRY ELECTRIC CO-OP INC					
	139192	GENERAL FUND	MAINTENANCE SERVICES	ELECTRICITY	$841.27
COSA					
	139152	GENERAL FUND	OFFICE OF THE PRINCIPAL	TRAVEL	$249.00
CRISIS PREVENTION INSTITUTE					
	139153	GENERAL FUND	SERVICE DIRECTION, STUDENT SUPPORT	PROFESSIONAL AND TECHNICAL SERVICES	$2,499.00
CROWE, PEGGY D					
	0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	$250.00
CTR - WASTE WORKS					
	139154	GENERAL FUND	MAINTENANCE SERVICES	GARBAGE	$103.80
CTR INC					
	139119	GENERAL FUND	MAINTENANCE SERVICES	GARBAGE	$4,982.31
	139119	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	GARBAGE	$999.41
			Total for CTR INC		$5,981.72
DEPARTMENT OF TRANSPORTATION					
	139157	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	DUES AND FEES	$3.00
DEVOS, CYNTHIA D					
	0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	$500.00
DURAN, STEPHANIE					

Expenditure Summary Report

Fiscal Year: 2026-2027

Criteria: Report Sort: Fund **From Date:** 8/1/2026 12:00:00 AM **To Date:** 8/31/2026 12:00:00 AM

Fund: 100 GENERAL FUND

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
	139158	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	$237.60
EDNETICS MGT					
	139159	GENERAL FUND	TECHNOLOGY SERVICES	TELEPHONE	$2,172.04
EPI SCHOOL SUPPLIES					
	139160	GENERAL FUND	ELEMENTARY	SUPPLIES	$21,454.77
ESS WEST, LLC					
	0	GENERAL FUND	CARE AND UPKEEP OF BUILDINGS	ESS Classified Substitutes	$392.80
	0	GENERAL FUND	MAINTENANCE SERVICES	ESS Classified Substitutes	$4,762.70
	0	GENERAL FUND	TECHNOLOGY SERVICES	ESS Classified Substitutes	$2,833.53
	0	GENERAL FUND	Undesignated	Prepaid Expenses	($1,718.21)
			Total for ESS WEST, LLC		$6,270.82
FERGUSON, GARRETT D					
	0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	$250.00
FIELDPRINT, INC.					
	139161	GENERAL FUND	FISCAL SERVICES	DUES AND FEES	$25.00
FRESH PRINTS OF GOLD BEACH					
	139193	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	$1,370.40
GARCIA, RICHARD					
	139162	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	$168.00
GREAT LAKES SPORTS					
	139163	GENERAL FUND	ELEMENTARY	SUPPLIES	$1,000.49
GUY, DAVID S					
	139164	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	$68.00
H&S ENERGY GROUP					
	139122	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	FUEL	$307.14
HARCOURT INDUSTRIES					

Expenditure Summary Report

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Fund: 100 GENERAL FUND

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
	139165	GENERAL FUND	ELEMENTARY	SUPPLIES	$114.60
HARDING, JARRED					
	139166	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	$168.00
HERNANDEZ, FRANK A					
	0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	$250.00
HICKS, PAUL					
	139167	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	$168.00
HUNGERFORD LAW FIRM					
	139123	GENERAL FUND	SERVICE DIRECTION, STUDENT SUPPORT	PROFESSIONAL AND TECHNICAL SERVICES	$1,450.00
HUNGERFORD ONLINE, LLP					
	139195	GENERAL FUND	SERVICE DIRECTION, STUDENT SUPPORT	PROFESSIONAL AND TECHNICAL SERVICES	$10,000.00
INTERSTATE BATTERIES					
	139168	GENERAL FUND	CARE & UPKEEP OF GROUNDS	SUPPLIES	$0.00
	139168	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	$87.95
			Total for INTERSTATE BATTERIES		$87.95
IRON MOUNTAIN NC					
	139124	GENERAL FUND	FISCAL SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	$557.97
LAMINATION DEPOT					
	139125	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	$399.90
LANGUAGE LINE SERVICES, INC.					
	139126	GENERAL FUND	INTERPRETATION AND TRANSLATION	NON INSTRUCTIONAL PROFESSIONAL & TECH	$125.00
LOPEZ, JENNIFER C					
	0	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	$500.00
LUMMIS, RANDI					

Expenditure Summary Report

Fiscal Year: 2026-2027

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Fund: 100 GENERAL FUND

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
	139169	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	$3,740.00
MAHONEY ENVIRONMENTAL SOLUTIONS LLC					
	139170	GENERAL FUND	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	$6,300.00
MCCONE, KELLY					
	139172	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	$237.60
MCQUEEN, MICHAEL					
	139173	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	$168.00
MEDINA BERMEJO, FABIOLA					
	139139	GENERAL FUND	Undesignated	Payroll Deductions and Withholdings	$250.00
MILLER NASH LLP					
	139174	GENERAL FUND	OFFICE OF THE SUPERINTENDENT	LEGAL SERVICES	$600.50
NWAPA					
	139176	GENERAL FUND	HIGH SCHOOL PROGRAMS	DUES AND FEES	$950.00
OSBA					
	139128	GENERAL FUND	BOARD OF DIRECTORS	DUES AND FEES	$800.00
PACIFIC RIM COPY CENTER					
	139215	GENERAL FUND	OFFICE OF THE PRINCIPAL	SUPPLIES	$105.00
QUILL CORPORATION					
	139179	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	$2,095.63
	139179	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	$69.83
	139196	GENERAL FUND	ELEMENTARY	SUPPLIES	$13.00
	139216	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	$26.80
				Total for QUILL CORPORATION	$2,205.26
RIDGE, KEN					
	139181	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	$238.33
ROCHESTER 100 INC					

Expenditure Summary Report

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Fund: 100 GENERAL FUND

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
	139182	GENERAL FUND	ELEMENTARY	SUPPLIES	$294.00
SCENARIO LEARNING, LLC					
	139198	GENERAL FUND	STUDENT SAFETY	COMPUTER SOFTWARE	$3,176.00
SCHOOL NURSE SUPPLY, INC.					
	139199	GENERAL FUND	NURSE SERVICES	SUPPLIES	$1,405.20
SOLITZ, ANDREW					
	139183	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	TRAVEL	$237.60
T-MOBILE					
	139186	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	Other Communication Services	$86.31
	139186	GENERAL FUND	TECHNOLOGY SERVICES	Other Communication Services	$315.20
			Total for T-MOBILE		$401.51
WALLIN, TERI A					
	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					
	139201	GENERAL FUND	ELEMENTARY	SUPPLIES	$583.20
	139201	GENERAL FUND	FISCAL SERVICES	SUPPLIES	$583.20
	139201	GENERAL FUND	HIGH SCHOOL PROGRAMS	SUPPLIES	$583.20
	139201	GENERAL FUND	MIDDLE/JUNIOR HIGH PROGRAMS	SUPPLIES	$583.20
	139201	GENERAL FUND	STUDENT TRANSPORTATION SERVICES	SUPPLIES	$324.00
	139201	GENERAL FUND	STUDENTS WITH DISABILITIES	SUPPLIES	$583.20
			Total for WEST COAST PAPER INC		$3,240.00
ZIPLY FIBER					
	139202	GENERAL FUND	TECHNOLOGY SERVICES	TELEPHONE	$2,154.61
			Total for GENERAL FUND		**$182,225.26**

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Fund: 202 TItle I-A

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
ROGUE CREDIT UNION					
	139217	TItle I-A	COMMUNITY SERVICES	TRAVEL	$732.00
SCHULTZ, JAMES					
	139218	TItle I-A	COMMUNITY SERVICES	TRAVEL	$544.16
SCHULTZ, JAMIE					
	139130	TItle I-A	COMMUNITY SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	$900.00
			Total for TItle I-A		**$2,176.16**

Fund: 203 TITLE IIA - INNOVATIVE EDUCATION

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
DARGER, NICOLE A					
	139208	TITLE IIA - INNOVATIVE EDUCATION	INSTR. STAFF DEVELOPMENT	PROFESSIONAL AND TECHNICAL SERVICES	$37.26
			Total for TITLE IIA - INNOVATIVE EDUCATION		**$37.26**

Fund: 205 FED IMPROVE FUNDS CSI & TSI SCHOOLS

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
AMAZON					
	139142	FED IMPROVE FUNDS CSI & TSI SCHOOLS	INSTR. STAFF DEVELOPMENT	SUPPLIES	$243.63
			Total for FED IMPROVE FUNDS CSI & TSI SCHOOLS		**$243.63**

Fund: 252 HIGH SCHOOL SUCCESS - M98

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
FRESH PRINTS OF GOLD BEACH					
	139193	HIGH SCHOOL SUCCESS - M98	HIGH SCHOOL PROGRAMS	SUPPLIES	$4,785.00
QUILL CORPORATION					
	139179	HIGH SCHOOL SUCCESS - M98	HIGH SCHOOL PROGRAMS	SUPPLIES	$939.06
	139196	HIGH SCHOOL SUCCESS - M98	HIGH SCHOOL PROGRAMS	SUPPLIES	$58.15
			Total for QUILL CORPORATION		$997.21

Expenditure Summary Report

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				Total for HIGH SCHOOL SUCCESS - M98	**$5,782.21**

Fund: 261 Miscellaneous

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
NICK RAIL MUSIC					
	139175	Miscellaneous	ELEMENTARY	NON CONSUMABLE SUPPLIES	$2,414.00
				Total for Miscellaneous	**$2,414.00**

Fund: 272 Furniture Fund

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
MAT SUPPLIER					
	139171	Furniture Fund	MIDDLE/JUNIOR HIGH PROGRAMS	NON CONSUMABLE SUPPLIES	$6,032.00
QUILL CORPORATION					
	139216	Furniture Fund	HIGH SCHOOL PROGRAMS	NON CONSUMABLE SUPPLIES	$688.15
ULINE INC.					
	139220	Furniture Fund	HIGH SCHOOL PROGRAMS	NON CONSUMABLE SUPPLIES	$1,877.80
				Total for Furniture Fund	**$8,597.95**

Fund: 274 HS Co-Curricular

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
ARCATA HIGH SCHOOL VOLLEYBALL					
	139143	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	$325.00
BSN SPORTS					
	139135	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	$20,000.00
CASCADE ATHLETIC SUPPLY					
	139204	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	$742.30
FAR WEST LEAGUE					
	139210	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	$230.00
HUDL					
	139194	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	COMPUTER SOFTWARE	$6,100.00
OSAA					
	139177	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	$4,430.00

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Criteria: Report Sort: Fund **From Date:** 8/1/2026 12:00:00 AM **To Date:** 8/31/2026 12:00:00 AM

Fund: 274 HS Co-Curricular

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
SOUTHERN OREGON SOCCER OFFICIALS ASSOC.					
	139138	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	$7,104.00
SWOFOA.					
	139200	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	DUES AND FEES	$3,679.00
WALLIN III, LAWRENCE K					
	139187	HS Co-Curricular	HIGH SCHOOL EXTRACURRICULAR	TRAVEL	$224.04
			Total for HS Co-Curricular		**$42,834.34**

Fund: 275 Azalea MS Athletics

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
CASCADE ATHLETIC SUPPLY					
	139204	Azalea MS Athletics	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	SUPPLIES	$59.90
HUDL					
	139194	Azalea MS Athletics	MIDDLE/JUNIOR HIGH EXTRACURRICULAR	COMPUTER SOFTWARE	$6,100.00
			Total for Azalea MS Athletics		**$6,159.90**

Fund: 283 TEXTBOOK ADOPTION

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
CENGAGE LEARNING					
	139118	TEXTBOOK ADOPTION	HIGH SCHOOL PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	$0.00
	139118	TEXTBOOK ADOPTION	HIGH SCHOOL PROGRAMS	TEXTBOOKS	$105,421.97
	139118	TEXTBOOK ADOPTION	MIDDLE/JUNIOR HIGH PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	$0.00
	139118	TEXTBOOK ADOPTION	MIDDLE/JUNIOR HIGH PROGRAMS	TEXTBOOKS	$75,073.08
	139149	TEXTBOOK ADOPTION	HIGH SCHOOL PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	$1,575.00
	139149	TEXTBOOK ADOPTION	HIGH SCHOOL PROGRAMS	TEXTBOOKS	$0.00
	139149	TEXTBOOK ADOPTION	MIDDLE/JUNIOR HIGH PROGRAMS	PROFESSIONAL AND TECHNICAL SERVICES	$1,575.00

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Criteria: Report Sort: Fund **From Date:** 8/1/2026 12:00:00 AM **To Date:** 8/31/2026 12:00:00 AM

Fund: 283 TEXTBOOK ADOPTION

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
	139149	TEXTBOOK ADOPTION	MIDDLE/JUNIOR HIGH PROGRAMS	TEXTBOOKS	$3,993.40
			Total for CENGAGE LEARNING		$187,638.45
COLUMBIA BANK					
	0	TEXTBOOK ADOPTION	MIDDLE/JUNIOR HIGH PROGRAMS	TEXTBOOKS	$2,570.40
MCGRAW-HILL EDUCATION					
	139127	TEXTBOOK ADOPTION	ELEMENTARY	PROFESSIONAL AND TECHNICAL SERVICES	$0.00
	139127	TEXTBOOK ADOPTION	ELEMENTARY	TEXTBOOKS	$63,917.91
			Total for MCGRAW-HILL EDUCATION		$63,917.91
			Total for TEXTBOOK ADOPTION		**$254,126.76**

Fund: 285 FACILITY MAINTENANCE

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
ADVANCED SECURITY SYSTEMS					
	139141	FACILITY MAINTENANCE	MAINTENANCE SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	$5,606.82
	139141	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	$9,228.60
			Total for ADVANCED SECURITY SYSTEMS		$14,835.42
AMAZON					
	139133	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	$924.07
BROOKINGS ELECTRONIC SERVICE, INC					
	139134	FACILITY MAINTENANCE	MAINTENANCE SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	$3,276.00
CASCADE HOME CENTER / GOLD BEACH LUMBER					
	139136	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	$3,132.93
COASTAL HEATING, LLC					
	139151	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	$3,287.50
	139206	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	$2,985.50
			Total for COASTAL HEATING, LLC		$6,273.00

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Fund: 285 FACILITY MAINTENANCE

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
COASTAL PAPER & SUPPLY INC					
	139207	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	$511.46
COLUMBIA BANK					
	0	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	$61.58
CTR INC					
	139119	FACILITY MAINTENANCE	MAINTENANCE SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	$0.00
	139119	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	$159.00
	139155	FACILITY MAINTENANCE	MAINTENANCE SERVICES	NON INSTRUCTIONAL PROFESSIONAL & TECH	$0.00
	139155	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	$163.78
			Total for CTR INC		$322.78
DAL'S PEST CONTROL					
	139156	FACILITY MAINTENANCE	MAINTENANCE SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	$4,700.00
FRANK'S HEATING & REFRIGERATION					
	139212	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	$1,215.73
NAPA AUTO PARTS					
	139137	FACILITY MAINTENANCE	MAINTENANCE SERVICES	SUPPLIES	$52.04
PALM INDUSTRIES INC					
	139178	FACILITY MAINTENANCE	MAINTENANCE SERVICES	PROFESSIONAL AND TECHNICAL SERVICES	$375.00
RED SKY ROOFING					
	139180	FACILITY MAINTENANCE	MAINTENANCE SERVICES	REPAIR AND MAINTENANCE	$951.86
			Total for FACILITY MAINTENANCE		**$36,631.87**

Fund: 291 HIGH SCHOOL STUDENT BODY

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
AMAZON					
	139142	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	$356.34
BSN SPORTS					

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Criteria: Report Sort: Fund **From Date:** 8/1/2026 12:00:00 AM **To Date:** 8/31/2026 12:00:00 AM

Fund: 291 HIGH SCHOOL STUDENT BODY

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
	139135	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	$6,081.00
CASCADE ATHLETIC SUPPLY					
	139147	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	$520.51
COLUMBIA BANK					
	0	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	$1,351.43
DAY, MEGAN					
	139209	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	$1,800.00
ELK RIDGE CLOTHING					
	139120	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	$510.00
FOXY'S RESTAURANT					
	139211	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	$3,900.00
FRESH PRINTS OF GOLD BEACH					
	139121	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	$966.00
OSAA					
	139214	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	$253.00
QUILL CORPORATION					
	139179	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	$1,879.17
RALLY ATHLETICS					
	139197	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	$285.00
SWOFOA.					
	139131	HIGH SCHOOL STUDENT BODY	HIGH SCHOOL EXTRACURRICULAR	SUPPLIES	$420.00
			Total for HIGH SCHOOL STUDENT BODY		**$18,322.45**

Fund: 293 KALMIOPSIS STUDENT BODY

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
SCHOLASTIC BOOK FAIRS					
	139129	KALMIOPSIS STUDENT BODY	ELEMENTARY COCURRICULAR	SUPPLIES	$595.00
			Total for KALMIOPSIS STUDENT BODY		**$595.00**

Expenditure Summary Report

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Criteria: Report Sort: Fund **From Date:** 8/1/2026 12:00:00 AM **To Date:** 8/31/2026 12:00:00 AM

Fund: 299 Nutrition Services

Remit Name	Check#	FUND	FUNCTION	OBJECT	Amount
COLUMBIA BANK					
	0	Nutrition Services	FOOD SERVICES	DUES AND FEES	$30.00
	0	Nutrition Services	FOOD SERVICES	FOOD	$6.87
	0	Nutrition Services	FOOD SERVICES	SUPPLIES	$0.00
	0	Nutrition Services	FOOD SERVICES	TRAVEL	$0.00
			Total for COLUMBIA BANK		$36.87
CTR INC					
	139119	Nutrition Services	FOOD SERVICES	GARBAGE	$2,520.63
EDNETICS MGT					
	139159	Nutrition Services	FOOD SERVICES	TELEPHONE	$138.64
OREGON HEALTH AUTHORITY-FOOD/POOL/LODGE					
	139213	Nutrition Services	FOOD SERVICES	DUES AND FEES	$175.00
SUNRISE DISTRIBUTORS INC					
	139184	Nutrition Services	FOOD SERVICES	FOOD	$40.00
SYSCO PORTLAND, INC.					
	139132	Nutrition Services	FOOD SERVICES	FOOD	$930.38
	139185	Nutrition Services	FOOD SERVICES	FOOD	$1,193.54
	139219	Nutrition Services	FOOD SERVICES	FOOD	$3,276.48
			Total for SYSCO PORTLAND, INC.		$5,400.40
US FOODS					
	139221	Nutrition Services	FOOD SERVICES	FOOD	$2,328.87
ZIPLY FIBER					
	139202	Nutrition Services	FOOD SERVICES	TELEPHONE	$137.52
			Total for Nutrition Services		**$10,777.93**

Expenditure Summary Report

Fiscal Year: 2026-2027

Criteria: **Report Sort:** Fund **From Date:** 8/1/2026 12:00:00 AM **To Date:** 8/31/2026 12:00:00 AM

Grand Total: $570,924.72

Recap for FUND for GENERAL FUND

100	GENERAL FUND	$182,225.26
202	TItle I-A	$2,176.16
203	TITLE IIA - INNOVATIVE EDUCATI	$37.26
205	FED IMPROVE FUNDS CSI & TSI S	$243.63
252	HIGH SCHOOL SUCCESS - M98	$5,782.21
261	Miscellaneous	$2,414.00
272	Furniture Fund	$8,597.95
274	HS Co-Curricular	$42,834.34
275	Azalea MS Athletics	$6,159.90
283	TEXTBOOK ADOPTION	$254,126.76
285	FACILITY MAINTENANCE	$36,631.87
291	HIGH SCHOOL STUDENT BODY	$18,322.45
293	KALMIOPSIS STUDENT BODY	$595.00
299	Nutrition Services	$10,777.93

End of Report

Brookings Harbor School District 17C
629 Easy St.
Brookings, OR 97415
541 469-7443
Fax 541 469-6599
www.brookings.k12.or.us

Human Resources September 2026
Approve Personnel Recommendations

New Employee(s)	Position	Dept	Employee Group	Hire Date
Nelson, Brittney	Temporary Elementary Teacher	KS	Certified	8.24.26
Darger, Nikki	Temporary .25 PE/Health Teacher	BHHS	Certified	8.24.26
Kleespies, Kristy	Temporary .25 PE/Health Teacher	BHHS	Certified	8.24.26

New Coach(s)	Position	Dept	Employee Group	Hire Date
Steendahl, Matt	Head Track Coach-BHHS	Athletics	Extra Duty	2.15.27
Widner, Beaudry	Assistant Football Coach-AMS	Athletics	Extra Duty	8.17.26
Widner, Beaudry	Head Basketball Coach-AMS	Athletics	Extra Duty	1.4.27
Hall, Kate	Assistant Volleyball Coach-BHHS	Athletics	Extra Duty	8.17.26
Travis, Amanda	Assistant Volleyball Coach-AMS	Athletics	Extra Duty	8.17.26

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

USPS Postal Service
DONOR NAME

711 Spruce St. Brookings OR. 97415
MAILING ADDRESS, CITY, STATE, ZIP

PHYSICAL ADDRESS, CITY, STATE, ZIP

541-251-2174
PHONE NUMBER

BROOKINGS-HARBOR SCHOOL DISTRICT TAX ID: 93-6000388

DONATION DESCRIPTION
2 case 11x17 printer paper
2 case 8.5x14 printer paper
1 case 9x11 Green paper

OFFICE USE ONLY	
Received By:	Nadine Cleary
Date Received:	9-8-26
Destination of Gift:	Kalmiopsis Elementary

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

Brookings Football Association

DONOR NAME

Box 6999 Brookings, OR 97415

MAILING ADDRESS, CITY, STATE, ZIP

PHYSICAL ADDRESS, CITY, STATE, ZIP

541-251-4366

PHONE NUMBER

BROOKINGS-HARBOR SCHOOL DISTRICT TAX ID: 93-6000388

DONATION DESCRIPTION
Gaurdian Safety Caps for Azalea Middle School Football Team Helmets
25 safety caps purchased for $1500

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

City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1123 Fax (541) 469-3650 TTY (800) 735-1232
www.brookings.or.us

City of Brookings
898 Elk Dr.
Brookings, OR 97415

August 19, 2026

Brookings Harbor School District 17C
629 Easy Street
Brookings, OR 97415

Re: City of Brookings Donation to School District 17C

Dear Brookings Harbor School District 17C,

Please accept the enclosed donation of **$1,307.00**. These funds are being donated to support students enrolled in **health-related classes** within the district.

It is our intent that the funds be used to assist students with expenses, materials, supplies, fees, or other educational needs related to their participation in these classes.

We appreciate the opportunity to support students as they pursue education and training in health-related fields.

Sincerely,

Tim Rundel
City Manager

Brookings-Harbor School District 17C

Code: BBE-AR
Revised/Reviewed: 09/16/26

Board Member Vacancy Application

When a Board vacancy is declared, the Board will appoint a qualified person in accordance with Board policy BBE – Vacancies on the Board. To be considered for appointment, this form must be submitted to the district office by the deadline communicated by the district. Submitted applications become public records and may be disclosable upon request.

Name: _____

Motivation and Experience

Why do you want to serve on the Board?

_____
_____
_____
_____

Which experiences or perspectives will help you represent and serve all students and families?

_____
_____
_____
_____

How will you help advance the district's mission and goals?

_____
_____
_____
_____

How will you engage respectfully with individuals whose viewpoints differ from your own?

_____
_____
_____

Knowledge, Time Commitment and Governance

Availability: Board meetings, work sessions, and committee service often occur in the evenings and occasionally during the daytime. How will you balance Board obligations with other commitments?

_____

Laws applying to public entities: Briefly share any familiarity you have with Oregon public meetings and public records laws: _____
_____
_____

Policy and Budget: What experience do you have with policy development, budgets, or strategic planning?

Student-Centered Decision-Making: How will you ensure decisions reflect student outcomes, safety, and well-being?

PROPOSED

This page is intended for internal and verification purposes. It is not intended to be provided to the Board or discussed at a Board meeting. Once submitted, it is a public record and may be subject to disclosure.

Contact and Personal Information

Name (as it appears on voter registration): _____

Preferred name (if different): _____

Position applying for: _____

Note: Your address is used only to verify residency within the district/zone, as required by Oregon law. Verification may be required.

Home street address (as it appears on voter registration):

_____

City: _____ State: OR_____

Primary phone: _____ Alternative phone: _____

Email: _____

Best way to contact you? ☐ Phone ☐ Email ☐ Text

Accessibility and Accommodations

We welcome applicants with disabilities. Do you need an accommodation to participate in interviews or meetings (e.g., ASL interpreter, materials in alternative formats, physical access, assistive technology)?

☐ No ☐ Yes (please describe): _____

Attestations (Required)

- ☐ The information I have provided is true and complete to the best of my knowledge.
- ☐ I meet the statutory eligibility for appointment: registered elector and one-year residency (ORS 332.018).
- ☐ [I reside in the zone corresponding to this vacancy (ORS 332.030 and ORS 332.122).]
- ☐ I am not disqualified by employee status (ORS 332.016).
- ☐ I understand the appointment duration (through June 30 after the next regular district election) (ORS 332.030(4)).

Signature: _____ Date: _____

PROPOSED

Brookings-Harbor School District 17C

Code: **GBA-AR**
Revised/Reviewed: 7/14/15; 2/15/17

Veterans' Preference

Oregon law~~Oregon's Veterans' Preference Law~~ requires the district to grant a preference to qualified and eligible veterans, ~~and~~ disabled veterans, state servicemembers and former state servicemembers at each stage during~~in~~ the hiring or~~and~~ promotion process who claim a preference. To be **qualified** for ~~veterans'~~ preference, an applicant~~a veteran or disabled veteran~~ must meet the minimum qualifications and any other special qualifications required for the position sought. To be **eligible** for ~~veterans'~~ preference[1] an applicant ~~a veteran or disabled veteran~~ must provide certification they are a veteran, ~~or~~ disabled veteran, state servicemember or former state servicemember as defined by Oregon law[2].

The district is not obligated to hire or promote a qualified and eligible veteran, ~~or~~ disabled veteran, state servicemember or former state servicemember. The district is obligated to interview all minimally qualified veterans or disabled veterans, and is also obligated to hire or promote a qualified or eligible veteran, ~~or~~ disabled veteran, state servicemember or former state servicemember if the individual~~he or she~~ is equal to or better than the top candidate after the ~~veterans'~~ preference has been applied.

~~A veteran may request a written explanation of the reasons why they were not selected for the position.[3] Upon written request, the district shall provide the reasons for not selecting the candidate.~~

Recruitment Procedures

All job postings or announcements will include a concise list of minimum qualifications and any special qualifications required for the position. Job postings will include a statement that the district's policy is to provide a~~veterans and disabled veterans with~~ preference as required by Oregon law and the job posting will require applicants to provide certification[4] of eligibility for preference, in addition to other requested materials.[5]

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[1] See Oregon Revised Statute (ORS) 408.235.

[2] See Oregon Revised Statute (ORS) 408.225 for definitions~~: definition~~ of veteran, disabled veteran, state servicemember and former state servicemember.

[3] Oregon Revised Statute (ORS) 408.230(5)

[4] An applicant claiming veteran's or disabled veteran's preference will submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a certification that the veteran is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification. A disabled veteran may also submit a copy of their letter from the U.S. Department of Veterans Affairs, unless the information is included in the DD Form 214/215 or a certification that the veteran is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification. (OAR 839-006-0465) An applicant claiming to be a former state servicemember must meet the definition of "former state servicemember." An applicant is treated as a former state servicemember if they meet the definition, except for the requirement that the applicant was discharged or released under honorable conditions and submits certification that the individual is expected to be discharged or released from Oregon National Guard under honorable conditions no later than 120 days after the submission of the certification. (ORS 408.235)

[5] Verification of Veteran's Preference
~~A veteran will submit: (a) a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215); or (b) proof of receiving a nonservice connected pension from the U.S. Department of Veterans Affairs. A disabled veteran will~~

Selection Procedures{[6]}

Step 1: Before the review of any applications the [human resource coordinator] will establish an evaluation scoring guide based on the minimum qualifications and any special qualifications listed in the job posting.

Step 2: The [human resource coordinator] will review the application materials using the ~~above~~ evaluation scoring guide to determine which applicants meet the minimum and any special qualifications listed in the job posting. In assessing the applicant materials of a veteran or disabled veteran the [human resource coordinator] shall evaluate whether the skill experience obtained in service~~the military~~ are transferable skills to the posted position. ~~In this step the district **does not** apply a veterans' preference.~~ Any applicants that do not meet the minimum and any special qualifications shall be removed from the applicant pool.

Step 3: Based on Step 2, the [hiring manager] determines who will be interviewed. All qualified and eligible veterans or disabled veterans shall be given an opportunity to interview.

Step 4: Interview questions and scoring sheets will be developed and each scoring sheet must be completed after each interview by the interviewers.

Step 5: Following completion of the interviews, the [human resources director]~~hiring manager~~ shall complete the selection matrix and score the applicants based on the scoring sheets completed during interviews. Preference shall~~Veterans' preference points must~~ be applied by adding 5 percentage points to an eligible veteran, state servicemember or former state servicemember and 10 percentage points to an eligible disabled veteran.

Step 6: The district will appoint an otherwise qualified ~~human resource coordinator makes the offer to the~~ applicant claiming preference to the position if the applicant's results of their application examination, when combined with the preference, are equal to ~~highest final score. The district is not obligated to hire or promote a qualified and eligible veteran or disabled veteran.~~

~~The district is obligated to hire or promote a qualified or eligible veteran or disabled veteran if they are equal~~ or better than the results for the top candidate ~~after the veterans' preference has been applied~~. The district

~~A veteran~~ may base~~request~~ a decision~~written explanation of the reasons why they were~~ not to appoint the applicant claiming preference solely on the applicant's merits or qualifications with respect to~~selected for~~ the position.

~~submit a copy of their letter from the Department of Veterans Affairs verifying disabled veteran status.~~

[6] {If the district chooses not to use a scored system the law requires that the district give special consideration in the district's hiring decision to veterans, disabled veterans, state servicemembers and former state servicemembers and the district will need to be able to demonstrate the method used for providing special consideration. ORS 408.230(2)(c).}

In the event the district chooses not to appoint an applicant covered by this administrative regulation ~~Upon written request~~, the district shall provide the reasons it chose~~for~~ not to appoint the applicant for the position upon a written request from the applicant~~selecting the candidate~~.

Filing a Complaint

A veteran, ~~or~~ disabled veteran, state servicemember or former state servicemember is encouraged to contact the [human resources office] if there are~~they have~~ any concerns or questions concerning the application of or the process used for ~~veterans'~~ preference.

An applicant
~~A veteran or disabled veteran~~ claiming to be aggrieved by a violation of Board policy GBA - Equal Employment Opportunity or this administrative regulation, may file a written complaint with the Civil Rights Division of the Bureau of Labor and Industries (BOLI) in accordance with Oregon Revised Statute (ORS) 659A.820.

Brookings-Harbor School District 17C

Code: GCBDA/GDBDA-AR(1)
Revised/Reviewed: 2/17/10; 12/18/13; 2/17/16; 11/14/17

Federal Family and Medical Leave/State Family Medical Leave

Coverage

The federal Family and Medical Leave Act (FMLA) applies to districts with 50 or more employees within 75 miles of the employee's work site, based on employment during each working day during any of the 20 or more workweeks in the calendar year in which the leave is to be taken, or in the calendar year preceding the year in which the leave is to be taken. The 50 employee test does not apply to educational institutions for determining employee eligibility.

The Oregon Family Leave Act (OFLA) and the Oregon Military Family Leave Act (OMFLA) applies to districts that employ 25 or more part-time or full-time employees in Oregon, based on employment during each working day during any of the 20 or more workweeks in the calendar year in which the leave is to be taken, or in the calendar year immediately preceding the year in which the leave is to be taken.

Employee Eligibility

FMLA applies to employees who have worked for the district for at least 12 months (not necessarily consecutive) and worked for at least 1,250 hours during the 12-month period immediately preceding the start of the leave.

An employee who has previously qualified for and has taken some portion of FMLA leave may request additional FMLA leave within the same leave year. In such instances, the employee need not requalify as an eligible employee, if the additional leave applied for is in the same leave year and for the same condition.

OFLA applies to employees who work an average of 25 hours or more per week during the 180 calendar days or more immediately prior to the first day of the start of the requested leave.[1] For parental leave purposes, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

An employee who has previously qualified for and has taken some portion of OFLA leave, may request additional OFLA leave within the same leave year. In such instances, the employee must requalify as an eligible employee for each additional leave requested unless one of the following exceptions apply:

1. A female employee who has taken 12 weeks of pregnancy disability leave need not requalify leave in the same leave year for any other purpose;

[1] The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options employee leave at least as generous as the leave required by OFLA.

2. An employee who has taken 12 weeks of parental leave need not requalify to take an additional 12 weeks in the same leave year for sick child leave; and

3. An employee granted leave for a serious health condition for the employee or a family member need not requalify if additional leave is taken in this leave year for the same reason.

OMFLA applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

In determining if an employee has been employed for the preceding 180 calendar days, when applicable, the employer must consider days, e.g., paid or unpaid, an employee is maintained on payroll for any part of a work week. Full-time public school teachers who have been maintained on payroll by a district for 180 consecutive calendar days are thereafter deemed to have been employed for an average of at least 25 hours per week during the 180 days immediately preceding the start date of the OFLA leave. This provision is eligible for rebuttal if for example, the employee was on a nonpaid sabbatical.

In determining average workweek, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines.

Qualifying Reason

Eligible employees may access FMLA leave for the following reasons:

1. Serious health condition of the employee or the employee's covered family member:

    a. Inpatient care;
    b. Continuing treatment;
    c. Chronic conditions;
    d. Permanent, long-term or terminal conditions;
    e. Multiple treatments;
    f. Pregnancy and prenatal care.

2. Parental leave[2] (separate from eligible leave as a result of a child's serious health condition):

    a. Bonding with and the care for the employee's newborn (within 12 months following birth);
    b. Bonding with and the care for a newly adopted or newly placed foster child under the age of 18 (within 12 months of placement);
    c. Care for a newly adopted or newly placed foster child over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
    d. Time to effectuate the legal process required for placement of a foster child or the adoption of a child.

3. Military Caregiver Leave: leave for the care for spouse, son, daughter or next-of-kin who is a covered servicemember/veteran with a serious injury or illness;

4. Qualifying Exigency Leave: leave arising out of the foreign deployment of the employee's spouse, son, daughter or parent.

[2] Parental leave must be taken in one continuous block of time within 12 months of the triggering event.

Eligible employees may access OFLA for the following reasons:

1. Serious health condition of the employee or the employee's covered family member:

   a. Inpatient care;
   b. Continuing treatment;
   c. Chronic conditions;
   d. Permanent, long-term or terminal conditions;
   e. Multiple treatments;
   f. Pregnancy and prenatal care.

2. Parental leave (separate from eligible leave as a result of the child's serious health condition):

   a. Bonding with and the care for the employee's newborn (within 12 months following birth);
   b. Bonding with and the care for a newly adopted or newly placed foster child under the age of 18 (within 12 months of placement);
   c. Care for a newly adopted or newly placed foster child over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
   d. Time to effectuate the legal process required for placement of a foster child or the adoption of a child.

3. Sick Child Leave: leave for non-serious health conditions of the employee's child.

4. Bereavement Leave: leave related to the death of a covered family member.[3]

5. Eligible employees may access OMFLA for the purpose of spending time with a spouse or same-gender domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.

6. The eligibility of an employee who takes multiple leaves for different qualified reasons during the same district designated leave period may be reconfirmed at the start of each qualified leave requested.

Definitions

1. Family member:

   a. For the purposes of FMLA, "family member" means:

      (1) Spouse[4];
      (2) Parent;
      (3) Child; or
      (4) Persons who are "in loco parentis".

   b. For the purposes of OFLA, "family member" means:

[3] Bereavement leave under OFLA must be completed within 60 days of when the employee received notice of the death.

[4] "Spouse" means individuals in a marriage, including "common law" marriage and same-sex marriage. For OFLA, spouse also includes same-sex individuals with a Certificate of Registered Domestic Partnership.

(1) Spouse;
(2) Registered, same-gender domestic partner;
(3) Parent;
(4) Parent-in-law;
(5) Parent of employee's registered, same-gender domestic partner;
(6) Child;
(7) Child of employee's registered, same-gender domestic partner;
(8) Grandchild;
(9) Grandparent; or
(10) Persons who are "in loco parentis".

2. Child:

a. For the purposes of FMLA, "child" means a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing "in loco parentis", who is either under the age of 18, or who is 18 years of age or older and who is incapable of self-care because of a physical or mental impairment.
b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, "child" means the employee's son or daughter on covered active duty regardless of that child's age.
c. For the purposes of OFLA, "child" means a biological, adopted, foster child or stepchild of the employee, the child of the employee's same-gender domestic partner, or a child with whom the employee is or was in a relationship of "in loco parentis".
d. For the purposes of parental and sick child leave under OFLA, the child must be under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment.

3. In loco parentis:

a. For the purposes of FMLA, "in loco parentis" means persons with day-to-day responsibility to care for and financially support a child, or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
b. For the purposes of OFLA, "in loco parentis" means person in the place of the parent having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Next of kin:

For the purposes of FMLA and Military Caregiver Leave under FMLA, "next of kin" means the nearest blood relative other than the servicemember's spouse, parent, son or daughter in the following order of priority (unless otherwise designated in writing by the servicemember):

a. Blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions;
b. Brothers or sisters;
c. Grandparents;
d. Aunts and uncles; and

e. First cousins.

5. Covered servicemembers:

   For the purposes of Military Caregiver Leave under FMLA, "covered servicemember" means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation or therapy, or is in outpatient status, or is on the temporary disability retire list for a serious injury or illness.

6. Covered veteran:

   For the purposes of Military Caregiver Leave under FMLA, "covered veteran" means a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness provided he or she was:

   a. A member of the Armed Forces (including a member of the National Guard or Reserves);
   b. Discharged or released under conditions other than dishonorable; and
   c. Discharged within the five-year period before the eligible employee first takes FMLA, Military Caregiver Leave.

Leave Period

For the purposes of calculating an employee's leave period, the district will use a "rolling" 12-month period measured backward from the date the employee uses any family and medical leave. The same method for calculating the 12-month period for FMLA and OFLA leave entitlement shall be used for all employees. However, in all instances, the leave period for the purposes of OMFLA and Military Caregiver Leave under FMLA shall be dependent on the start of any such leave regardless of the district's designated 12-month leave period described above.

Leave Duration

For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district's designated leave period[5]. Spouses who work for the district may be limited to a combined 12 weeks of FMLA leave during the district's designated leave period when the purpose of the leave is for the birth of a child or to care for a child after birth, placement of an adopted or foster child or the care for an adopted or foster child after placement, or to care for the employee's parent's serious medical condition. Except in specific and unique instances, all qualified leave under FMLA counts toward an employee's leave entitlement within the district's designated leave period.

For the purposes of OFLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district's designated leave period. However, a woman is entitled to an additional, full 12 weeks of parental leave during the district's designated leave period following the birth of a child regardless of how much OFLA qualified leave she has taken prior to the birth of such child during the district's designated leave period. Likewise, an employee who uses the full 12 weeks of parental leave

[5] An eligible employee taking Military Caregiver Leave under FMLA is entitled to up to 26 weeks of leave in the 12-month period beginning with the first day of such leave and regardless of any FMLA leave taken previously during the district's leave period. However, once the 12-month period begins for the purposes of Military Caregiver Leave under FMLA, any subsequent FMLA qualified leave, regardless of reason for such leave, will count toward the employee's 26-week entitlement under Military Caregiver Leave under FMLA.

during the district designated leave period, will be entitled to an additional 12 weeks of sick child leave under OFLA during the district's designated leave period for the purpose of caring for a child(ren) with a non-serious health condition requiring home care.[6] Unlike FMLA, OFLA does not combine the leave entitlement for spouses working for the district. However, under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.[7]

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements of OFLA, the duration of the OMFLA leave counts toward that employee's leave entitlement during the district's designated leave period.

Except as otherwise noted above, qualified leave under FMLA and OFLA for an eligible employee will run concurrently during the district's designated leave period.

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12[8]. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 weeks worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek[9]. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

Intermittent Leave

With the exception of parental leave which must be taken in one continuous block of time, an eligible employee is permitted under FMLA and OFLA to take intermittent leave for any qualifying reason.

Intermittent leave is taken in multiple blocks of time (i.e., hours, days, weeks, etc.) rather than in one continuous block of time and/or requires a modified or reduced work schedule.

When an employee is eligible for OFLA leave, but not FMLA leave, the employer:

1. May allow an exempt employee, as defined by state and federal law, with accrued paid time off to take OFLA leave in blocks of less than a full day; but

2. May not reduce the salary of an employee who is taking intermittent leave when they do not have accrued paid leave available. To do so would result in the loss of exemption under state law.

[6] Sick child leave under OFLA need not be provided if another family member, including a noncustodial biological parent, is willing and able to care for the child.

[7] Exceptions to the ability to require family members from taking OFLA qualified leave at different times are when 1) employee is caring for the other employee who has a serious medical condition; 2) one employee is caring for a child with a serious medical condition when the other employee is suffering a serious medical condition; 3) each family member is suffering a serious medical condition; 4) each family member wants to take Bereavement Leave under OFLA; and 5) the employer allows the family members to take concurrent leave.

[8] For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

[9] For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

An employee's FMLA and/or OFLA intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

Holidays or days in which the district is not in operation, are not counted against the eligible employee's intermittent OFLA leave period unless the employee was scheduled and expected to work on any such day.

Alternate Work Assignment

The district may transfer an employee recovering from a serious health condition to an alternate position which accommodates the serious health condition provided:

1. The employee accepts the position voluntarily and without coercion;

2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;

3. The transfer is compliant with any applicable collective bargaining agreement;

4. The transfer is compliant with state and federal law, including but not limited to the protections provided for in FMLA and/or OFLA; and

5. The transfer is not used to discourage the employee from taking FMLA and/or OFLA leave for a serious health condition or to create a hardship for the employee.

The district may transfer an eligible employee who is on a foreseeable intermittent FMLA and/or OFLA leave to another position with the same or different duties to accommodate the leave, provided:

1. The employee accepts the transfer position voluntarily and without coercion;

2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;

3. The transfer is compliant with any applicable collective bargaining agreements;

4. The transfer is compliant with state and federal law, including but not limited to the protections provided for in FMLA and/or OFLA;

5. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and

6. The transfer is not used to discourage the employee from taking intermittent or reduced work schedule leave, or to create a hardship for the employee.

If an eligible employee is transferred to an alternative position, and as a result the employee works fewer hours than the employee was working in the original position, the employee's FMLA and/or OFLA leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

When an employee is transferred to alternate position as described above but such transfer does not result in a reduced schedule, time worked in any such alternate position shall not be considered for the purpose of FMLA and/or OFLA leave. An employee working in an alternate position retains the right to return to the employee's original position unless all FMLA and/or OFLA leave taken in that leave year plus the period of time worked in the alternate position exceeds 12 weeks.

Special Rules for School Employees

For the purposes of FMLA, "school employee" means those whose principal function is to teach and instruct students in a class, a small group or an individual settlement. Athletic coaches, driving instructors and special education assistants, such as interpreters for the hearing impaired, are included in this definition. This definition does not apply to teacher assistants or aides, counselors, psychologist, curriculum specialists, cafeteria workers, maintenance workers or bus drivers.

For the purposes of OFLA, "school employee" means employees employed principally as instructors in public kindergartens, elementary schools, secondary schools or education service districts.

FMLA and/or OFLA leave that is taken for a period that ends with the school year and begins with the next semester is considered consecutive rather than intermittent. In any such situation, the eligible school employee will receive any benefits during the break period that employees would normally receive if they had been working at the end of the school year.

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

   When the qualified leave is foreseeable, will encompass more than 20 percent of the eligible school employee's regular work schedule during the leave period, and the purpose of such leave is to care for a family member with a serious medical condition, for a servicemember with a serious medical condition or because of the employee's own serious medical condition, the district may require the eligible school employee to:

   a. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
   b. Temporarily transfer the eligible school employee to an alternate position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than the employee's original position.

2. Limitation on Leave Near the End of the School Year

   When an eligible school employee requests leave near the end of the school year, the district may require the following:

   a. When the qualified leave begins more than five weeks before the end of the school year:

      (1) For the purposes of FMLA leave, the eligible school employee may be required to continue taking leave until the end of the school year provided:

         (a) The leave will last at least three weeks; and

(b) The employee would return to work during the three-week period before the end of the term.

(2) For the purposes of OFLA leave, if the reason for the leave is because of the eligible school employee's own serious health condition, the eligible school employee may be required to remain in leave until the end of the school year, provided:

(a) The leave will last at least three weeks; and
(b) The employee's return to work would occur within three weeks of the end of the school year.

b. For the purposes of FMLA and/or OFLA leave, when the qualified leave begins within five weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided:

(1) The leave will last more than two weeks; and
(2) The employee would return to work during the two-week period before the end of the school year.

c. For the purposes of FMLA and/or OFLA leave, when the qualified leave begins within three weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided the length of the leave will last more than five working days. If the district requires an eligible school employee to remain on leave until the end of the school year as described above, additional leave required by the employer until the end of the school year shall not count against the eligible school employee's leave entitlement.

Paid/Unpaid Leave

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Subject to any related provisions in any applicable collective bargaining agreement, the district requires the eligible employee to use any available accrued paid leave, including personal and sick leave or available accrued vacation leave before taking FMLA and/or OFLA leave without pay during the leave period. The employee may select the order in which the available paid leave is used.

The district will notify the eligible employee that the requested leave has been designated as FMLA and/or OFLA leave and, if required by the district, that available accrued paid leave shall be used during the leave period. In the event the district is aware of an OFLA or FMLA qualifying exigency, the district shall notify the eligible employee of its intent to designate the leave as such regardless of whether a request has been made by the eligible employee. Such notification will be given to the eligible employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave, whichever is sooner.

When the district does not have sufficient information to make a determination of whether the leave qualifies as FMLA or OFLA leave, the district will provide the required notice promptly when the information is available but no later than two working days after the district has received the information. Oral notices will be confirmed in writing no later than the following payday. If the payday is less than one week after the oral notice is given, written notice will be provided no later than the subsequent payday.

Eligible employees who request OMFLA leave shall not be required to use any available accrued paid time off during the OMFLA leave period.

Benefits and Insurance

When an eligible employee returns to work following a FMLA or OFLA qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working. The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

For the purposes of FMLA and OFLA, the district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.

For the purposes of FMLA qualified leave, the district's obligation to maintain the employee's group health insurance coverage will cease if the employee's contribution is remitted more than 30 calendar days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

Fitness-for-Duty Certification

Prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the district may require the employee to obtain and present a Fitness-for-Duty Certification. The certification will specifically address the employee's ability to perform the essential functions of the employee's job as they relate to the health condition that was the reason for the leave. If the district is going to require a fitness-for-duty certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA and/or OFLA leave. Failure to provide the certification may result in a delay or denial of reinstatement.

For the purposes of FMLA qualified leave, any costs associated with obtaining the fitness-for-duty certification shall be borne by the employee.
For the purposes of OFLA qualified leave, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the district.

If the leave is qualified under both FMLA and OFLA, any out-of-pocket costs associated with obtaining the fitness-for-duty certification shall be borne by the district.

Application

Under federal and state law, an eligible employee requesting FMLA and/or OFLA leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start date, duration and reasons for the requested leave. When appropriate, the eligible employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district.

The district may request additional information to determine that the requested leave qualifies as FMLA and/or OFLA leave. The district may designate the employee as provisionally on FMLA and/or OFLA leave until sufficient information is received to properly make a determination. An eligible employee able to give advance notice of the need to take FMLA and/or OFLA leave must follow the employer's known, reasonable and customary procedures for requesting any kind of leave.

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means the employee must comply with the employer's normal call-in procedures except in limited and under unique circumstances. Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given.

For the purposes of OFLA, an eligible employee is required to provide oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The employee may designate a family member or friend to notify the district during that period of time. Failure of an employee to provide the required notice for leave covered by OFLA may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

When an employee fails to give advance notice for both the FMLA and OFLA above, the district must choose the remedy that is most advantageous to the employee.

In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

Medical Certification

The district may require an eligible employee to provide medical documentation, when appropriate, to support the stated reason for such leave. The district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. If the employee provides less than 30 days' notice, the employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

The district may request re-certification of a condition when the minimum duration of a certification expires if continued leave is requested. If the certification does not indicate a duration or indicates that it is ongoing, the district may request re-certification at least every six months in connection with an absence.

Under federal law, a second medical opinion may be required whenever the district has reason to doubt the validity of the initial medical opinion. The health care provider may be selected by the district. The provider shall not be employed by the district on a regular basis. Should the first and second medical certifications differ, a third opinion may be required. The district and the employee will mutually agree on the selection of the health care provider for a third medical certification. The third opinion will be final. Second and third opinions and the actual travel expenses for an employee to obtain such opinions will be paid for by the district.

Second and Third Opinions

1. For the purposes of FMLA, the district may designate a second health care provider, but that person cannot be utilized by the district on a regular basis except in rural areas where health care is extremely limited. If the opinions of the employee's and the district's designated health care provider(s) differ, the district may require a third opinion at the district's expense. The third health care provider must be designated or approved jointly by the employee and the district. This third opinion shall be final and binding.

2. For the purposes of OFLA, and except for leave related to sick child leave under OFLA, the district may require the employee to obtain a second opinion from a health care provider designated by the district. If the first and second verifications conflict, the employer may require the two health care providers to jointly designate a third health care provider for the purpose of providing a verification. This third verification shall be final and binding.

Notification

Any notice required by federal and state laws explaining employee rights and responsibilities will be posted in all staff rooms and the district office. Additional information may be obtained by contacting the superintendent.

Record Keeping/Posted Notice

The district will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific

notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

The district will post notice of FMLA and OFLA leave requirements.

Federal vs. State Law

Both federal and state law contain provisions regarding leave for family illness. Federal regulations state an employer must comply with both laws; that the federal law does not supersede any provision of state law that provides greater family leave rights than those established pursuant to federal law; and that OFLA and FMLA leave entitlements run concurrently. State law requires that FMLA and OFLA leave entitlements run concurrently when possible.

For example, due to differences in regulations, an eligible employee who takes OFLA leave after 180 days of employment, but before he/she is eligible for FMLA leave, is still eligible to take a full 12 workweeks of FMLA leave after meeting FMLA's eligibility requirements. Thereafter, any eligible leave period will run concurrently, when appropriate.

DELETE

EMPLOYEE RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:
- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements
Eligible employees with a spouse, son, daughter, or parent on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness*.
***The FMLA definition of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections
During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements
Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.
Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave
An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave
Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities
Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.
Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities
Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.
Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers
FMLA makes it unlawful for any employer to:
- Interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement
An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.
FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

Brookings-Harbor School District 17C

Code: GCBDA/GDBDA-AR(1)
Revised/Reviewed: 09/16/26

Family and Medical Leave *

(Version 1)

{This administrative regulation (AR) is intended for districts with 50 or more employees. If the district has 25 or more and fewer than 50 employees, use version 2 (Oregon Family Leave Act (OFLA)) of GCBDA/GDBDA-AR(1) - Family Leave *.}

Employee Eligibility

FMLA benefits are available to employees who have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and work at a worksite that employs 50 district employees within 75 miles of the worksite.

An employee who has previously qualified for and has taken some portion of FMLA leave may request additional FMLA leave within the same leave year.

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave.[1] In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the district must consider days, paid or unpaid, an employee is maintained on payroll.

In determining average workweek, under FMLA and OFLA, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines. An employee is eligible to take leave for any purposes of OFLA during a period of time covered by a public health emergency except:

1. An employee who has worked for the district for fewer than 30 days immediately before the date on which the family leave would commence; or

2. An employee who has worked for the district for an average of fewer than 25 hours per week in the 30 days immediately before the date on which the family leave would commence.

An employee of the district who has separated and is reemployed within 180 days, or experiences a temporary cessation of schedule hours may be eligible for OFLA in accordance with ORS 659A.156.

Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled. The amount of time that an employee is deemed to have worked for the district prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours shall be restored to the employee when the employee is reemployed by the district within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

[1] [The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options, employee leave at least as generous as the leave required by OFLA.]

When an employee requests OFLA leave, or when the district acquires knowledge that an employee's leave may be for a purpose that constitutes OFLA leave, the district will notify the employee of the employee's eligibility to take OFLA leave within five business days, absent extenuating circumstances. Whether an employee is an "eligible employee" as defined in OAR 839-009-0210 is determined, a notice must be provided, at the commencement of the first instance of each purpose for leave listed in OAR 839-009-0240 during the OFLA leave year. If an employee is an "eligible employee" as defined in OAR 839-009-0210 for the purpose listed in OAR 839-009-0240, the employee's eligibility for that purpose does not change during the applicable 12-month period.

In addition:

1. An employee taking, in any order, some or all of 12 weeks of OFLA pregnancy disability leave and some or all of 12 weeks of OFLA leave for any other purpose, need not requalify each time the employee takes OFLA leave within the same leave year;

2. An employee unable to work because of a disabling compensable injury[2] need not requalify under OAR 839-009-0210 in order to use OFLA leave following a period the employee is off work due to the compensable injury.

Leave under the Oregon Military Family Leave Act (OMFLA) applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

Qualifying Reason

Eligible employees may access FMLA leave entitlements for the following reasons:

1. Serious health condition of the employee or the employee's covered family member. "Serious health condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care[3] or continuing treatment by a health care provider[4].

2. Parental leave[5] (separate from eligible leave as a result of a child's serious health condition):

    a. Bonding with and caring for the employee's newborn child (within 12 months following birth);
    b. Bonding with and caring for a newly adopted child or newly placed child in foster care{[6]} under the age of 18 (within 12 months of placement);
    c. Caring for a newly adopted child or newly placed child in foster care 18 years of age or older who is incapable of self-care because of a mental or physical disability (within 12 months of placement);

[2] As defined in ORS 656.005.

[3] "Inpatient care" means an overnight stay in a hospital, hospice, or residential medical facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care. See 29 CFR § 825.114.

[4] "Continuing treatment" includes incapacity and treatment, pregnancy or prenatal care, chronic conditions, permanent or long-term conditions, conditions requiring multiple treatments, and absences attributable to incapacity. See 29 CFR § 815.115.

[5] Parental leave must be taken in one continuous block of time within 12 months of the triggering event.

[6] {ORS 659A.159 uses the term "foster child." Districts can choose to use either "foster child" or "child in foster care" throughout this administrative regulation.}

d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.

3. Military caregiver leave: leave for the care for a covered servicemember if the eligible employee is the spouse, child or next-of-kin of the servicemember with a serious injury or illness;

4. Qualifying exigency leave: leave arising out of deployment to a foreign country of the employee's spouse, child or parent who is a military member on active duty or call to covered active duty status.

Eligible employees may access OFLA leave entitlements for the following reasons:

1. Pregnancy disability leave: leave taken by an employee for their own disability related to pregnancy, including pregnancy termination or childbirth, whether the disability occurs before, during or after the birth of the child or for prenatal care, including fertility or infertility treatment.

2. Sick child leave: leave taken to care for an employee's child who is suffering from an illness, injury, or condition that requires home care; or leave taken to care for an employee's child whose school or child care provider has been closed[7] in conjunction with a statewide public health emergency declared by a public health official.[8]

3. Bereavement leave: leave taken to deal with the death of a covered family member and includes leave taken to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member.[9]

Eligible employees may also access OMFLA for the purpose of spending time with a spouse or domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.

Definitions

1. Family member:

   a. For the purposes of FMLA, "family member" means:

      (1) Spouse[10];

[7] "Closure" (OAR 839-009-0210(5)) for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child's school or child care provider as defined in OAR 839-009-0210(4).

[8] The district may request verification of the need for sick child leave under OFLA due to a closure during a statewide public health emergency. Verification may include:
1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

[9] Bereavement leave under OFLA must be completed within 60 days of the date the employee received notice of the death. The notice of the death of a family member may be by any means and from any source.

[10] "Spouse" means individuals in a marriage, including "common law" marriage and same-sex marriage.

(2) Parent[11]; or
(3) Child[12].

b. For the purposes of OFLA, "family member" means an eligible employee's:

(1) Spouse or domestic partner;
(2) Child or the child's spouse or domestic partner;
(3) Parent or the parent's spouse or domestic partner;
(4) Sibling or stepsibling, or the sibling's or stepsibling's spouse or domestic partner;
(5) Grandparent or the grandparent's spouse or domestic partner;
(6) Grandchild or the grandchild's spouse or domestic partner; or
(7) Any individual related by blood or affinity whose close association with an eligible employee is the equivalent of a family relationship.[13]

2. Child:

a. For the purposes of FMLA, "child" means the eligible employee's biological or adopted child, a child the employee is fostering, a stepchild, a legal ward or a child of a person standing "in loco parentis", who is either under the age of 18, or who is 18 years of age or older and who is incapable of self-care because of a physical or mental disability.
b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, "child" means the employee's child on covered active duty regardless of that child's age.
c. For the purposes of OFLA, "child" means the eligible employee's biological or adopted child, a child the employee is fostering, a stepchild, the child of the employee's spouse or domestic partner, or a child with whom the employee is or was in a relationship of "in loco parentis."
d. For the purposes of sick child leave under OFLA, the child must be under the age of 18 or substantially limited by a physical or mental impairment as described in ORS 659A.104.

3. In loco parentis:

a. For the purposes of FMLA, "in loco parentis" means persons with day-to-day responsibility to care for or financially support a child, or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

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[11] "Parent" means a biological, adoptive, step or foster parent, or any other individual who stood "in loco parentis" to the employee when the employee was a child as defined herein. This does not include parents "in law."

[12] "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

[13] "Affinity" means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. This bond may be demonstrated by, but is not limited to the following factors, with no single factor being determinative:

1. Shared personal financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
2. Emergency contact designation of the employee by the other individual in the relationship or the emergency contact designation of the other individual in the relationship by the employee;
3. The expectation to provide care because of the relationship or the prior provision of care;
4. Cohabitation and its duration and purpose;
5. Geographic proximity; and
6. Any other factor that demonstrates the existence of a family-like relationship.

b. For the purposes of OFLA, "in loco parentis" means person in the place of a parent, having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Next of kin:

For the purposes of FMLA , "next of kin" means the nearest blood relative other than the covered servicemember's spouse, parent or child in the following order of priority (unless otherwise designated in writing by the servicemember):

a. Blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions;
b. Siblings;
c. Grandparents;
d. Siblings of parents and their spouses; and
e. First cousins.

5. Covered servicemembers:

For the purposes of FMLA, "covered servicemember" means:

a. A current member of the Armed Forces, including a member of the National Guard or Reserves, who:

(1) Is undergoing medical treatment, recuperation or therapy;
(2) Is otherwise in outpatient status; or
(3) Is otherwise on the temporary disability retired list for a serious injury or illness; or

b. A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

6. Covered veteran:

For the purposes of FMLA, "covered veteran" means an individual who was:

a. A member of the Armed Forces (including a member of the National Guard or Reserves);
b. Discharged or released under conditions other than dishonorable; and
c. Discharged within the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

7. Public health emergency:

For OFLA a "public health emergency" means;

a. A public health emergency declared under ORS 433.441.
b. An emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

Leave Period

For the purposes of calculating an employee's leave period for FMLA, the district will use a "rolling" 12-month period measured backward from the date the employee uses any FMLA leave.

For the purposes of calculating an employee's leave period for OFLA, the district will use a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences.

The leave period for the purposes of Military Caregiver Leave under FMLA shall be dependent on the start of any such leave regardless of the district's designated leave period described above.

Leave Duration

For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district's designated leave period (12-month period)[14]. Spouses who work for the district and are eligible for FMLA leave may be limited to a combined total of 12 weeks of FMLA leave during the district's designated leave period when the purpose of the leave is for:

1. Birth of a child or to care for a child after birth;

2. Placement of an adopted child or child in foster care, the care for an adopted child or child in foster care after placement; or

3. Care of the employee's parent with a serious medical condition.

Except in specific and unique instances, all qualified leave under FMLA counts toward an employee's leave entitlement within the designated leave period.

For the purposes of OFLA, an eligible employee is generally entitled to a total of up to 12 weeks of OFLA leave, for sick child leave and bereavement leave, during the designated leave period. An eligible employee is entitled to a total of two weeks of bereavement leave upon the death of each family member of the employee within a leave year, except that the eligible employee may not take more than four weeks of bereavement leave within a leave year.

An employee may also be entitled to take a total of 12 weeks of OFLA pregnancy disability leave within the same leave year.

Under OFLA, the employee may use all or part of the 12 weeks of sick child or bereavement leave and all or part of the 12 weeks of pregnancy disability leave in any order.

Unlike FMLA, OFLA does not combine the leave entitlement when two or more family members work for the district. Under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.[15]

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[14] An eligible employee taking Military Caregiver Leave under FMLA is entitled to up to 26 weeks of leave in the 12-month period beginning with the first day of such leave and regardless of any FMLA leave taken previously during the district's leave period. However, once the 12-month period begins for the purposes of Military Caregiver Leave under FMLA, any subsequent FMLA qualified leave, regardless of reason for such leave, will count toward the employee's 26-week entitlement under Military Caregiver Leave under FMLA.

[15] Exceptions to the ability to require family members to take OFLA qualified leave at different times are when one employee needs to care for a child for a purpose described in ORS 659A.159 (1)(a) while another employee is taking pregnancy disability leave or, one or more of the employees is taking bereavement leave.

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements of OFLA, the duration of the OMFLA leave counts toward that employee's leave entitlement during the designated leave period.

Qualified leave under FMLA and OFLA for an eligible employee will run concurrently during the designated leave period if for the same qualifying reason. Qualified leave under FMLA will run concurrently with other qualified leave covered under Paid Family and Medical Leave Insurance (PFMLI) and/or available sick leave under ORS 653.601 - 653.661 for eligible employees. Qualified leave under OFLA may also run concurrently with leave taken under the sick time law in ORS 653.601 - 653.661 if for the same qualifying reason, but not concurrent with PFMLI.

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12[16]. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 months worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek[17]. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

Holidays which occur within the week taken as FMLA may be counted against FMLA entitlement.[18] However, for leave taken in increments of less than one week, holidays in which employees generally are not expected to report do not count against the employees FMLA leave entitlement.

Under OFLA, days in which the district is not in operation, are not counted toward intermittent or reduced work schedule OFLA leave.

Intermittent Leave

[With the exception of parental leave under FMLA which must be taken in one continuous block of time, a][A]n eligible employee is permitted under FMLA or OFLA to take intermittent leave for any qualifying reason.

Intermittent leave is taken in separate periods of time (i.e., hours, days, weeks, etc.), rather than in one continuous period of time, and/or requiring an altered or reduced work schedule. For OFLA this includes but is not limited to sick child leave taken requiring an altered or reduced work schedule because the intermittent or recurring closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

When an exempt employee is eligible for both OFLA and FMLA leave, and the employee takes intermittent leave in blocks of less than one day, if done in accordance with 29 CFR § 825.206, the district may reduce the employee's salary for the part-day absence without the loss of the employee's exempt status in accordance with OAR 839-020-0004(32).

[16] For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

[17] For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

[18] See 29 CFR § 825.200(h).

When an exempt employee is eligible for OFLA leave but not FMLA leave, and the employee takes intermittent leave in blocks of less than one day, the district will jeopardize the employee's exempt status if the district reduces the employee's salary for the part-day absence.

An employee's FMLA and/or OFLA intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

Alternate Work Assignment

Under FMLA, the district may transfer an employee taking intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment to an alternate position for which the employee is qualified and which better accommodates an employee's recovery from a serious health condition, a serious health condition of a spouse, parent, or child, or a serious injury of illness of a covered servicemember. However, the district may not transfer the employee to an alternative position in order to discourage the employee from taking leave or otherwise work a hardship on the employee.

Under FMLA, when an employee who is taking leave intermittently or on a reduced leave schedule and has been transferred to an alternative position no longer needs to continue on leave and is able to return to full-time work, the employee will be placed in the same or equivalent job as the job they left when the leave commenced. An employee may not be required to take more leave than necessary to address the circumstance that precipitated the need for leave.

Under OFLA, the district may transfer an employee on intermittent OFLA leave or reduced work schedule into an alternate position with the same or different duties to accommodate leave, provided:

1. The employee accepts the position voluntarily and without coercion;

2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;

3. The transfer is compliant with any applicable collective bargaining agreement, as well as with state and federal law;

4. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and

5. The transfer is not used to discourage the employee from taking leave or to create a hardship for the employee.

Under OFLA, an employee transferred to an alternate position for the purpose of a reduced work schedule must be returned to the employee's former position when the employee notifies the employer that the employee is ready to return to the former position at the end of the alternate duty leave.

The district may transfer an eligible employee to an alternate position that accommodates OFLA pregnancy disability leave provided:

1. The employee accepts the transfer position voluntarily and without coercion;

2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;

3. The transfer is compliant with any applicable collective bargaining agreements, as well as with state and federal law;

4. The transfer is not used to discourage the employee from taking OFLA leave or to create a hardship for the employee.

Under OFLA, if an eligible employee is transferred to an alternative position and as a result the employee works fewer hours than the employee worked in the original position, the employee's OFLA leave time is determined by calculating the difference between the number of hours the employee worked in the original position and the number of hours the employee actually works in the alternative position.

An employee is not on OFLA leave if the employee has been transferred – as provided for in OAR 839-009-0245 (5) – to an alternate position for the purpose of alternate work duties that the employee is able to perform within the limitations of the employee's pregnancy disability, but not requiring a reduced workweek. An employee working in an alternate position retains the right to return to the employee's original position at any time during the employee's OFLA leave. This does not impair the right of an employee to a reasonable accommodation or the application of any other state or federal law.

Special Rules for School Employees

For the purposes of FMLA, "instructional employee" means those whose principal function is to teach and instruct students in a class, a small group or an individual setting. Athletic coaches, driving instructors and special education assistants, such as signers for the hearing impaired, are included in this definition. This definition does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers or bus drivers.

FMLA leave that is taken for a period that ends with the school year and begins with the next semester is considered consecutive rather than intermittent. The period during the summer vacation when the employee would not have been required to report for duty is not counted against the employee's FMLA leave entitlement. In any such situation, the eligible instructional employee will receive any benefits during the break period that employees would normally receive if they had been working at the end of the school year.

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

   When the qualified leave is foreseeable, will encompass more than 20 percent of the eligible instructional employee's regular work schedule during the leave period, and the purpose of such leave is to care for a family member with a serious medical condition, for a covered servicemember or for the employee's own serious medical condition, the district may require the eligible instructional employee to choose either to:

   a. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
   b. Temporarily transfer to an available alternate position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than the employee's regular position.

If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the district may require the employee to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the district may require the employee to delay the taking of leave until the notice provision is met.

2. Limitation on Leave Near the End of the Term[19]

When an eligible instructional employee requests leave near the end of the term, the district may require the following:

a. When the qualified leave begins more than five weeks before the end of the term, the district may require the employee to continue taking leave until the end of the term if:

(1) The leave will last at least three weeks; and
(2) The employee would return to work during the three-week period before the end of the term.

b. When the qualified leave begins during a five-week period before the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required by the district to remain on leave until the end of the term if:

(1) The leave will last more than two weeks; and
(2) The employee would return to work during the two-week period before the end of the term.

c. When the qualified leave begins within three weeks of the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required to remain on leave until the end of the term if the length of the leave will last more than five working days.

If the district requires an eligible instructional employee to remain on leave until the end of the term as described above, additional leave required by the district until the end of the school term shall not count against the eligible instructional employee's leave entitlement.

For the purposes of OFLA leave, if an employee[20] begins a period of bereavement leave during the three-week period before the end of the term and the duration of the leave is greater than five working days, the district may require the employee continue on family leave until the end of the term.

Paid/Unpaid Leave

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Paid Family and Medical Leave Insurance (PFMLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with FMLA and leave available under ORS 653.601 - 653.661 when taken for the same purpose. An employee may elect to use any available accrued paid leave including personal, sick or vacation leave during the leave period. The total combined amount received by using accrued leave and

[19] "Academic term" means the school semester, which typically ends near the end of the calendar year and the end of spring each school year. In no case may a school have more than two academic terms or semesters each year for purposes of FMLA. 29 CFR § 825.602(b)

[20] Applies only to an employee who is employed principally in an instructional capacity by the district.

PFMLI may exceed the employee's full wage replacement during the period of leave. The district will notify the eligible employee when the requested leave has been designated as FMLA or OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees taking OMFLA leave are entitled to use available accrued paid time off during the OMFLA leave period.

Benefits and Insurance

When an eligible employee returns to work following a FMLA-, OFLA- or OMFLA-qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other district policy provide otherwise.[21] The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

For the purposes of FMLA and OFLA, the district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.

For the purposes of FMLA qualified leave, the district's obligation to maintain the employee's group health insurance coverage will cease if the employee's contribution is remitted more than 30 calendar days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

Fitness-for-Duty Verification

For purposes of FMLA, prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the district may require the employee to obtain and present a Fitness-for-Duty Certification. If the district is going to require a Fitness-for-Duty Certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA leave and that failure to provide the certification may result in a delay or denial of reinstatement. Any costs associated with obtaining the certification shall be borne by the employee.

Application

For purposes of FMLA, an eligible employee requesting FMLA leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start date, duration and reasons for the requested leave. When appropriate, the eligible employee must

[21] {Select one of the two bracketed options based on district practice, i.e., keep the ending to this sentence OR delete this ending and keep the following bracketed sentence. See ORS 657B.030(2) for additional guidance.}

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make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district.

For purposes of OFLA, an eligible employee shall provide at least [{[22]}30] days' written notice of the need for foreseeable leave before starting family leave. An employee may commence family leave without prior notice in the event of: an unexpected illness, injury or condition of a child of the employee that requires home care; the death of a family member; the closure of the school or child care provider of the employee's child due to a public health emergency unless the declaration of the emergency was issued by the Governor at least 30 days before commencement of the leave; or an illness, injury or condition related to the employee's own pregnancy or childbirth that disables the employee from performing any available job duties offered by the district. If an employee commences leave without prior notice as allowed above, the employee must give oral notice[23] to the employer within 24 hours of the commencement of the leave and must provide the written notice within three days after returning to work. Failure of an employee to provide the required notice for leave may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

The district may request additional information[24] to determine the requested leave qualifies as FMLA or OFLA leave as provided by law. The district may designate the employee as provisionally on FMLA or OFLA leave until sufficient information is received to properly make a determination.

An eligible employee able to give advance notice of the need to take leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In most situations, as soon as practicable will be within one business day of an employee becoming aware of the need. Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given.[25]

For the purposes of OFLA, if an eligible employee is taking leave in an unforeseeable situation, an employee must give oral or written notice[26] within 24 hours before or after commencement of the leave.

In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

For purposes of OMFLA, an employee must provide the district with notice of the intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Verification

[22] See also ORS 342.934(4)(d) in reduction force situations.

[23] {This number of days should align with the days provided in the leave request form.}

[24] Oral notice may be given by any other person on behalf of the employee taking the leave.

[25] See OAR 839-009-0260 for OFLA and 29 CFR § 825.305 et. al. for FMLA.

[26] See 29 CFR § 825.304.

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Under FMLA, the district may require an eligible employee to provide medical certification, when appropriate[27], to support the stated reason for such leave. In most cases, the district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. The employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required, unless not practicable. Any additional certifications, including second and third opinions, will be in accordance with applicable law.

Under OFLA, the district may require an eligible employee to provide medical verification, when appropriate[28], to support the stated reason for qualifying OFLA leave. The district will provide written notification to an employee of this requirement and state the consequences for failure to provide the requested medical verification. If the employee gives advance written notice of foreseeable leave, the district may require the employee to provide medical verification for OFLA leave before the leave starts. If the employee begins unforeseeable OFLA leave without prior notice, the employee is required to submit such medical verification within 15 calendar days after receipt of the district's request for medical verification. The employee may be subject to disciplinary action for not providing the requested medical verification.

For the purposes of OFLA qualified leave, costs associated with obtaining the medical verification shall be borne by the district or be paid as otherwise allowed by law. The district will not delay the use of qualifying OFLA leave when medical verification is not received before the commencement of unforeseeable leave. The district may not require an employee to obtain a second opinion.

Under OFLA, the district may request verification for the need for leave to care for a child who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency. A request for verification may include a request for:

1. The name of the child requiring home care;

2. The name of the school or child care provider that is subject to the closure;

3. A statement from the employee that no other family member of the child is willing and able to care for the child; and

4. A statement that special circumstances exist that require the employee to provide home care for the child during the day, if the child is older than 14 years of age.

Posted Notice

The district will post the Bureau of Labor and Industries Family Leave notice in each building or worksite in an area that is accessible to and regularly frequented by employees.[29] The district will also post a notice explaining the provisions of FMLA and providing information concerning the procedures for filing complaints.[30]

Record Keeping

[27] Notice may be given by any other person on behalf of the employee taking the leave.

[28] Medical verification is not allowed in every situation. Review current laws and guidance for more information.

[29] Medical verification is not allowed in every situation. Review current laws and guidance for more information. (OAR 839-009-0260)

The district will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

Federal vs. State Law

Both federal and state law contain provisions for family and medical leave. Federal regulations state an employer must comply with all leave laws; that the federal law does not supersede any provision of state law that provides greater family or medical leave rights than those established pursuant to federal law; and if leave qualifies for FMLA and OFLA leave, the leave used counts against the employee's entitlement under both laws. State law requires that FMLA and state leave entitlements run concurrently when for the same purpose.

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[30] https://www.oregon.gov/boli/employers/Documents/BOLI_Printable_FamilyMedLv.pdf {Electronic posting **is not** sufficient to satisfy this requirement but may be used to supplement the physical posting.}

Brookings-Harbor School District 17C

Code: **JHFC/JHFD-AR**
Revised/Reviewed:
Orig. Code(s): JHFC-AR

Personal Student Transportation

Bicycle Use

Students who live within a reasonable distance may ride bicycles to school. Consistent with Board policy JHFC - Student Bicycle Use, bicycle riders are encouraged to observe safe and lawful practices. All bicycle riders must comply with Oregon helmet laws. Bicycles must be parked in a designated area on school grounds and should be locked. The district assumes no responsibility or liability for loss or damage to bicycles.

Skateboard/Roller Blade/Scooter Use

Students who live within a reasonable distance may ride skateboards, roller blades, scooters, and other similar devices to school provided they wear appropriate safety equipment, and providing the skateboards, roller blades, scooters, and other similar devices are stored properly in a manner designated by the principal or designee during the school day. The district assumes no responsibility for loss or damage to skateboards, roller blades, scooters, and other similar devices.

Due to the inherent dangers both to participant and non-participant, combined with the potential liability assumption, the use of skateboards, roller blades, scooters, and other similar devices on district property is not allowed. The district recognizes there may be circumstances when skateboards, roller blades, scooters, and/or similar devices, will be allowed. Such circumstances will be approved by the principal or designee and may require parent/guardian permission for student participation.

Motorized Bicycle/Motorized Scooter Use

Motorized bicycles (E-bikes) or motorized scooters (E-scooters) are prohibited on district property for persons under age 16. This age will be lowered to 14 years of age after January 1, 2027, in accordance with Oregon House Bill 4007 (2026), which lowers the minimum age to operate a Class 1 e-bike or e-scooter from 16 to 14.

Student Vehicle Use

As provided in Board policy JHFD - Student Vehicle Use, all students who drive vehicles to school are subject to parking and driving rules developed by the principal or designee.

The district may require students parking vehicles on district property on a regular basis to show evidence:

1. That the student driving the vehicle holds a valid driver’s license;
2. That the vehicle is currently registered;
3. That the student driving is insured under a motor vehicle liability insurance policy or other satisfactory proof of compliance with the financial responsibility requirements of the state;
4. That the vehicle is in compliance with district rules by displaying the appropriate tag/sticker, as applicable.

Parking privileges will be subject to the specific requirements of this regulation and any other applicable policy or regulation and/or rules of the district. Parking privileges, including driving on district property,

may be revoked by the principal or designee for violations of policies, regulations or school rules. The district will post appropriate parking signs.

The district assumes no responsibility or liability for stolen or damaged vehicles.

Non-Licensed Motor Vehicles Not Allowed

Non-licensed motorized vehicles, such as minibikes, go-carts, all-terrain vehicles, snowmobiles, motorized scooters, and other similar devices are not permitted on district property.

END OF ADMINISTRATIVE REGULATION

Cross Reference(s):
ECD - Traffic and Parking Controls
JHFC - Student Bicycle Use
JHFD - Student Vehicle Use

OSBA Model Sample Administrative Regulation

Code: KNA-AR(1)
Revised/Reviewed: 09/16/26

Interactions with Immigration Enforcement

The [Superintendent] is designated as the "immigration liaison."

1. Staff[, contractors and volunteers] shall adhere to all district policies when interacting with federal immigration authorities and the following administrative regulations:

    a. Unless expressly authorized by the superintendent or designee, or by the immigration liaison on behalf of the superintendent or designee, staff shall not:

        (1) Provide federal immigration authorities with records or information about students, staff, or volunteers;
        (2) Confirm whether a student, staff member, or volunteer is present or make the student, staff member, or volunteer available;
        (3) Allow access to non-public areas of the district's facilities or property;
        (4) Sign documents presented by federal immigration authorities; or
        (5) Give consent to any immigration enforcement action.

    b. Staff may not interfere with lawful immigration enforcement actions or physically obstruct federal immigration authorities in any manner. However, staff should immediately report to the immigration liaison if they observe any conduct or enforcement activities by federal immigration authorities that violate state or federal law, or district policies, or that otherwise present a security threat or potential danger to students, staff, volunteers, or visitors.
    c. Staff who receive a request related to immigration enforcement must immediately notify the immigration liaison. The immigration liaison is responsible for interacting with the federal immigration authorities until the matter is concluded or the federal immigration authorities have been referred to the superintendent or designee.
    d. The immigration liaison or alternate immigration liaison should meet the federal immigration authorities at the school door or other area designated by the superintendent or designee for this purpose.
    e. The immigration liaison shall provide federal immigration authorities with a copy of this policy and explain that school staff are required to follow these steps in this policy. The immigration liaison should inform the immigration authorities that school staff must contact the office of the superintendent or designee for guidance before providing access to school facilities, records, or other information.
    f. The immigration liaison should direct another staff member to contact the superintendent or designee while the immigration liaison remains with the federal immigration authorities.
    g. The immigration liaison must document the request from federal immigration authorities to the fullest extent possible under the circumstances. At a minimum, the documentation shall include the following information, if available:

        (1) The name, badge number, and agency of the law enforcement officer making the request;
        (2) The number of officers present;

(3) Time, date, and location of the request;
(4) The nature of the request;
(5) The source of authority for the request, including whether the request is administratively or judicially authorized;
(6) Whether the request requires an immediate response;
(7) The identification of witnesses present; and
(8) How the encounter concluded.

h. The immigration liaison shall direct another staff member to transmit copies, photos, or other documentation provided by federal immigration authorities to the superintendent or designee, along with other information documented pursuant to this policy. The superintendent or designee must approve any response to a law enforcement request related to immigration enforcement as provided in Section 3 of this administrative regulation.

2. Determination of Validity of Judicial Warrant, Subpoena or Order

a. If presented with a warrant, subpoena or order by federal immigration authorities, the immigration liaison shall verify the validity of the warrant, subpoena or order by determining whether the warrant, subpoena or order is judicially authorized. An administrative warrant, subpoena, order or other legal process that has not been authorized by a judicial officer does not authorize the district to provide law enforcement with access to records or information, or facilities for purposes of immigration enforcement.

A judicially authorized warrant, subpoena or order contains the following key features:

(1) A caption, near the top of the document, identifying the court that issued the order (typically the federal district court for the District of Oregon);
(2) A signature block, near the end of the document, including the name of the person who signed the order, and identifying that individual as a judge, magistrate, clerk of court, or other person signing on behalf of a judge or magistrate, and the date of the signature; and
(3) An indication that the warrant, subpoena or order has not expired.

Examples of warrants and subpoenas are available in the Attorney General's model policies[1].

b. The immigration liaison shall notify the superintendent or designee of the warrant, subpoena or order and whether the warrant, subpoena or order appears on its face to be judicially authorized.
c. The immigration liaison should request a copy of the warrant, subpoena or order and transmit a copy of the warrant, subpoena or order for review by the superintendent or designee, or legal counsel.
d. The superintendent or designee shall make the final determination regarding the validity of any warrant, subpoena or order and whether, and to what extent, federal immigration will have access to district records or information, or facilities. If the superintendent or designee is uncertain as to the validity or scope of the warrant, subpoena or order, the superintendent or designee should immediately consult legal counsel or a statewide or regional education organization.

3. Approval of Response by Superintendent

[1] https://www.doj.state.or.us/wp-content/uploads/2026/06/Attorney-Generals-Model-Public-School-Policies-in-Compliance-with-SB-1538.pdf

a. The immigration liaison shall notify the superintendent or designee of a request related to immigration enforcement prior to responding to the request. The superintendent or designee will only honor requests from immigration enforcement officers or other agencies enforcing federal immigration laws if the request is judicially authorized. If the superintendent or designee is uncertain as to the lawfulness or scope of the request, the superintendent or designee should immediately consult legal counsel or a statewide or regional education organization prior to approving a response.

b. If the superintendent or designee determines that a response is not authorized by a judicial subpoena issued as part of a court proceeding or by another compulsory court-issued legal process, such as a warrant, the superintendent or designee shall direct the immigration liaison to decline the request.

Upon direction of the superintendent or designee, the immigration liaison shall decline the request, refer the federal immigration enforcement authorities to the superintendent or designee, and request that they leave the premises.

The immigration liaison shall ensure that the information documented pursuant to this administrative regulation is submitted to the Oregon Criminal Justice Commission as provided in ORS 181A.826.

c. If the request is accompanied by a subpoena, warrant or order that appears on its face to be judicially authorized, the superintendent or designee must review and approve the immigration liaison of district's response to the request.

The superintendent or designee shall ensure that the district's response provides no greater access to records or information, or facilities, than that required by the subpoena, warrant or order.

d. If the request involves a warrant that appears to be valid and authorizes the arrest of a particular person, the superintendent shall direct the immigration liaison to request that the arrest be conducted in a manner that is the least disruptive to the school environment and to the person's wellbeing, which may include bringing the arrestee to the federal immigration authorities.

4. [School-Sponsored Events

If federal immigration authorities appear at a school-sponsored event open to the general public (e.g., field trip, athletic event, band event), staff should document their observations, notify the immigration liaison and follow any guidance provided by the immigration liaison. When alerted to the presence of federal immigration authorities at a school-sponsored event, the immigration liaison shall notify the superintendent or designee.]

5. [School Transportation/Buses

If federal immigration authorities request to board a school bus or other vehicle transportation, the driver should ask them to wait outside the bus/vehicle, close the doors, and immediately call the immigration liaison and follow any guidance provided by the immigration liaison. The immigration liaison shall notify the superintendent or designee and coordinate an approved response as outlined in this policy.]

6. [Volunteers

The district will determine which volunteers need to receive training or materials regarding this administrative regulation.]

PROPOSED

OSBA Model Sample Administrative Regulation

Code: KNA-AR(2)
Revised/Reviewed: 09/16/26

Federal Immigration Enforcement Request Log

School site: _____

Person Receiving Request: _____ Title: _____

1. Requesting Officer Information

   Officer name: _____ Badge #: _____

   Agency: _____

   Contact information: _____

2. Number of officers present: _____

3. Time, date and location of request: _____

4. Nature of the request:

   ☐ Request to enter school property
   ☐ Request to access school facilities or buildings
   ☐ Request to interview a student
   ☐ Request to interview staff member
   ☐ Request to locate a student
   ☐ Request to obtain student records
   ☐ Request to detain or take custody of an individual
   ☐ Other (describe): _____

5. Source of Authority for the request

   Authority cited by officer(s):

   ☐ Administrative Warrant
   ☐ Administrative Subpoena
   ☐ Judicial Warrant
   ☐ Judicial Subpoena
   ☐ Court Order
   ☐ Other Authority (describe): _____
   Document Presented? ☐ Yes ☐ No

   If yes, identify the document and any identifying numbers: _____

   Copy obtained? ☐ Yes ☐ No

6. Does the request require an immediate response? ☐ Yes ☐ No

Superintendent or Designee Review and Approval

The superintendent or designee must review the request and approve any response to a law enforcement request related to immigration enforcement.

Review Conducted By:

☐ Superintendent ☐ Superintendent's Designee

Name: _____

Title: _____

Date and Time of Review: _____

Response Authorized:

☐ Yes ☐ No ☐ Additional Legal Review Required ☐ Pending Further Information

Witnesses Present

Name	Title or Role	Contact Information
Name	Title or Role	Contact Information
Name	Title or Role	Contact Information

How the Encounter Concluded

☐ Access to school property granted
☐ Access denied pending legal review
☐ Referred to Superintendent or Designee
☐ Other (describe): _____
☐ Referred to School Administrator
☐ Officers left without further action

PROPOSED

Detailed summary of outcome:

Additional notes:

Follow-Up Actions

☐ Legal counsel notified
☐ Superintendent notified and copies, photographs, or other documentation transmitted to the superintendent or designee.
☐ Law enforcement documentation copied and retained

Completed By: _____ (print name)

Title: _____

Signature: _____

Date: _____

Time Completed: _____

PROPOSED

Brookings Harbor High School

Principal Kelly Whitley Assistant Principal Shaun Bavaro

Overview:

BHHS continues to organize its work around three lines of effort: Operations, Student Connections, and Student Engagement. The opening of the school year has provided strong evidence that the systems and programs developed over the summer are helping students feel connected, supported, and ready to participate in the BHHS community.

BHHS's current enrollment is 348 in person students and 27 registered with Grad Alliance.

Operational Efficiency:

Following the successful implementation of the GoGuardian Hall Pass system, BHHS is now working directly with GoGuardian to help develop its Flex scheduling platform. The new scheduler is expected to be operational during the first part of October.

This partnership gives BHHS the opportunity to help shape a system that meets the practical needs of our building. We anticipate that the finished platform will be user-friendly and will allow us to streamline several of our current scheduling processes. GoGuardian has been highly responsive and willing to work alongside our staff throughout the development process. We appreciate the company's commitment to listening to our needs and helping us build a system that will work well for both students and staff.

Student Connections:

BHHS has strengthened its student-support spaces by developing a dedicated Career Center and revamping the de-escalation room.

The Career Center will provide students with a visible and accessible place to explore colleges, careers, military opportunities, scholarships, financial aid, and other postsecondary pathways. Our goal is to create a practical resource center where students can receive individualized support and begin making informed plans for life after high school.

The redesigned de-escalation room provides students with a calmer, more purposeful environment when they need assistance regulating, regrouping, and preparing to return successfully to class. The space is intended to support students while maintaining clear expectations and protecting instructional time. Together, these two spaces strengthen our ability to meet students where they are while helping them remain connected to school and prepared for what comes next.





Student Engagement:

Our Soft Start was a tremendous success thanks to the work of Link Crew. Student leaders and staff did an excellent job organizing activities, welcoming our incoming freshmen, and helping them become familiar with the building and the people who will support them. The event gave freshmen an opportunity to begin the year with positive relationships and a stronger sense of belonging at BHHS.

We also held our first assembly featuring competitions connected to the new Advisory Challenge. Students competed on behalf of their Advisories, while staff members joined in and participated alongside them. The response has been extremely positive. Students are excited about the competition, and staff members have embraced the opportunity to build stronger Advisory communities.

The enthusiasm surrounding Advisory has created a strong beginning to the year. We look forward to building on this momentum through continued competitions, reading, school-spirit activities, community building, and postsecondary preparation.



Brookings Harbor High School

Principal Kelly Whitley Assistant Principal Shaun Bavaro

BROOKINGS-HARBOR
Offering Hope, Possibility and Opportunity.

Maintenance/Transportation Department

750 Fern Avenue
Brookings, OR 97415
541 469-7131
Fax 541 469-6599
www.brookings.k12.or.us

To: *Brookings Harbor 17C School Board*

Re: *Maintenance/Transportation Report September 10th, 2026*

Maintenance Department

- Custodial staff did a great job getting their schools prepped and ready for the return of staff and students
- Summer projects went smoothly
- Sports fields and front lawns have been fertilized
- We had a broken water line at the Football Field bathrooms that we were able to locate and repair
- Staying on top of our School Dude tickets as they get received
- All annual services were completed e.g: (fire extinguishers, smoke detectors, grease traps, hoods etc.)

Transportation Department

- Our new mechanic has been handling a variety of issues with District vehicles
- All routes and trips have been filled
-

Jess Beaman
Maintenance/Transportation Director
Brookings-Harbor School District 17C

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

Food Services September 2026 Board Report

The Summer Foods Program ended with 226 Breakfasts and 282 Lunches made for the Kinder Academy. Recently, I applied for the Fresh Fruit and Vegetable program. Due to limited funding for this grant and Oregon having 91% schools on CEP, we did not make the cut. On a high note, I have also applied for the Competitive Farm to School grant, and we were awarded 50K for Oregon-produced, grown, and or raised food.

~ Cindy Devos

Technology Department
629 Easy Street (Mailing)
580 Fern Ave (Physical)
Brookings, OR 97415
541 469-7443
Fax 541 469-6599
www.brookings.k12.or.us

September 2026 Board Report

During the month of August, the IT department received 138 new tickets and closed 101 open tickets. So far during the month of September we have received 131 new tickets. As is typical, the month of August was extremely busy as staff and students returned and September is looking to be even busier for the IT department.

We have just received notification of approval for our ERate Category 2 expenditures so we can now order the equipment and make plans to install it during the Thanksgiving and Christmas breaks.

It seems like technology readiness has gone fairly well this year, especially considering the number of tech related changes that occurred during this year's Summer Break.

In the IT Department, we are looking forward to being able to provide another year of quick, quality service to the staff and students of the district.

Sincerely,

Bruce Raleigh
Director of Technology

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

Athletics & Activities

September 2026 Board Report

Fall events are in full swing. Between high school and middle school, we have over 200 athletes participating in sports and over 50 other students participating in various other fall activities. Needless to say the calendars are full of many opportunities to get out and support our students.

Football is starting off to a hot start with two wins, including one over our county rival. Next up for football is a home contest vs 4a Hidden Valley where we will be truly tested. Azalea football will play its first contest next wednesday on the road at Myrtle Point.

Volleyball has already played multiple contests with a huge win in a thriller last week vs Bandon. They begin league this week with a home contest vs. St. Mary's. They will be at home every Tuesday from here on out and on the road on Thursdays Azalea Volleyball will start Monday the 14th with a home game.

Boys soccer has been growing and building under new leadership. Both coaches and players are working hard to develop chemistry to build into a bright future. Girls soccer is already 3 games into the season with and even .500 record, don't forget you can tie, and have many winnable games on their schedule upcoming. We anticipate a deep post season run form this crew.

Both cross country programs are under new leadership, although very veteran leadership. Our home meets will be in two weeks at Salmon Run Golf Course. HS is Wednesday the 23rd with middle school the very next day.

Cheer is growing every year and is working so hard to put out better teams each year. Azalea continues to bring great numbers to the sport in order to provide great building opportunities to prepare for HS. The high school program did their annual team camp with a clinician in town and it already is paying dividends to the performances they put on. Very proud of this proigram for its growth over the last few years.

Special thanks to all our volunteers and staff who help run events by running the clock, taking tickets, supervising, lines judges, and whatever else is needed.

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 2026



August was our first month with data since rolling ParentSquare out district-wide, replacing One Call Now at the District level, and the use of alternative apps such as Class Dojo, Remind, and Band, at the school and team level. ParentSquare tracks three signals of communication health: reach, attention, and action. Here is how the district performed in August, along with where things stand as of this early September report.

Reach: Can families receive our messages?

99.0% of student families (1,160 of 1,172) have at least one working contact channel on file. That is slightly above the median for similarly sized districts on ParentSquare (98.2%). We are working to resolve missing contact information for 12 families with no reachable contact information at all, which matters most if we ever need to close school unexpectedly. This can be due to a number of factors, incomplete records, lack of personal email or phone, no longer in our district, etc. By school, Kalmiopsis Elementary leads at 99.6% reachable, with Azalea Middle School (98.2%) and the high school (98.7%).

Attention: Are families reading what we send?

79.2% of families engaged with at least one message in August (928 of 1,172), meaning they visited the app or website, or opened, clicked, or replied to something. Just under a quarter of families, 244 or 20.8%, had no engagement at all, and 57 parents were sent zero messages during the month. Engagement was lowest at the high school (79.2%) and strongest at Kalmiopsis (86.7%), which showcases the elementary's move to this platform for classroom communications and successful early use this year to schedule 1:1 meetings with families before the start of the school year.

Action: Are families participating?

22.5% of families (264) took a meaningful action in August, appreciating a post, replying, signing up for a meeting, or something similar. This is our strongest signal by far: 12.5 points above the peer median of 10% among like districts. Kalmiopsis again leads (46.1%), while Azalea (1.8%) and the high school (5.3%) have significant room to grow. At the elementary school, all classrooms have a communication group. At the middle school, each grade level has a communication group, and at the high school we have not yet unlocked classroom-level messaging, but the high school students themselves are part of the audience of the school-level messaging via the StudentSquare app. For both the high school and

middle school, all official athletics and activities have dedicated communication groups, and the fall coaches have been leaders in getting this new model of communication up and running for district families, and student-athletes.

What families responded to/Volume and message mix

The most-appreciated posts in August were practical and community-oriented: the August and September breakfast and lunch menu (8 appreciations), photos from Football's Decals with Dads team dinner (6), and orientation information for incoming sixth graders and new Azalea students (6).

We sent 8,610 messages in August. The median family received 5 messages; one family received 18. Broadcasts made up 69.1% of everything sent, with teacher-level messages at 22.5% and direct messages at just 1.4%. That heavy lean toward broadcast traffic is a likely contributor to the attention gap above, and shifting more communication to the group and classroom level remains one of our clearest opportunities to keep information targeted and practical for parents/families.

Where things stand today

A few weeks past the formal August review, our live dashboard shows continued movement in the right direction. App adoption has climbed from 23% to 32% of parents since the August review was pulled. Districtwide contactability now sits at 99.1% (1,159 of 1,170 student families), and we are within 9 family records of reaching 100%. Two channel gaps remain worth closing. 99% of parents have a phone number on file, but only 38% have opted in to receive texts, compared with 62% opted in for email, our largest single reach gap. App adoption sits at 32%. We recently added our school colors and logos to the app backgrounds to help users distinguish which channel they are in, if they have multiple roles or multiple children across the district.

Excited for the Year Ahead



2026-27 All Staff Photo taken Monday, Aug. 24, 2026.

Nancy Raskauskas-Coons, Communications Coordinator

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

Azalea Middle School
Brookings, OR 97415
541-469-7427
Vickie Nigh, Principal
Lynn Schiermeyer, Vice Principal

September 2026 BOARD REPORT

I am pleased to share that we officially welcomed our 6th-grade students and 36 new or returning students on August 31st. The day began with a shared breakfast that fostered a warm community atmosphere. Following our meal, students attended a welcome assembly led by our WEB leaders, who guided the newcomers through various activities and tours. This helped our 6th graders settle in smoothly and feel at home. The day concluded with a closing assembly in the gym, and lunch was served at 11:45 AM, allowing students to familiarize themselves with their schedules.

I would also like to remind you of our Back to School Night on September 23rd. The gate will open at 4:30 PM, and food will be served until 5:00 PM. At 5:00 PM, I will introduce our staff, after which they will meet with families in their classrooms. A special thank you to Cindy, who will be preparing and serving chili nachos for everyone to enjoy while meeting our staff members. Families will have the opportunity to explore classrooms until 7:00 PM.

We are excited to announce that we will be having a fun welcome back assembly on September 11th at 2:00 PM, organized by our student leadership class. This class is also planning additional school spirit assemblies, dances, door decorating contests, and spirit weeks for later in the year.

Additionally, we have transitioned from a 6-period day to a 7-period day, allowing each student to participate in an extra elective. For the first semester, we have added several new electives, including:

- Culinary Arts
- Drama
- Science Fiction and Film
- Literature and Film
- Tech & Robotics
- STEM
- Horticulture
- Team Sports
- Math Intervention

Our first two weeks have been fantastic, and both students and staff are settling in nicely for a great 2026-2027 school year.

Vickie Nigh

Amendment No. 1 to Grant No. 39161

This is Amendment No. 1 to Grant No. 39161, effective July 1, 2025 (as amended from time to time, the "Grant"), between the State of Oregon, acting by and through its Department of Education ("Agency") and Brookings-Harbor SD 17C ("Grantee") each a "Party" and together, the "Parties". This Amendment is effective on the date signed by all Parties and upon receipt of all approvals necessary for signing ("Amendment Effective Date").

RECITALS

This Amendment supports implementation of Senate Bill 141 (2025) by incorporating Performance Growth Targets (PGTs) into the Grant beginning with the 2026-27 school year and establishing the transition from Longitudinal Performance Growth Targets (LPGTs), and reflects updates to Grant funding for 2026-2027 school year, with an increase of $11,264.27.

AMENDMENT

The Grant is amended as follows:

1. Section 6: GRANT FUNDS, is amended as follows (new language is indicated by **underlining and bold** and deleted language is indicated by strikethrough):

In accordance with the terms and conditions of this Grant, Agency will provide the Grantee the following amounts ("Grant Funds"): the full 2025-27 biennial allocation and a projected Quarter 1 disbursement for the 2027-29 biennium.

Grant Period	**Performance Period**	**Amount**
2025-27 Total Biennial Allocation (TBA)	July 1, 2025 – June 30, 2027	~~$2,608,690.86~~ **$2,619,955.13**
Less: 2025–27 Q1 projected amount made available under Agreement number 34335 (the "Prior Grant Agreement.")	July 1, 2025 – June 30, 2027	($352,209.89)
2025-26 Year 1 – Allocation - CURRENT	July 1, 2025 – June 30, 2027	$926,048.63
2026-27 Year 2 – Allocation – ~~RESERVED~~ ~~(not yet released)~~	July 1, 2025 – June 30, 2027	~~$1,330,432.34~~ **$1,341,696.61**
2027-29 Quarter 1 projected (2027-29 Q1)	July 1, 2027 – September 30, 2027	$341,489.43
Total Grant Funds (2025-27 Current and Reserved Allocation + 2027-29 Q1 Projection)		~~$2,597,970.40~~ **$2,609,234.67**

The line items provided in the table above have the following meanings:

1. TBA equals the total final allocation for 2025 -27 based on the final approved budget.
2. 2025–27 Q1 amount reflects the portion of the 2025-27 biennium projected and made available under the Prior Grant Agreement.
3. 2025–26 Year 1 Allocation - CURRENT represents the portion of the 2025-27 TBA ~~remaining after subtracting the amount already made available under the Prior Grant Agreement. These funds are~~ authorized for disbursement during year 1 of the biennium.
4. 2026–27 Year 2 Allocation. - ~~RESERVED~~ represents the portion of the 2025-27 TBA that is identified for **disbursement in** Year 2. ~~but not yet released. Disbursement of this amount is contingent upon written authorization from Agency confirming funds are available for release~~. **These funds were released pursuant to written authorization from Agency.**
5. 2027-29 Quarter 1 is a projection and will be disbursed subject to the provisions in Exhibit A. The terms and conditions of this Grant apply to the use of these funds. While this allocation is administered under this Grant, its period of performance under this Grant will roll into the full 2027–29 biennial period of performance under the subsequent grant agreement.
6. Total Grant Funds include both the current biennium allocation and the projected 2027-29 Q1 amount.

Agency will pay the Grant Funds from monies available in the Student Investment Account ("Funding Source"). A reduction in the monies in the Funding Source may result in a decrease in Grant Funds available to Agency and a reduction in disbursements to Grantee under this Grant.

2. Exhibit A of the Grant is deleted and replaced in its entirety with the following revised and attached Exhibit A, effective as of the Amendment Effective Date.

3. Exhibit B of the Grant is deleted and replaced in its entirety with the following revised and attached Exhibit B, effective as of the Amendment Effective Date.

Except as expressly amended above, all other terms and conditions of the Grant are still in full force and effect. Grantee certifies that the representations, warranties and certifications contained in the Grant are true and correct as of the Amendment Effective Date and with the same effect as though made at the time of this Amendment.

[This space intentionally left blank.]

EACH PARTY, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES IT HAS READ THIS AMENDMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS. The Parties further agree that by the exchange of this Amendment electronically, each has agreed to the use of electronic means, if applicable, instead of the exchange of physical documents and manual signatures. By inserting an electronic or manual signature below, each authorized representative acknowledges that it is their signature, that each intends to execute this Amendment, and that their electronic or manual signature should be given full force and effect to create a valid and legally binding agreement.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the dates set forth below.

STATE OF OREGON acting by and through its Department of Education

By: Michelle Choate
Contracting Officer

07/10/2026
Date

Brookings-Harbor SD 17C

By: [signature]
Authorized Signature

8-3-26
Date

Helena Chirinian
Printed Name

Superintendent
Title

93-6000388
Federal Tax ID Number

Approved for Legal Sufficiency in accordance with ORS 291.047

By: Nina Englander
Sr. Assistant Attorney General

07/10/2026 via email
Date

EXHIBIT A
THE PROJECT

SECTION I. BACKGROUND AND GOALS

Signed into law in May of 2019, the Student Success Act (SSA) is a historic opportunity for Oregon schools. The law is rooted in equity, authentic community engagement and shared accountability for student success.
SSA established the Student Investment Account (SIA) to provide Oregon school districts, eligible charter schools, YCEP, and JDEP with access to non-competitive grant funds. Each SIA applicant is required to collaborate with educators, students, families, and their community to develop a plan that outlines priorities and activities aligned to the allowable uses defined in law.

The SIA grants are designed to achieve two primary purposes:

1) Meeting students' mental and behavioral health needs, and
2) Increasing academic achievement and reducing academic disparities for students from racial or ethnic groups that have historically experienced academic disparities; students with disabilities; English language learners; economically disadvantaged students; students who are homeless; and students who are foster children.

Achievement of these purposes will be measured through:

- Progress Markers;
- For the 2025-26 school year, Longitudinal Performance Growth Targets (LPGTs); and
- Beginning with the 2026-27 school year, Performance Growth Targets (PGTs), in accordance with SB 141 (2025).

Progress Markers are distinct from LPGTs and PGTs and remain a separate component of measurement. Progress Markers continue throughout the period of performance as a component of monitoring and continuous improvement.

These measures form the basis for the activities, outcomes, and reporting requirements described in the following sections of this Exhibit A and, as applicable, Exhibit B.

SECTION II. PROJECT DEFINITIONS

The following capitalized terms have the meanings assigned below for purposes of Exhibits A and B. Definitions are derived from the Act, applicable administrative rules, and the Guidance for Eligible Applicants issued by the Agency.

"**Act**" means the "Student Success Act" codified in 2019 Oregon Laws Chapter 122, as amended from time to time, inclusive.

"**Allowable Project Costs**" means Grantee's actual costs that are reasonable, necessary, and directly related to the implementation of the Integrated Plan and are allowable uses of the Grant Funds under the Act.

"Baseline Targets" means the minimum expectations for improvement set forth in the Integrated Plan by the district in either: (i) raising academic achievement or (ii) reducing academic disparities and closing gaps, as further defined in the December 2019 "Guidance for Eligible Applicants".

"Common Metrics" means the Five-Year Completion Rate, Third-Grade Reading Proficiency Rate, Ninth-Grade On-Track Rate, Regular Attendance Rate, and Four-Year On-Time Graduation rate used by the Agency to measure the success of activities funded by the SIA.

"Disaggregated" has the meaning given in section 12(a) of the Act.

"Five-Year Completion Rate" has the meaning given in section 12(b) of the Act.

"Focal Student Groups" means students from racial or ethnic groups that have historically experienced academic disparities, students with disabilities, English language learners, students who are economically disadvantaged, students who are homeless and students who are foster children.

"Four-Year on-Time Graduation Rate" means the percentage of students who received a high school diploma or a modified diploma within four years of the student beginning the ninth grade.

"Gap Closing Targets" or "Closing Gap Targets" means the reduction of academic disparities between groups of students especially for Focal Student Groups set forth in the Integrated Plan based on the February 2022 "Aligning for Student Success: Integrated Guidance for Six ODE Initiatives".

"Integrated Programs" means the integration of the following nine programs: High School Success (HSS), Student Investment Account (SIA), Continuous Improvement Planning (CIP), Career and Technical Education-Perkins V (CTE), Every Day Matters (EDM), Early Indicators Intervention Systems (EIIS), Early Literacy School District Success Grants, Federal School Improvement (FSI) and Career Connected Learning. Together operationally, integrating these programs creates opportunities to improve outcomes and learning conditions for students and educators. Working within existing state statutes and administrative rules, Agency developed an Integrated Programs framework for success that meets the core purpose of each program while trying to create a stronger framework from which progress, long-term impact, and learning approach to monitoring and evaluation is a hallmark of high-performing educational systems. This work is informed through Integrated Guidance.

"**Integrated Plan**" means the Grantee's approved biennial plan developed following the Integrated Guidance, which includes the SIA, which has a focus on increasing academic achievement by all students, reducing academic disparities for identified student groups, and meeting students' mental and behavioral health needs in addition to other needs deemed important at each school, stated outcomes, strategies, and activities The Integrated Plan may only be adjusted with approval from ODE staff in order to align with the anticipated outcomes and approved by Agency.

"**Local Optional Metrics**" are optional metrics established in addition to the 5 common metrics that are designed to allow grantees to monitor progress connected to their outcomes.

"**Longitudinal Performance Growth Targets (LPGTs)**" means the required common metrics and optional locally defined metrics, including targets related to student mental and behavioral health needs, included in Grantee's Integrated Plan.

"**Ninth-grade On-Track Rate**" has the meaning given in section 12(d) of the Act.

"**Performance Growth Targets (PGTs)**" means targets developed by the Grantee to measure a Grantee's progress toward statewide metric targets, based on longitudinal student data and in accordance with ORS 327.190 and Sections 2-6 of Senate Bill 141 (2025). PGTs are developed in collaboration with the Agency and are subject to Agency review and acceptance. PGTs include measures of overall student outcomes and disaggregated student group outcomes and are established to support continuous improvement and accountability.

"**Progress Markers**" means sets of indicators set forth as a part of the Integrated Programs and guidance that identify the kinds of changes the Agency expects to see in policies, practices and approaches that support improved student outcomes.

"**Regular Attendance Rate**" has the meaning given in section 12(f) of the Act.

"**SIA Account**" means the Student Investment Account established, pursuant to ORS 327.175, within the Fund for Student Success for the purpose of distributing grants under ORS 327.195.

"**Stretch Targets**" means significant improvement set forth in the Integrated Plan by the district in either: (I) raising academic achievement or (ii) reducing academic disparities and closing gaps, as further described in the December 2019 "Guidance for Eligible Applicants".

"**Third-Grade Reading Proficiency Rate**" has the meaning given in section 12(g) of the Act.

SECTION III. PERFORMANCE GROWTH TARGETS (SB 141 Alignment)

Performance Growth Targets (2026 – 2027 and beyond)

1. Transition from LPGTs

The LPGTs required by this Grant, as set forth in Exhibit B, shall remain applicable throughout the 2025-26 school year and shall expire at the conclusion of that school year.

2. Applicability of PGTs

Beginning with the 2026-27 school year, PGTs shall apply.

3. Agency Maintenance and Availability

The Agency shall:

- Maintain the official record of Grantee's PGTs;
- Provide Grantee with its finalized PGTs; and

- Make statewide, cluster, and Grantee-specific targets available through Agency-managed systems and/or publicly accessible reporting platforms.

4. Development and Posting

PGTs are developed collaboratively by the Grantee and the Agency. PGTs are subject to Agency review and acceptance and will be posted to the Agency's system of record. Posting constitutes provision to the Grantee, and upon posting, the PGTs become part of this Agreement and are enforceable under this Agreement.

SECTION IV. PROJECT ACTIVITIES

Integrated Plan Implementation

Agency will disburse Grant Funds for Allowable Project Costs that implement Grantee's approved Integrated Plan during the Performance Period, in accordance with the allowable uses and activities described in the Act and as further detailed in the "Allowable Use of Grant Funds" section below.

Allowable Use of Grant Funds

Grantee must use the Grant Funds only for:

1. Increasing instructional time, which may include:
   - More hours or days of instructional time;
   - Summer programs;
   - Before-school or after-school programs; or
   - Technological investments that minimize class time used for student assessments.
2. Addressing students' health or safety needs, which may include:
   - Social-emotional learning and development;
   - Student mental and behavioral health;
   - Improvements to teaching and learning practices or organizational structures that lead to better interpersonal relationships at the school;
   - Student health and wellness;
   - Trauma-informed practices;
   - School health professionals and assistants;
   - Facility improvements directly related to improving student health or safety.
3. Reducing class sizes, which may include:
   - increasing the use of instructional assistants, by using evidence-based criteria to ensure appropriate student-teacher ratios or staff caseloads.
4. Expanding availability of and student participation in well-rounded learning experiences, which may include:
   - Developmentally appropriate and culturally responsive early literacy practices and programs in prekindergarten through third grade;
   - Culturally responsive practices and programs in grades six through eight, including learning, counseling and student support that is connected to colleges and careers;
   - Broadened curricular options at all grade levels, including access to:
   - Art, music, and physical education classes;
   - Science, technology, engineering, and mathematics (STEM)education;

- Career and technical education, including career and technical student organization programs;
- Electives that are engaging to students;
- Accelerated college credit programs, including dual credit programs, International Baccalaureate programs and advanced placement programs;
- Dropout prevention programs and transition supports;
- Life skills classes;
- Talented and gifted programs;
- Access to licensed educators with a library media endorsement

Administrative costs shall not exceed 5% or $500,000 annually, whichever is less, of Grantee's total expenditures. Administrative costs may include ongoing community engagement and costs associated with the administration of the grant.

SECTION V. REPORTING REQUIREMENTS

Grantee must submit financial and performance progress reports for each fiscal year of the biennium, using templates provided by the Agency, according to the schedule below.

Reporting Period	Due Date	Deliverable
July 1 – June 30	**November 15**	Submit annual budget for the current fiscal year.
July 1 – December 31	**February 15**	Submit financial and performance progress report. The Financial Audit must be presented at an open meeting with opportunity for public comment (not consent agenda) (ORS 327.201(1)(b)(B)).
January 1 – June 30	**September 30**	Submit financial report of expenditures, AND Annual Report (narrative responses). The Annual Report must be presented to the governing board at an open meeting, with an opportunity for public comment (not on a consent agenda). Grantee must post the Annual Report on its website and make it available at the main office, in accordance with ORS 327.201(1)(b)(A)-(B).

If the Performance Period begins prior to the Executed Date, any reports for Project activities shown in this Exhibit A as due prior to the Executed Date must be submitted to the Agency within 30 days of the Executed Date, if not already provided to Agency. Grantee will not be in default for failure to perform any reporting requirements prior to the Executed Date.

Grantee shall supply any related or additional reports and information as Agency may require.

The Agency will monitor and evaluate Grantee's progress toward Progress Markers, LPGTs (for the 2025-26 school year), and PGTs (beginning with the 2026-27 school year), as described in Exhibit B, in accordance with ODE guidance and the monitoring provisions of this Grant.

SIA Grant Monitoring

The Agency will monitor Grantee's performance under this Grant in person, video conferencing or by phone. Agency will provide written notice to Grantee, as provided in Section 19.4 of the Grant, at

least 15 days in advance of Agency's monitoring activities and will schedule in person visits, video conferencing and phone calls.

A Grant monitoring visit or call may cover a variety of topics at Agency's discretion including but not limited to: Grantee's compliance with the SIA Account purposes; challenges faced by the Grantee in implementing its Plan; Integrated Plan outcomes; its budget and expenditure of moneys received from the SIA Account, Grantee's progress toward achieving its Progress Markers; financial reporting, any expenditure changes, and reconciliation of Grant Funds; or Grantee's training and technical assistance needs.

Before an on-site visit, the Agency will advise Grantee on how to prepare for the monitoring visit and financial reconciliation, the format for the visit, and which Grantee organizational leaders, staff or others should be involved in the visit. Once a date and time are confirmed, the Grantee should send a notification to its organizational leaders, staff, students and community partners who are expected to participate; identify a meeting location and prepare all necessary monitoring documents and data.

The department may establish a procedure for conducting performance audits on a random basis or based on just cause as allowed under rules adopted by the board. If Grantee does not use the Grant Funds for Allowable Project Costs, the Agency may exercise the remedies provided in Section 16 or 17 of this Grant, including, without limitation, deducting amounts from future disbursements of Grant Funds.

Each grant recipient must conduct a performance review at least once every four years in accordance with standards adopted in board rule (OAR 581-014-0013) to ensure accountability and continuous improvement of SIA-funded activities.

SECTION VI. DISBURSEMENT

Disbursement of Grant Funds

Agency will disburse the Grant Funds using its Electronic Grants Management System ("EGMS"), on a quarterly basis as outlined below:

Quarter	Disbursement Date	Quarterly Disbursement Amount/%
Q1	**July 1, 2025**	**Variable projection (made available under prior agreement; *may differ from the projected 12.5%)***
Q2	**October 1, 2025**	**True-Up / Adjustment to reconcile Q1 difference (*ensures Q1 + Q2 equals 25% of TBA*)**
Q3	**January 1, 2026**	**12.5%**
Q4	**April 1, 2026**	**12.5%**
Q5	**July 1, 2026**	**12.5%**
Q6	**October 1, 2026**	**12.5%**
Q7	**January 1, 2027**	**12.5%**
Q8	**April 1, 2027**	**12.5%**
2027-29 Q1	**July 1, 2027**	**12.5% (Projected) of 2027–29 Biennium**

Disbursements outlined in the table above are subject to the following:

1. If this Grant is not fully executed by October 1, the Agency will disburse the Grant Funds due for disbursement within 30 days of the Execution Date.
2. Disbursements will be made as advance payments, not reimbursements.
3. Q3 – Q8 disbursements are 12.5% of the TBA, plus any unclaimed amounts from the prior quarter disbursements.
4. Grantees are encouraged to draw down funds according to the schedule. **All funds for 2025-27 Q1 – Q8 must be drawn down and expended by June 30, 2027.**
5. Any 2025-27 Grant Funds that are not expended by the Grantee by June 30, 2027 must be returned to Agency for deposit in the Student Investment Account.
6. Any 2027-29 Q1 Grant Funds that are not expended by the Grantee by June 30, 2029, must be returned to the Agency for deposit in the Student Investment Account.

Allocation and Projections

1. By April 30, 2027, Grantee shall submit to the Agency an Integrated Plan and Budget for subsequent biennium (2027-29). This Integrated Plan and Budget must describe how Grantee will utilize the Grant Funds allocated for 2027-29 Q1.

2. The amount of Grant Funds allocated for 2027-29 Q1 is based on projections for the continued implementation and sustainability of the approved Integrated Plan, anticipating ongoing efforts to achieve the established Progress Markers. These funds are intended to support continued activities and initiatives, ensuring continuity in programmatic efforts aimed at achieving the specified objectives.

3. The amount of Grant Funds allocated above for 2027-29 Q1 will be considered in determining the subsequent Q1 allocation in the next biennium (July 1, 2027 – June 30, 2029). Any differences between projected and actual Q1 disbursements will be reconciled in the Q2 disbursement to balance total funding across the biennium.

4. The utilization of 2027-29 Q1 funds allocated under this Agreement will be documented in the subsequent grant agreement, if executed, covering the 2027–29 biennium.

EXHIBIT B
COMMON AND CUSTOMIZED PERFORMANCE FRAMEWORK

SECTION VII. PROGRESS MARKERS FOR 2025-2027 BIENNIUM

The Progress Markers outlined in this Exhibit B provide a framework for measuring the outcomes and activities described in Exhibit A. They support a developmental approach to evaluation, focusing on the types of changes that result from distinct investments. Grantees will provide updates toward these Progress Markers through the quarterly and annual reports. The fifteen Progress Markers below are organized into three categories: A 'Start to See,' B 'Gaining Traction,' and C 'Profound Progress,' representing advancement from early signs of progress to substantial and transformational changes.

A. **"Start to See: Early Signs of Progress"** Based on your investments and activities, what changes or contributions are you noticing? What practices are improving?

B. **"Gaining Traction: Intermediate Changes"** Based on your investments and activities, are you seeing any of these impacts?

C. **"Profound Progress: Substantial and Significant Changes"** Based on your investments and activities, are any of these more transformational changes noticeable?

A. Start to See: Early Signs of Progress

1	Community engagement is authentic, consistent, and ongoing. The strengths that educators, students, families, focal groups, and tribal communities bring to the educational experience informs school and district practices and planning.
2	Equity tools are utilized in continuous improvement cycles, including the ongoing use of an equity lens or decision-tool that impacts policies, procedures, people/students, resource allocation, and practices that may impact grading, discipline, and attendance.
3	Data teams are formed and provided time to meet regularly to review disaggregated student data in multiple categories (grade bands, content areas, attendance, discipline, mental health, participation in advanced coursework, formative assessment data, etc.). These teams have open access to timely student data and as a result decisions are made that positively impact district/school-wide systems and focal populations.
4	Schools and districts have an accurate inventory of literacy assessments, tools, and curriculum being used, including digital resources, to support literacy (reading, writing, listening, and speaking). The inventory includes a review of what resources and professional development are research-aligned, formative, diagnostic, and culturally responsive.

B. Gaining Traction: Intermediate Changes

5	Two-way communication practices are in place, with attention to mobile students and primary family languages. Families understand approaches to engagement and attendance, literacy strategy, math vision, what "9th grade on-track" means, graduation requirements, access to advanced/college-level courses and CTE experiences, and approaches to supporting student well-being and well-rounded education.

6	Student agency and voice is elevated. Educators use student-centered approaches and instructional practices that shift processes and policies that actualize student and family ideas and priorities.
7	Action research, professional learning, data teams, and strengths-based intervention systems are supported by school leaders and are working in concert to identify policies, practices, or procedures informed by staff feedback to meet student needs, including addressing systemic barriers, the root-causes of chronic absenteeism, academic disparity, and student well-being. These changes and supports are monitored and adjusted as needed.
8	Comprehensive, evidence-informed, culturally responsive literacy plans, including professional development for educators, are documented and communicated to staff, students (developmentally appropriate), and families. Literacy plans and instruction are evaluated and adjusted to deepen students' learning. Digital resources are being used with fidelity to advance learners' engagement with instruction.
9	A review of 9th grade course scheduling, as it relates to on-track status for focal student groups, accounts for core and support core class placement . School staff ensure emerging bilingual students are enrolled in appropriate credit-bearing courses that meet graduation requirements.
10	Foundational learning practices that create a culturally sustaining and welcoming climate are visible. This includes practices that ensure safe, brave, and welcoming classrooms, schools and co/extracurricular environments. Strengths-based, equity-centered, trauma and SEL-informed practices are present and noticeable. Policies and practices prioritize health, well-being, care, connection, engagement, and relationship building. Multiple ways of being are supported through culturally affirming and sustaining practices for students, staff, and administrators.

C. Profound Progress: Substantial and Significant Changes

11	Schools strengthen partnerships with active community organizations and partners, including local public health, mental health, colleges, workforce development boards, employers, labor partners, faith communities, Tribal nations, and other education partners in order to collaboratively support students' growth and well-being. Characteristics of strong partnerships include mutual trust and respect, strengths-based and collaborative approaches, clear communication around roles, and shared responsibilities and decision-making power.
12	Financial stewardship reflects high-quality spending with accurate and transparent use of state and federal funds in relationship to a comprehensive needs assessment, disaggregated data, and the priorities expressed by students, families, communities, business, and Tribal partners in resource allocation and review.
13	Students and educators experience a well-rounded and balanced use of assessment systems that help them identify student learning in the areas of the Oregon State Standards. Educators understand how to assess emerging multilingual students' assets to inform gauging progress.
14	Policies, practices, and learning communities address systemic barriers. Schools and districts have a process to identify, analyze, and address barriers that disconnect students from their educational goals, impact student engagement or attendance, and/or impede students from graduating on-time or transitioning to their next steps after high school. Staff members are consistently engaging in action research, guided by student's strengths and interests, to improve their practice and advance professional learning.
15	Schools create places and learning conditions where every student, family, educator and staff member is welcomed, where their culture and assets are valued and supported, and where their voices are integral to decision making. Instruction is monitored and adjusted to advance and deepen individual learners'

knowledge and understanding of the curriculum. Educators are empowered with agency and creativity. Communities are alive with visions, stories, and systems of vitality, wholeness, and sustainability.

SECTION VIII. FINALIZED CO-DEVELOPED LPGTs

The Longitudinal Performance Growth Targets (LPGTs) include baseline, stretch, and gap-closing targets for each of the common metrics. These targets center focal student groups while supporting public transparency and learning.

The LPGTs, including all associated tables and data previously set forth in this Section, are incorporated by reference and are not restated in this Amendment.

The parties further acknowledge that LPGTs apply through the 2025–26 school year and sunset June 30, 2026. The sunset of LPGTs does not affect the validity of the previously established targets or their use for reporting, accountability, or audit purposes for the applicable period.

Progress toward meeting these LPGTs will be included in the Annual Report for the 2025–26 school year.

SECTION IX. APPROVED LOCAL OPTIONAL METRICS (if applicable)

Local optional metrics are designed to allow grantees to set and monitor metrics connected to outcomes they have described in their Integrated Plan.

The Local Optional Metrics, including all associated tables and data previously set forth in this Section, are incorporated by reference and are not restated in this Amendment.

The parties further acknowledge that Local Optional Metrics apply through the 2025–26 school year and sunset June 30, 2026. The sunset of Local Optional Metrics does not affect the validity of the previously established targets or their use for reporting, accountability, or audit purposes for the applicable period.

SECTION X. PERFORMANCE GROWTH TARGETS (PGTs)

PGTs will be developed in accordance with Senate Bill 141 (2025) and apply beginning with the 2026-27 school year.

PGTs will be established by Grantee in collaboration with the Agency, subject to Agency review and approval, and maintained by the Agency as part of its official system of record.

100 GENERAL FUND | Revenue & Expense Summary
Fiscal Year 2026 - 2027
For the Period Ending August 31, 2026

REVENUES	Period 1 Actual Jul '26	Period 2 Actual Aug '26	Period 3 Projected Sept '26	Period 4 Projected Oct '26	Period 5 Projected Nov '26	Period 6 Projected Dec '26	Period 7 Projected Jan '27	Period 8 Projected Feb '27	Period 9 Projected Mar '27	Period 10 Projected Apr '27	Period 11 Projected May '27	Period 12 Projected Jun '27	Projected 2026-27 Totals	Adopted 2026-27 BUDGET
STATE SCHOOL FUND FORMULA:														
Local Taxes	-	-	23,717	28,387	6,530,949	153,684	191,828	202,833	219,401	71,912	36,510	185,709	7,644,930	7,644,930
County School Funds	-	-	165,000	7,535	-	-		-			-		172,535	165,000
State School Fund	1,494,365	747,182	747,182	747,182	747,182	747,182	747,182	747,182	747,182	747,182	547,182		8,766,185	9,077,170
Common School Fund	-	-						90,000				90,000	180,000	180,000
State Managed Timber	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SSF Formula Total	**1,494,365**	**747,182**	**935,899**	**783,103**	**7,278,131**	**900,866**	**939,010**	**1,040,015**	**966,583**	**819,094**	**583,692**	**275,709**	**16,763,649**	**17,067,100**
Local Sources (1000)	20,554	69,295	28,361	29,976	26,205	51,926	40,345	34,434	42,288	32,584	23,213	26,736	425,919	442,044
Intermediate Sources (2000)	-	-	82,530	20,549	-	-	1,720	-	922	64,300	-	279,979	450,000	450,000
State Sources (3000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Sources (4000)	-	-	-	-	-	-	-	-	-	-	265,000	-	265,000	265,000
Other Sources (5000)	-	-		-		-					4,000	-	4,000	4,000
Total Operating Revenue	**1,514,919**	**816,477**	**1,046,791**	**833,628**	**7,304,336**	**952,792**	**981,075**	**1,074,449**	**1,009,794**	**915,978**	**875,905**	**582,425**	**17,908,568**	**18,228,144**
Beginning Fund Balance (5400)	3,326,981	-	-	-	-	-	-	-	-	-	-	41,329	3,368,310	2,700,000
Total Monthly Revenues	**4,841,900**	**816,477**	**1,046,791**	**833,628**	**7,304,336**	**952,792**	**981,075**	**1,074,449**	**1,009,794**	**915,978**	**875,905**	**623,754**	**21,276,878**	**20,928,144**
CUMULATIVE RESOURCES	**4,841,900**	**5,658,378**	**6,705,168**	**7,538,796**	**14,843,132**	**15,795,924**	**16,776,999**	**17,851,448**	**18,861,242**	**19,777,220**	**20,653,125**	**21,276,878**		
EXPENDITURES BY OBJECT														
Salaries (100)	197,229	221,250	813,125	799,596	785,212	774,006	758,359	783,738	781,016	783,933	793,371	1,752,113	9,242,946	9,286,482
Employee Benefits (200)	104,834	113,940	483,640	484,124	475,241	473,122	466,492	476,914	482,609	486,994	537,896	1,165,639	5,751,446	5,781,982
Purchased Services (300)	45,667	115,204	95,338	156,635	123,461	150,444	159,397	166,423	212,388	182,212	187,264	328,809	1,923,244	1,904,140
Supplies & Materials (400)	44,589	62,962	108,985	79,180	55,634	59,483	59,336	80,835	83,485	80,680	104,748	162,343	982,260	992,075
Capital Outlay (500)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance/Other (600)	463,115	2,337	8,290	3,612	2,610	1,950	7,021	1,938	4,598	5,037	1,966	3,097	505,571	494,547
Interfund Transfers (700)	-	-	787,000		-	-	-	-	-	-	25,000		812,000	812,000
Total Operating Expenditures	**855,435**	**515,693**	**2,296,377**	**1,523,147**	**1,442,157**	**1,459,006**	**1,450,606**	**1,509,847**	**1,564,096**	**1,538,858**	**1,650,244**	**3,412,001**	**19,217,467**	**19,271,227**
Contingency (810)	-	-	-	-	-	-	-	-	-	-	-	200,000	200,000	200,000
Unapprop. Ending Fund (820)	-	-	-	-	-	-	-	-	-	-	-	1,456,918	1,456,918	1,456,918
Total Monthly Expenditures	**855,435**	**515,693**	**2,296,377**	**1,523,147**	**1,442,157**	**1,459,006**	**1,450,606**	**1,509,847**	**1,564,096**	**1,538,858**	**1,650,244**	**5,068,919**	**20,874,385**	**20,928,144**
CUMULATIVE EXPENDITURES	**855,435**	**1,371,128**	**3,667,505**	**5,190,652**	**6,632,809**	**8,091,815**	**9,542,421**	**11,052,268**	**12,616,364**	**14,155,222**	**15,805,466**	**20,874,385**		
EXPENDITURES BY FUNCTION														
Instruction (1000)	19,030	48,559	797,495	832,557	784,048	785,445	757,519	819,116	840,607	803,628	864,860	1,848,295	9,201,159	9,602,053
Support Services (2000)	836,404	467,134	711,882	690,590	658,110	673,561	693,087	690,731	723,489	735,230	760,384	1,563,706	9,204,308	8,857,174
Enterprise & Comm Svc (3000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Facilities Acq & Constr (4000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Uses (5000)	-	-	787,000		-	-	-	-	-	-	25,000		812,000	812,000
Total Operating Expenditures	**855,435**	**515,693**	**2,296,377**	**1,523,147**	**1,442,157**	**1,459,006**	**1,450,606**	**1,509,847**	**1,564,096**	**1,538,858**	**1,650,244**	**3,412,001**	**19,217,467**	**19,271,227**
Contingencies (6000)	-	-	-	-	-	-	-	-	-	-	-	200,000	200,000	200,000
Unapprop. Ending Fund (7000)	-	-	-	-	-	-	-	-	-	-	-	1,456,918	1,456,918	1,456,918
Total Monthly Expenditures	**855,435**	**515,693**	**2,296,377**	**1,523,147**	**1,442,157**	**1,459,006**	**1,450,606**	**1,509,847**	**1,564,096**	**1,538,858**	**1,650,244**	**5,068,919**	**20,874,385**	**20,928,144**
CUMULATIVE EXPENDITURES	**855,435**	**1,371,128**	**3,667,505**	**5,190,652**	**6,632,809**	**8,091,815**	**9,542,421**	**11,052,268**	**12,616,364**	**14,155,222**	**15,805,466**	**20,874,385**		

Brookings-Harbor Schoool District

Enrollment Comparison 2026-2027/2025-2026/2024-2025

Current as of September 8, 2026

	September			October			November			December			January			February			March			April			May			June		
Grade	2026	2025	2024	2025	2024	2023	2025	2024	2023	2025	2024	2023	2026	2025	2024	2026	2025	2024	2026	2025	2024	2026	2025	2024	2026	2025	2024	2026	2025	2024
K	63	79	80	79	81	88	78	81	89	77	80	88	76	81	87	75	81	88	74	81	87	73	82	83	72	83	83	73	83	83
1	83	81	86	80	87	101	80	86	102	80	87	103	80	86	103	78	86	103	78	89	103	76	89	102	74	91	100	76	90	98
2	79	95	103	93	100	92	92	100	91	93	100	91	92	103	92	88	102	92	89	102	93	88	101	94	88	103	95	89	103	94
3	88	105	98	104	96	89	104	97	92	105	97	90	104	98	91	104	100	89	104	99	89	103	101	88	106	102	87	106	102	86
4	107	108	88	107	87	90	108	87	89	107	85	86	108	84	87	104	85	87	104	84	86	103	85	88	102	83	87	101	83	86
5	98	88	94	90	94	86	92	93	86	93	95	85	93	94	85	91	91	85	89	90	84	89	89	83	87	87	83	88	87	84
	518	**556**	**549**	**553**	**545**	**546**	**554**	**544**	**549**	**555**	**544**	**543**	**553**	**546**	**545**	**540**	**545**	**544**	**538**	**545**	**542**	**532**	**547**	**538**	**529**	**549**	**535**	**533**	**548**	**531**
6	93	94	91	92	91	124	90	89	125	88	88	125	86	88	124	88	88	124	87	87	122	86	87	122	86	89	122	86	89	121
7	95	94	133	94	133	94	93	128	92	91	127	90	91	127	89	91	127	88	91	128	85	90	129	85	90	125	84	89	121	83
8	91	127	87	127	84	128	121	83	127	121	81	121	119	84	119	114	82	117	112	83	117	109	81	120	109	81	120	108	81	117
	279	**315**	**311**	**313**	**308**	**346**	**304**	**300**	**344**	**300**	**296**	**336**	**296**	**299**	**332**	**293**	**297**	**329**	**290**	**298**	**324**	**285**	**297**	**327**	**285**	**295**	**326**	**283**	**291**	**321**
9	119	92	123	90	123	112	87	122	112	88	119	112	89	117	109	84	109	109	84	107	104	84	102	102	83	101	101	79	101	100
10	85	100	102	96	102	116	94	101	119	97	101	117	99	97	118	98	91	115	98	91	115	99	90	115	97	88	113	95	85	111
11	94	80	108	80	108	107	75	105	105	74	105	103	71	102	105	71	100	103	72	96	101	72	96	100	69	95	99	69	94	96
12	78	96	106	97	101	116	98	103	115	101	103	115	100	100	112	106	95	107	106	91	107	106	92	107	103	88	109	105	88	108
	376	**368**	**439**	**363**	**434**	**451**	**354**	**431**	**451**	**360**	**428**	**447**	**359**	**416**	**444**	**359**	**395**	**434**	**360**	**385**	**427**	**361**	**380**	**424**	**352**	**372**	**422**	**348**	**368**	**415**
Total	**1173**	**1239**	**1299**	**1229**	**1287**	**1343**	**1212**	**1275**	**1344**	**1215**	**1268**	**1326**	**1208**	**1261**	**1321**	**1192**	**1237**	**1307**	**1188**	**1228**	**1293**	**1178**	**1224**	**1289**	**1166**	**1216**	**1283**	**1164**	**1207**	**1267**

Brookings-Harbor School District 17C

Code: **BBAA**
Adopted: 1/18/88
Revised/Readopted: 10/22/03; 4/15/09; 10/16/13; 12/13/16; 2/16/22
Orig. Code: BBAA

Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their position when the Board is in a meeting which is being held in accordance with Oregon's Public Meetings Law. ~~legal session only.~~

A Board member has the authority to act in the name of the Board only when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

Board members may speak on behalf of the Board or district only when specifically authorized to do so. Any other statements do not represent the position of the Board or district. When expressing personal opinions in public, ~~the~~ Board members are encouraged to~~member should~~ clearly identify the opinions as their own.

All Board members shall maintain awareness of relevant district ~~Members will be knowledgeable of~~ information ~~requested through Board action, supplied by the superintendent, gained through attendance at district activities~~ and participate in Board functions and~~through~~ professional Board development activities.

All members~~Members~~ of the Board will adhere to the following in carrying out the responsibilities of membership:

[1.] Request for Records~~Information~~

Any individual Board member who desires a copy of an existing record may ~~written report or survey prepared by the administrative staff will~~ make such a request to the superintendent. Requests involving confidential records or significant staff time will ~~A copy of the material may~~ be referred~~made available~~ to ~~each member of~~ the Board~~. Requests~~ for approval~~the generation of reports or information, which require additional expense to the district, must be submitted to the Board for consideration~~.

1.[2.] Requests for Legal Opinions{[1]}

Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. The Board chair is authorized to obtain legal advice or opinions if advantageous to do so prior to the next

[1] {Consider how board members obtain legal advice and whether a cost is associated with that. Does the Board want individual board members to be able to contact attorneys at PACE or OSBA (no bill accrued) on their own, or does the Board want them to get Board approval first? Do you want individual Board members to be able to contact attorneys that will bill the district on their own, or do you want them to get board approval first?}

meeting (e.g., advice regarding an executive session or a decision to invite district legal counsel) without a need for Board approval. Legal counsel is responsible to the Board.

[3.] Action on Complaints or Requests Made to a Board Members

When a Board members receives complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the publicappropriate complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the superintendent. An individual Board member is not authorized to independently act on complaints.

[4.] Board Member's Communication with Relationship to Administration

Individual Board members will be informed about the district's educational program, may visit schools or other facilities to gain information, and may request information from the superintendent. No individual Board member may direct the superintendent or other staff to action without Board authorization. No Board members will not intervene in the administration of the district or its schools.

2.[5.] Contracts or Agreements

All district contracts of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.\

6. Visits to Schools

A Board members may visit schools in accordance with Board policy BG – Board–Staff Communications.

7. Public Meetings Law

All Board members will comply with Public Meetings Law.

8. Mandatory Reporting

A Board member having reasonable cause to believe that any child with whom the Board member comes in contact has suffered abuse or that any person with whom the Board member comes in contact has abused a child shall immediately make an oral report or cause an oral report be made to Department of Human Services[2] or local law enforcement.

9. Oregon Ethics Laws

All Board members will adhere to Oregon Government Ethics laws, including filing the statement of economic interest as required by Oregon Revised Statute (ORS) 244.

10. Confidential Information

[2] Approved by the Oregon Government Ethics Commission.

All Board members will not disclose confidential information received as part of Board service.

11. Other Laws, Policies, Agreements and Procedures

All Board members will follow all laws, Board policies, working agreements, and any other procedures established by the district.

END OF POLICY

Legal Reference(s):

ORS 192.311 – 192.478
ORS 192.610 – 192.705
ORS Chapter 244
ORS 332.045
ORS 332.055
ORS 332.057
ORS 332.075
ORS 332.107
ORS 419B.010

38 OR. ATTY. GEN. OP. 1995 (1978)
S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

Brookings-Harbor School District 17C

Code: **BBE**
Adopted: 10/23/95
Revised/Readopted: 10/22/03; 10/16/13
Orig. Code: BBE

Vacancies on the Board

Vacancies on the Board will be filled through the following procedures:

1. At a Board meeting, the Board will declare the vacancy[1];

[2.] ~~Board appointment.~~ The Board or designee will establish an application period of at least 20 days. Applicants will be required to submit an application to the district office by the designated date. Deadlines and instructions will be posted on the district website. The Board can vote to extend or re-open the application period at any time;

2.[3.] After the application period has ended, the superintendent or designee will verify applicant eligibility. Applicants must:

[a.] Be an elector of the district.[2] This requires being ~~appointee must be a legally~~ registered to vote ~~voter and a resident~~ within the district;

Have resided in the district for a period of one year immediately preceding the appointment;~~.~~

a.[b.] Not be an employee of the district or a charter school located within the district.

3.[4.] The Board will review applicant materials in an open Board meeting;

[5.] The Board may select applicants to interview. Any interview will be~~elections are~~ held in an open Board meeting;

4.[6.] During an open Board meeting, the Board will vote to appoint one of the applicants. In the event that no applicant receives a majority of votes[3], the Board may re-vote or vote to re-open the application period;

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[1] In accordance with ORS 332.030, the Board shall declare a vacancy upon any of the following:
1. The death or resignation of any Board member;
2. When a Board member is removed from office or the election of the Board member has been declared void by the judgment of any court;
3. When a Board member ceases to be a resident of district [or zone from which nominated (see exception for board members who move out of the zone, but remain residents of the district in ORS 332.030(2) - (3))];
4. When a Board member ceases to discharge the duties of office for two consecutive months unless prevented by sickness or other unavoidable cause;
5. When a Board member ceases to discharge the duties of office for four consecutive months for any reason; or
6. When a Board member is recalled.

[2] ORS 254.005(4) provides "'Elector' means an individual qualified to vote under section 2, Article II, Oregon Constitution." District staff may verify this with local elections officials.

[3] {Include this bracketed language only if the district has an ADM or 50 or fewer.}

5.[7.] The newly appointed Board member(s) will take an oath of office before assuming the duties of office and will be seated immediately thereafter.

~~every odd-numbered year which for the purposes of this policy are termed "election" years.~~ The appointee will~~:~~

[1.] ~~Will~~ serve until June 30 following the next election. At that ~~"~~election, either the remainder of the~~," at which time the individual elected in May of that year will fill the remaining portion of an unexpired~~ term for the position, or ~~serve~~ a full ~~four-year~~ term for the position will be on the ballot.~~; or~~

~~[2.] Will serve until June 30 of a subsequent "election" year if the vacancy occurs after the filing date in an "election" year.~~

~~A Board member so elected as a replacement will serve the remaining year(s) of the term of office of the Board member being replaced.~~

~~In the event of multiple vacancies, the position vacated first will be filled first.~~

~~Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.~~

If the offices of a majority of Board members are vacant at the same time, the directors of the South Coast Education Service District shall appoint persons to fill the vacancies from qualified individuals~~school district voters~~.

END OF POLICY

Legal Reference(s):

ORS 249.865 - 249.877
ORS 254.005
ORS 255.245
ORS 255.335
ORS 332.030
ORS 332.122
ORS 332.124

Brookings-Harbor School District 17C

Code: **BCB**
Adopted: 9/17/01
Revised/Reviewed: 4/15/09; 10/16/13; 7/14/15
Orig. Code: BCB

Board Officers

No later than the next regular ~~At its first scheduled~~ meeting after ~~following~~ July 1, the Board will elect one of its members to serve as chair and one to serve as vice chair. In an election year, this meeting must occur no later than the last day of July. No member of the Board may serve as chair more than four years in succession. ~~If a Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following July.~~

The Board chair will:

[1.] Prepare ~~Assist the superintendent in establishing~~ the agenda for ~~regular~~ Board meetings in accordance with Board policy BDDC – Board Meeting Agenda;

[2.] Call special meetings ~~when required~~;

~~[3.] Preside at all meetings of the Board, and enforce the rules of order;~~

[4.] Sign ~~the minutes and other~~ official documents that require the signature of the chair;

1.[5.] Represent the district and the Board at official functions, unless this duty is delegated by the Board chair to another Board member;

[6.] Appoint Board members to ~~all~~ committees ~~and will be an ex-officio member of all such committees~~ unless otherwise ordered by the Board;

2.[7.] Have the right to discuss issues and vote; and

3.[8.] Perform such other duties as may be prescribed by law or by action of the Board.

~~[9.] Meet with superintendent at least once a month to discuss pertinent information and/or concerns;~~

~~[10.] Assist the superintendent in monitoring compliance with the OSBA "Key Dates and Activities Calendar";~~

~~[11.] In a timely manner:~~

~~[a.] Acknowledge receipt of correspondence from individual Board and community members;~~
~~[b.] Follow through with individual Board member's request for information;~~
~~[c.] Keep Board members abreast of issues concerning litigation, ODE complaint resolution and other items of similar magnitude.~~

In the absence~~, incapacitation or death~~ of the chair, the vice chair will perform the duties of chair and, when so acting, will have the chair's powers. The vice chair will perform other functions as designated by the Board.

If a Board member is unable to continue to serve as an officer, a replacement will be elected. The replacement officer will serve the remainder of the officer's term, until the officer resigns or ceases to remain on the Board, or until the officer is removed or replaced by the Board.

~~The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes and perform such other related work as assigned by the superintendent or requested by the Board chair. These duties will include, but not be limited to, the following:~~

~~[1.] Record the disposition of all matters on which the Board considered action;~~

~~[2.] Prepare and distribute minutes in advance for approval at the next Board meeting;~~

~~[3.] Maintain properly authenticated official copies of the minutes;~~

~~[4.] Maintain the official record of policies of the Board.~~

Board ~~or District~~ Spokesperson

~~The Board will appoint one of its members, usually the chair, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the district's position should be articulated by a single voice. The spokesperson serves at the Board's direction and may be removed or replaced at any time by action of the entire Board.~~The Board may designate the chair, vice chair or another Board member as the Board's spokesperson. A Board member speaks on behalf of the Board only when specifically authorized by the Board. Official Board statements will be made using official district or Board communication channels, websites or social media accounts, or at official district events. When a Board member expresses personal opinions in public, the Board member is encouraged to clearly identify the opinions as personal. Comments made by Board members when not authorized by the Board are considered personal comments of the Board member.

END OF POLICY

Legal Reference(s):

ORS 255.335
ORS 332.040
ORS 332.045
ORS 332.057
OAR 199-050-0050

Brookings-Harbor School District 17C

Code: **BCE**
Adopted: 10/22/03
Readopted: 10/16/13

Board Committees

The Board shall have no standing committees. Special committees may be appointed by the Board for specific purposes to serve until their assignment is completed. The entire Board may meet as a committee-of-the-whole.

The function of special committees will be fact-finding, deliberative and advisory rather than legislative or administrative. The committee will make recommendations directly to the Board as a whole, which alone may take action. Committee meetings may be called by the Board chair, the committee chair or any committee member.

Committee-of-the-whole meetings, called "work sessions," may be held. Committee-of-the-whole meetings may be called by the chair or any two Board members.

All meetings of special committees and of committees-of-the-whole will be publicly announced and the public will be permitted to attend. However, the Board and its committees may sit in executive sessions to discuss matters when such sessions are required or permitted by law.

All matters referred to a committee will be thoroughly investigated. A committee will not have the power to act for the Board except as the Board has specifically authorized, but will make recommendations to the Board. Committee recommendations and reports will become an official part of Board minutes.

A Board committee may appoint, subject to Board approval, advisory members from the staff, student body or community. Advisory members will be instructed in the committee's functions and their status. These members may not be included in considering whether a quorum of the committee is present, nor may they vote on recommendations to be made to the Board. However, either an advisory member or an ex-officio member may present a written minority report to the Board.

END OF POLICY

Legal Reference(s):

ORS 192.610 - 192.705
ORS 332.045
ORS 332.105
OAR 199-040
OAR 199-050

Brookings-Harbor School District 17C

Code: BCE
Adopted: 09/16/26

Board Committees

The Board may establish committees. A Board committee is a group of Board members, staff, students and/or community members tasked by the Board to make a decision on behalf of the Board or make a recommendation to the Board on policy or administration. The district may have additional administrative committees.

Board committees may be classified into two general types based on membership:

1. Board subcommittees are primarily made up of Board members, e.g., superintendent evaluation committee, long-range planning committee, policy committee;

2. Advisory committees are primarily made up of non-Board members, e.g., bond steering committee.

Regardless of classification, the Board can include Board members and non-Board members on committees.

Board committees will not have the power to act for the Board except as the Board has specifically authorized. Committee meetings may be called by the committee in accordance with any direction from the Board and committee procedures. Committee recommendations and reports will be provided to the Board.

All meetings of Board committees will follow the Public Meetings Law[1], including the requirement to record the meetings or take meeting minutes. A committee may sit in an executive session when such meeting is in accordance with the committee's assigned purpose and when such session is permitted by law. Administrative committees, including superintendent committees, are generally not subject to Public Meetings Law.[2]

When establishing a Board committee, the Board will determine:

1. Committee membership and appointment process;

2. The task of the committee;

3. What resources are needed and will be provided to the committee;

4. The length of time the committee will exist[3];

5. Expectations regarding any actions or recommendations of the committee.

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[1] OAR 199-050-0010(1)(b) provides that Public Meetings Law apply to bodies "with authority to make recommendations to a public body on policy or administration."

[2] OAR 199-050-0010(2)(b) provides that Public Meetings Law does not apply to "bodies appointed by an individual public official with authority to make recommendations only that individual public official who has the authority to act on the body's recommendation and is not required to pass the recommendations on unchanged to a public body."

END OF POLICY

Legal Reference(s):

ORS 192.610 - 192.705
ORS 332.045
ORS 332.105
OAR 199-040
OAR 199-050

PROPOSED

[3] The Board can establish a standing committee, which has a continuing existence or a special committee, which goes out of existence as soon as the committee has completed a specified task.

Brookings-Harbor School District 17C

Code: **BCF**
Adopted: 1/18/88
Revised/Readopted: 10/22/03; 10/16/13
Orig. Code: BCF

Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for citizen involvement, the Board may appoint advisory committees which include members to consider matters of districtwide importance. The Board shall have no permanent or standing advisory committees other than those required by statute.

Recommendations of such committees will be given careful consideration by the Board, but such recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters.

All meetings of advisory committees shall be considered open meetings. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chair.

The composition of advisory committees to the Board will be broadly representative and will take into consideration the specific tasks assigned to the committee. The process for the appointment of community members to an advisory committee will be determined by the Board. Appointment of staff members, when appropriate, will be made by the superintendent.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's written charge which shall include, but not be limited to, a statement of purpose and responsibility;

2. The resources the Board will provide;

3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive committee report(s).

Except as specifically provided by the Board, citizen advisory committees will cease to function when their reports have been received by the Board or when the purposes for which they were established have been accomplished.

The Board may be represented on lay and professional committees that serve the Board in an advisory capacity, with specific Board members appointed by the chair, but normally such Board members will function as ex-officio members of the committees.

The Board's responsibility cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee will be submitted to the Board for action and must be recognized as advisory in nature.

END OF POLICY

Legal Reference(s):

ORS 192.610
ORS 192.630
ORS 294.414
ORS 329.704
ORS 332.107

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL (2003).

DELETE

Brookings-Harbor School District 17C

Code: **BD/BDA**
Adopted: 1/18/88
Revised/Readopted: 10/22/03; 6/14/06; 2/17/10; 10/16/13; 11/16/16; 2/16/22; 12/13/23
Orig. Code: BD/BDA

Board Meetings

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. "Meeting" means the convening[1] of a quorum of the Board as the district's governing body to make a decision[2] or to deliberate[3] toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board, i.e. a work session. "Meeting" does not include any on-site inspection of any project or program the attendance of members of the Board at any national, regional or state association to which the Board or its members belong.

The affirmative vote of the majority of members of the Board is required to transact any business.
All regular, special and emergency meetings of the Board will be open to the public except as provided by law. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes. For information how to give or submit public comment it is outlined in Board policy BDDH - Public Comment at Board Meetings[4] and posted on the district's website.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law[5]. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business. No meeting will be held at any place where discrimination

[1] "Convening" means: (a) Gathering in a physical location; (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (c) Using serial electronic written communications among participants; or (d) Using an intermediary to communicate among participants.

[2] "Decision" means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.

[3] "Deliberation" means discussion or communication that is part of a decision-making process.

[4] When telephone or other electronic means of communication is used during a meeting open to the public, the Board shall make at least one place available to the public where, or at least one electronic means by which, the public can listen during the meeting. At all meetings of the Board open to the public, the public will be provided an opportunity, to the extent reasonably possible, to access and attend the meeting by telephone, video or other electronic or virtual means. If in-person oral testimony (or public comment) is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit oral testimony during the meeting, at the designated portion of the agenda, by telephone, video or other electronic or other means. If in-person written testimony is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit written testimony including by email or other electronic means, so that the Board is able to consider the submitted testimony in a timely manner.

[5] ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including the news media which have requested notice, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they are not included in the notice.

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for hearing-impaired persons. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice.

If requested to do so at least 72 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act.

The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property.

1. Regular, Special and Emergency Meetings

   Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the annual organizational meeting and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

   No later than the next regular meeting following July 1, the Board will hold the annual organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

   Special meetings can be convened by the Board chair, upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may be scheduled if less than a quorum is present at a meeting, additional business still needs to be conducted at the ending time of a meeting, conducting business prior to the next regular meeting would be advantageous to the district or other reasons. At least 24 hours' notice must be provided to all Board members, the news media which have requested notice, and the general public for any special meeting.

   Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic, video or telephonic communications, serial electronic communications among participants and using an intermediary to communicate among participants. Such communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate. Communications outside of a Board meeting may contain:

a. Communications to, between or among members of a governing body that are:
b. Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board (including agendas and information concerning agenda items);

(1) Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
(2) Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters; or

c. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other Board members will have the following notice:

Important: Please do not reply or forward this communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. Electronic communications on district business are governed by public meetings law.

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by public meetings law.

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with state law on public meetings, including notice and minutes. The Board is discouraged from making official decisions during a work session. Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.

5. Executive Sessions

Executive sessions may be held as an agenda item during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC - Executive Sessions)

Complaints regarding public meetings laws can be filed with the Board in accordance with Board Policy KL – Public Complaints. The Board will respond and provide a copy of the complaint and response to the Oregon Government Ethics Commission within 21 days in accordance with state law.[6]

Mandatory Training

Every member of the Board shall attend or view a training on public meetings law prepared or approved by the Oregon Government Ethics Commission (OGEC) at least once during the Board member's term of office and shall verify attendance in accordance with OGEC procedures.

END OF POLICY

Legal Reference(s):

ORS Chapter 192
ORS 255.335
ORS 332.040 - 332.061
ORS 433.835 - 433.875

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).
OR. ATTY. GEN. Public Records and Meetings Manual.
House Bill 2805 (2023).

Cross Reference(s):

ACA - Americans with Disabilities Act
BDB - Special and Emergency Board Meetings
BDC - Executive Sessions
BDDA - Notification of Board Meetings

[6] See House Bill 2805 (2023) Section 5(2) for requirements of the response.

Brookings-Harbor School District 17C

Code: BD
Adopted: 09/16/26

Board Meetings, Notices and Communications

Definitions

"Communication" means the expression or transmission of information from one person to another through verbal, non-verbal, written, or electronic means. Non-verbal means include gestures, such as thumbs-up and thumbs-down, as well as sign language.

"Convening" means gathering in a physical location, using electronic, video or telephonic technology to be able to communicate contemporaneously among participants, using serial electronic written communication among participants, or using an intermediary to communicate among participants.

"Decision" means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of the Board[1] is required, at any meeting at which a quorum is present.

"Decision-making process" means the process the Board engages in to make a decision, such as: (a) identifying or selecting the nature of the decision to be made; (b) gathering information related to the decision to be made; (c) identifying and assessing alternatives; (d) weighing information; and (e) making a decision.

"Deliberation" means discussion or communication that is part of a decision-making process.

"Executive session" means any meeting or part of a meeting of the Board that is closed to certain persons for deliberation on certain matters.

"Intermediary" means a person who is used to facilitate communications among members of the Board about a matter subject to deliberation or decision by the Board, by sharing information received from a member of the Board with other members of the Board. The term "intermediary" can include a member of the Board.

"Meeting" means the convening of the Board for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. Meeting does not include any on-site inspection of any project or program or the attendance of members of the Board at any national, regional or state association to which the Board or the members belong.

"Public Meetings Law" means Oregon Revised Statutes (ORS) 192.610 – 192.705 and Oregon Administrative Rules (OAR) 199-040 and 199-050.

"Quorum" means the minimum number of members of the Board required to legally transact business. For the Board, a quorum is [three{[2]}] Board members.

[1] This policy is written to apply to the Board. Other bodies, including Board committees, may be subject to public meeting laws. This policy may help other bodies understand what is required, but is intended as direction for the Board.

"Work session" or "workshop" means meetings held for the purpose of either presenting information to the Board to prepare for a regular or special meeting, or to allow the Board to engage in preliminary discussions or deliberations.

Board Authority at Meetings

The Board has the authority to act only when a quorum is present at a properly noticed regular, special or emergency meeting. The affirmative vote of [three{[3]}] members of the Board is required to transact any business.

Types of Meetings

The Public Meetings Law applies to all regular, special, emergency, executive session and work session meetings of the Board.

1. Regular Meetings

   The regular meeting schedule will be established at the annual organizational meeting each year and may be changed by the Board with public notice. The purpose of each regular meeting will be to conduct the regular Board business.

2. Special Meetings

   A special meeting may be scheduled when less than a quorum is present at a regular meeting and therefore no business may be conducted, additional business still needs to be conducted at the ending time of a meeting, conducting business prior to the next regular meeting would be advantageous to the district, or other reasons. Special meetings may be convened by the Board chair, upon request of three Board members, or by common consent of the Board.

3. Emergency Meetings

   Emergency meetings may be called in the case of an actual emergency upon appropriate notice under the circumstances. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

4. Work Sessions

   The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with Public Meetings Law. The Board may make official decisions during a work session.

5. Executive Sessions

[2] {ORS 332.055 establishes the quorum as a majority. If the Board has five members, three constitute a quorum. If the Board has seven members, four constitute a quorum. If the Board has nine members, five constitute a quorum.}

[3] {ORS 332.055 provides "the affirmative vote of the majority of members of the board is required to transact any business." If the Board has five members, three votes are required. If the Board has seven members, four votes. If the Board has nine members, five votes.}

Executive sessions may be held during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC – Executive Sessions).

Communications Outside of a Board Meeting (Serial Meetings Prohibited)

Private meetings where a quorum of the Board engages in discussions or communications that are part of the Board's decision-making process on matters within the authority of the Board violate Public Meetings Law, except as part of an executive session.

A quorum of Board members shall not, outside of a meeting conducted in compliance with Public Meetings Laws, use a series of communications of any kind, directly or through intermediates, for the purpose of deliberating or deciding on any matter that is within the jurisdiction of the Board. This prohibition applies to using any one or a combination of the following methods of communication:

1. In-person;

2. Telephone calls;

3. Videos, videoconferencing, or electronic video applications;

4. Written communication, including electronic written communications, such as email, texts, and other electronic applications;

5. Use of one or more intermediaries to convey information among members; and

6. Any other means of conveying information.

Communications outside of a Board meeting may contain communications between or among members of the Board, including a quorum, that are:

1. Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board;

2. Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or

3. Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters.

E-mails sent to other Board members are encouraged to have the following notice:

Important: Please do not reply or forward this communication if this communication could constitute a decision or deliberation toward a decision between and among members of the district board. Board member electronic communications on district business are subject to Public Meetings and Public Records Law.

A quorum of Board members may attend social meetings or gatherings so long as no discussions or deliberations are had.

Meeting Location, Public Accommodations and Logistical Requirements

All meetings will be open to the public except as provided by law.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law[4]. The Board may attend training sessions outside the district boundaries but may not deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced. Meeting locations shall be accessible to persons with disabilities.

Any Board meeting may be held in person, through the use of electronic or telephonic means, or in some combination of in-person, electronic or telephonic means.

Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. For Board meetings (excluding executive session) held by telephone or other electronic means of communication, the district shall make available a place or an electronic means by which the public can listen to or view the meetings in real time. The place provided may be a place where no Board member is present.

For executive sessions where the media are statutorily authorized to be present, if any person, including any Board member, is attending the executive session by telephone, video, or other electronic means, the district shall provide members of the media the same attendance option. The district may establish reasonable security measures to ensure the media's attendance by telephone, video, or other electronic means is conducted through a secure connection or method.

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for persons who are deaf or hard of hearing. The request should include the name of the requester, sign language preference and any other relevant information requested. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate aids and services may be provided upon request and appropriate advance notice.

[If requested to do so at least 72 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services.{[5]}]

Recordings or minutes will be kept for all meetings in accordance with state law and Board policy BDDG – Recordings or Minutes of Board Meetings.

All meetings shall comply with applicable provisions of the Oregon Indoor Clean Air Act.

[The possession of a firearm, deadly weapon or any other instrument used as a dangerous weapon is prohibited at Board meetings, except as authorized by law.{[6]}]

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[4] ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

[5] {Districts are encouraged to evaluate translation needs and resources prior to adding this language. A district may decide that translating the agenda, minutes or other documents, or public comment is sufficient.}

[6] {ORS 166.670(1)(a) prohibits the possession of firearms or "any other instrument used as a dangerous weapon" on school grounds and in facilities occupied by the district, unless an exception applies. ORS 166.370(3)(g) provides an exception for persons "licensed under ORS 166.291 and 166.292 to carry a concealed handgun." ORS 166.377 allows districts to adopt a policy stating that this defense (the exception in ORS 166.670(3)(g)) does not apply "on the grounds of the schools controlled by the board." Some districts have adopted policy KGBB to do so.}

Public Notice Requirements

The district posts public notice{[7]} of its meetings on the district's website or on a publicly accessible website hosted by a third-party that is linked to the district's website.

The public notice shall identify the following:

1. The time, date, location of the meeting, and, to the extent reasonably possible, will include the electronic link or telephone access information to allow members of the public to attend the meeting by telephone or electronic means;

2. The agenda or list of the principal subjects anticipated to be considered at the meeting and will be specific enough to permit the public to recognize matters in which they are interested. The Board may amend the agenda or may add or remove items from the list of principal subjects prior to or during a meeting. See Board policy BDDC – Board Meeting Agenda for additional meeting agenda information; and

3. The name, telephone number, and email address of a person at the district office to contact to request an interpreter or other communication aids or a statement that the district will provide a sign language interpreter or other communication aids at the meeting.

The district will provide notice to interested persons and news representatives who have requested notice through means reasonably calculated to provide actual notice to interested persons known to the Board.

For all regular meetings, the meeting notice shall be provided with as much advance notice as reasonably possible, but no less than 48 hours' advance notice.

For all special meetings, the meeting notice shall be provided with no less than 24 hours' advance notice.

For an emergency meeting, public notice shall be provided with as much advance notice as reasonably possible given the emergency circumstances. The district shall attempt to contact the media and other interested persons to inform them of the emergency meeting by telephone, email, social media, or other method reasonably calculated to provide actual notice. If reasonably possible under the emergency circumstances, the emergency meeting notice shall be conspicuously displayed on the district's website or on a publicly accessible website hosted by a third-party hosted and linked to the district's website.

If a meeting will include an executive session, the notice shall comply with the above notice requirements and the notice shall also identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. Example:

> "The Board will meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent."

If an executive session is to be part of an open regular, special, or emergency meeting, the notice shall comply with the above notice requirements and prior to entering the executive session, the Board chair shall make a public announcement and identify in open session the specific statutory provision and appropriate subsection and paragraph authorizing the executive session, as well as a general description of

[7] {The public notice must be displayed conspicuously on the district's website. If the district does not maintain a publicly accessible website, the district shall satisfy the public notice requirements through other means such as posting on the Oregon Transparency Website, community postings, bulletin boards, newspaper notice, or any other means reasonably calculated to provide actual notice to the general public. Modify this sentence to communicate how the district publishes its public notices.}

the statutory authorization (See Board policy BDC – Executive Sessions for additional information on executive sessions.)

Complaints

Complaints regarding Public Meetings Laws can be filed in accordance with Public Meetings Law complaint procedures outlined in Board policy KL – Public Complaints. Complaints must be filed within 30 days of the alleged violation.

[{[8]}Mandatory Training

Every member of the Board shall attend or view a training on Public Meetings Law as required by ORS 192.700 and Board policy BBAA – Board Member's Authority and Responsibilities.]

END OF POLICY

Legal Reference(s):

ORS Chapter 192
ORS 332.040 - 332.061
ORS 332.107
ORS 433.835 - 433.875
OAR 199-050-0005 – 199-050-0085

OR. ATTY. GEN. *Public Records and Meetings Manual*.

PROPOSED

[8] {Training is only required for districts with annual fiscal expenditures of $1M or more. See ORS 192.700.}

Brookings-Harbor School District 17C

Code: **BDC**
Adopted: 1/18/88
Revised/Readopted: 10/22/03; 10/16/13; 11/16/16; 4/15/20; 12/13/23
Orig. Code(s): BDC

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 but may not take final action in executive session except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student in accordance with ORS 332.061.

An executive session may be included as an agenda item of a~~an existing~~ meeting open to the public in accordance with Board policy BDDC - Board Meeting Agenda or held as its own meeting. Public~~Proper~~ notice is required as outlined in Board policy BD – Board Meetings, Notices and Communications.

If an ~~open session is held prior to the~~ executive session is held as part of a meeting open to~~.~~ the public, the Board chair~~presiding officer~~ will announce the executive session in compliance with Board policy BD – Board Meetings, Notices and Communications and include and identify the appropriate statutory citation, appropriate subsection and the paragraph authorizing the session~~by identifying the authorization~~ under ~~Oregon Revised Statute (~~ORS~~)~~ 192.660 or ORS 332.061 for holding such session and by noting the general subject of the executive session.

Example:

> "The Board will now meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent."

Prior to or at the beginning of the executive session, the Board chair may read the following[1]:

"Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room."
The Board may hold an executive session:

[1] This statement should be amended if ORS 192.660 does not require that representatives of the news media be allowed to attend, ORS 332.061 allows the Board to vote in executive session, or the Board will not be returning to open session following the executive session. This statement can also be included on the agenda.

To consider the employment of a public officer, employee, staff member or individual agent; may not include a discussion or negotiation of compensation (including salaries and benefits).[2] (ORS 192.660(2)(a))

1. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer[3], employee, staff member or individual agent who does not request an open hearing[4]; may not include a discussion or negotiation of compensation (including salaries and benefits). (ORS 192.660(2)(b))

2. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))

3. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))

4. To consider information or records that are exempt by law from public inspection.[5] (ORS 192.660(2)(f))

5. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.[6] (ORS 192.660(2)(h))

6. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing[7]; may

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[2] This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. It also does not apply to the employment of the chief executive officer, other public officers, employees and staff members of the district unless: ~~Prior to holding an executive session under ORS 192.660(2)(a), the Board must ensure~~

a. The vacancy has been advertised;
b. Regular hiring procedures have been adopted;
c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and
d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

[3] To determine whether the individual involved is considered a public officer, consult with legal counsel.

[4] Notice must be provided to the public officer, employee, staff member or individual agent in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

a. Identification of the governing body before which the matter will be considered (the Board);
b. The time, date and location of the meeting;
c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
d. Information on how the public official may make a request for an open hearing.

[5] Consider including a reference to the law that exempts the information or records from public inspection in the notice.

[6] Legal counsel must be present in the executive session, either in-person or via electronic or telephonic communications.

[7] Notice must be provided to the chief executive officer, public officer, employee or staff member in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

a. Identification of the governing body before which the matter will be considered (the Board);
b. The time, date and location of the meeting;
c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or

not include a discussion or negotiation of compensation (including salaries and benefits or a general evaluation of an agency, goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs.
(ORS 192.660(2)(i))

7. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))

8. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))

9. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))

10. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))

11. To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;

2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and

3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

Recordings or minutes ~~Minutes~~ shall be kept for all executive sessions in accordance with state law and Board policy – BDDG – Recordings and Minutes of Board Meetings.

Content discussed in executive sessions and recordings or minutes for executive sessions are~~is~~ confidential except as provided by law. Board members, district employees and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required or allowed by law.

END OF POLICY

Legal Reference(s):

ORS 192.660
ORS 192.685
ORS 192.705
ORS 332.045
ORS 332.061
OAR 199-040-0015 - 0060
OAR 199-050-0015
OAR 199-050-0040
OAR 199-050-0050
OAR 199-050-0060

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disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and

d. Information on how the public official may make a request for an open hearing.

OR. ATTY. GEN. *Public Records and Meetings Manual*.
OREGON GOVERNMENT ETHICS COMMISSION, Staff Advisory Opinion No. 22-106S

Brookings-Harbor School District 17C

Code: **BDD**
Adopted: 2/21/07
Revised/Readopted: 10/16/13

Board Meeting Procedures

1. Quorum

   A quorum ~~will consist of the majority~~ of the Board is three{[1]} Board members.

2. Vote Needed for Exercise of Powers

   The affirmative vote of three{[2]} ~~a majority of~~ Board members will be necessary for exercising any of the Board's powers. All votes of the Board shall be taken by public vote, except when authorized in executive session under Oregon Revised Statute (ORS) 332.061.

3. Board Member Voting

   The results of all votes shall be recorded, including the vote of each member's vote by name, on all votes taken by the Board. A written ballot, if used, shall identify the individual Board member by name and their vote, and shall be announced during the meeting at which the vote occurred. Secret ballots are prohibited.

   ~~Each member's vote on all motions will be recorded in the minutes.~~

[4.] Abstaining from Vote

   Any conflicts of interest will be handled in accordance with ORS 244.120 and Board policy BBFA – Board Member Ethics and Conflicts of Interest. Board member abstentions will be documented in the meeting minutes or recording.

   ~~If a Board member chooses to abstain from voting, such abstention will be recorded.~~

[5.] Parliamentary Procedure

   Official Board business will be transacted by motion or resolution at properly noticed[3] ~~duly called regular or special~~ meetings.

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[1] {ORS 332.055 establishes the quorum as a majority. If the Board has five members, three constitute a quorum. If the Board has seven members, four constitute a quorum. If the Board has nine members, five constitute a quorum.}

[2] {ORS 332.055 provides "the affirmative vote of the majority of members of the board is required to transact any business." If the Board has five members, three votes are required. If the Board has seven members, four votes. If the Board has nine members, five votes.}

[3] See ORS 192.640, OAR 199-050-0040 and Board policy BD/BDA – Board Meetings for notice requirements. {In the June 2026 policy update, OSBA will be recommending policy BD/BDA be recoded and renamed: BD – Board Meetings, Notices and Communications.}

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised*, "Procedure in Small Boards"[4] as modified by the Board will govern the Board in its deliberation. Modifications ~~will~~ include the following: Motions will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.

Failure to follow *Robert's Rules of Order* will not invalidate a lawful Board decision.

END OF POLICY

Legal Reference(s):

ORS 192.650
ORS 244.120(2)
ORS 332.045
ORS 332.055
ORS 332.057
ORS 332.107
OAR 199-050-0005 (9)
OAR 199-050-0055

38 OR. ATTY. GEN. OP. 1995 (1978)
41 OR. ATTY. GEN. OP. 28 (1980)

[4] See *Robert's Rules of Order*, 12th Edition, § 49:21.

Brookings-Harbor School District 17C

Code: **BDDC**
Adopted: 1/18/88
Revised/Readopted: 10/22/03; 10/16/13
Orig. Code: BDDB/BDDC

Board Meeting Agenda

{[1]}The ~~superintendent and~~ Board chair will direct the preparation of~~prepare~~ an agenda for all ~~regular~~ meetings of the Board. The Board chair may seek assistance from the superintendent or another Board member. Items of business may be suggested by any Board member, staff member, student or patron~~citizen~~ of the district by notifying the Board chair or superintendent at least [five] working days prior to the meeting.

The agenda will include~~follow a general order established by the Board. Opportunities for the audience to be heard will be included. The Board will follow~~ the principal subjects anticipated to be considered at the meeting and be specific enough to permit~~order of business set up by the agenda unless~~ the public to recognize the matters in which they are interested. When ~~order is altered by a consensus of the Board.~~

~~Items of business not on~~ the agenda includes an executive session,~~may be discussed and acted upon if~~ the agenda shall identify ~~majority of~~ the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. (See Board policy BDC – Executive Sessions for additional information.)~~agrees to consider them.~~

The Board chair may direct an amendment to the agenda until it is posted, including adding or removing items. The Board may also amend the agenda during a meeting by a majority vote of the Board. This includes adding items to the agenda during the meeting.

A consent agenda may be used by the Board. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be voted on and approved at the same time. An item on the consent agenda will be removed from the consent agenda upon request of a Board member prior to the consent agenda's consideration. The item removed from the consent agenda will then be placed on the regular agenda.

The agenda, together with supporting materials, will be distributed to Board members at least three~~two~~ full working days prior to the meeting. A copy of the agenda will be posted on the district website at least 48 hours prior to any regular meeting and 24 hours prior to any special meeting.

~~The agenda and supporting material specifically requested will be available to the press and to interested patrons through the superintendent's office at the same time it is available to the Board members.~~ Copies of the agenda for the press and public will not contain any confidential information included in ~~the~~ Board member~~members'~~ packets.

~~A copy of the agenda will be posted in each district facility on the day of the meeting. Members of the public may request a copy of the agenda at the superintendent's office.~~

[1] {The Board is encouraged to review current practices for agenda preparation and Public Meetings Law.}

~~The district will ensure equally effective communications are provided to qualified persons with disabilities upon request as required by the Americans with Disabilities Act.~~

~~Appropriate auxiliary aids and services may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.~~

~~Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternate, equally effective communications will be used.~~

~~Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.~~

END OF POLICY

Legal Reference(s):

ORS 192.630 ORS 192.640 OAR 199-050-0040

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Brookings-Harbor School District 17C

Code: **BDDG**
Adopted: 1/18/88
Revised/Readopted: 10/22/03; 10/16/13; 9/17/14; 4/15/20
Orig. Code: BDDG/BDDK

Minutes of Board Meetings

{[1]}The Board ~~secretary~~ will ensure a {[2]}video recording is made of all of its meetings and portions of meetings that are not held in executive session. These recordings will be posted on the district's website or social media site within seven days following the meeting.

A video or audio recording of a meeting can be kept as the official record as long as all required content is included and it is kept in an allowable format[3]. Alternatively, the district may create~~take~~ written minutes. Written ~~of all Board meetings. The written~~ minutes do not need to be a verbatim transcript and can be kept in hard copy or electronic form[4].

The official record must give~~will be~~ a true reflection of the matters discussed at the meeting and the views of the participants, and must~~. The minutes will~~ include~~, but not be limited to,~~ the following information:

[1.] All members of the Board ~~who were~~ present;

1.[2.] All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;

2.[3.] The results of all votes and the vote of each member by name for all actions taken[5];

3.[4.] The substance of any discussion on any matter; and

4.[5.] A reference to any document discussed at the meeting.

~~[6.]~~ If written minutes are created for meetings which do not take place in executive session, those~~Any other information required by law.~~

~~All~~ minutes shall be available to the public within a reasonable time{[6]}~~. The public and patrons of the district may receive, upon request, copies of minutes from the administration office. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed~~ after the~~such~~

[1] {ORS 192.655 requires districts with an ADMr of 50 or more to record board meetings, and post the recording within seven days. Districts with fewer than 50 ADMr are exempt from this requirement and do not need to adopt this language.}

[2] {If the district lacks broadband internet, an audio recording is sufficient. See ORS 192.655.}

[3] Oregon Administrator Rule (OAR) 166-017-0045(4) requires moving images or audio recordings be kept in MP2, MP3, MP4, or WAVE formats.

[4] Oregon Administrator Rule (OAR) 166-017-0045(4) requires textual data or still images be kept in XML, ODT, TXT, PDF, RTF, PREG, JFIF, PNG, or TIFF formats.

[5] If minutes are kept in a recorded form, all voting will use a roll call vote and if minutes are kept in written form the minutes will identify the vote of each member by name under each board action.

[6] {The Oregon Attorney General's *Public Records and Meetings Manual* says, "three weeks arguably is within the reasonable time allowed by statute."}

meeting. These minutes will be published to the district website and may be requested from the ~~to each Board member and administrator.~~

~~The~~ district office.

Recordings or~~will maintain a hard copy[7] of the meeting~~ minutes[8] ~~and make them available to staff and other interested patrons an updated copy of the meeting minutes.~~

~~Minutes~~ of executive sessions will be kept in the same manner as other meetings of ~~accordance with~~ the Board.~~requirements of Oregon's Public Meetings Law.~~ If disclosure of material from~~in the~~ executive session recordings or minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure. Executive

~~If an executive~~ session minutes of a hearing~~is~~ held under~~pursuant to~~ ORS 332.061~~, the following~~ shall contain only material not excluded under ORS 332.061(2) and information[9] will not be disclosed in accordance with ORS 332.061~~not be made public: the name of the minor student; the issue, including a student's confidential records; the discussion; and each Board member's vote on the issue~~.

Either the recording or minutes of Board meetings will be kept permanently. If written minutes are created for any meetings of the Board, any recordings will be kept for at least one year after the minutes are created.

END OF POLICY

Legal Reference(s):

ORS 192.610 - 192.705
ORS 332.061

OAR 166-017-0005 - 0095
OAR 166-400-0010(9)

OAR 199-050-0060

Attorney General's PUBLIC RECORDS AND MEETINGS MANUAL.

[7] Oregon Administrative Rule 166-400-0010(9).

[8] "...a record of any executive session may be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law." ORS 192.650(2)

[9] ORS 332.061 prohibits the disclosure of:

1. The name of the minor student;
2. The issue, including a student's confidential records;
3. The discussion; and
4. The school board member's vote on the issue.

Brookings-Harbor School District 17C

Code: **CBA**
Adopted: 11/17/04
Revised/Readopted: 3/04/10; 1/15/14; 6/16/21

Qualifications and Duties of the Superintendent

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

2. A current license that qualifies the individual to serve as superintendent of the district{[1]};

3. A master's degree or higher in the field of education, preferably in educational administration;

4. Successful teaching experience at the elementary or secondary school level;

5. Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative licensure requirements. The Board may take steps to assist an individual to qualify for such a license.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;

2. Ability to communicate effectively, both orally and in writing;

3. Scholarship, intelligence and excellent ability to plan and organize;

4. Training, experience and success in personnel selection, evaluation and development;

5. Knowledge of curriculum development, implementation and evaluation;

6. Knowledge of business and support service systems which facilitate planning, control and accountability;

7. Experience in administering collective bargaining agreements;

8. Ability to motivate other administrators and significantly involve them in the decision-making process;

9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

General Functions

[1]{ Please contact the Teacher Standards Practices Commission (TSPC) with questions regarding licensure.}

1. The superintendent is the chief executive officer of the district and, under the direction of the Board, is responsible for control and operation of the school system, and for implementing the decisions and policies of the Board.

2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

Specific Functions

The superintendent will have the duty and authority to perform the following specific functions:

1. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student;

2. Serve as educational leader to the Board, staff and community;

3. Act as the district's chief administrative officer;

4. Serve as district school clerk, performing such duties as required by law or by the Board;

[5.] Support the Board with scheduling~~Schedule~~ meeting places, providing for required notices,~~prepare an agenda~~ and ensuring any required recordings or~~record~~ minutes are created for all Board meetings and for all~~other~~ committee meetings authorized by the Board, as appropriate;

5.[6.] Attend all regular and special meetings of the Board, except when excused;

6.[7.] Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;

7.[8.] Administer adopted Board policies;

8.[9.] Regularly review adopted Board policies and make recommendations for needed changes;

9.[10.] Advise, inform and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of district operation;

10.[11.] Provide an ongoing program of communication to and from the community, staff and Board concerning district programs and activities;

11.[12.] Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;

12.[13.] Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;

13.[14.] Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;

14.[15.] Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel; review and change those descriptions as needed or directed by the Board;

15.[16.] Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff;

16.[17.] Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;

17.[18.] Resolve problems of operations and settle disputes referred through administrative channels;

18.[19.] Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;

19.[20.] Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;

20.[21.] Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;

21.[22.] Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;

22.[23.] Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;

23.[24.] Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;

[25.] Provide for~~Evaluate the~~ performance evaluations of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;

24.[26.] Assign and control the promotion of students;

25.[27.] Maintain a continuous inventory of all district property, furniture, material and supplies;

26.[28.] Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;

27.[29.] Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;

28.[30.] Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;

29.[31.] Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;

30.[32.] Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;

31.[33.] Direct the district in its relationships with federal, state and local government agencies;

32.[34.] Cooperate with universities and colleges in their student-teacher training programs;

33.[35.] Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;

34.[36.] Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation;

35.[37.] Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;

36.[38.] In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;

Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

Legal Reference(s):

ORS 332.075
ORS 342.143
ORS 342.173
ORS 342.850
OAR 584-020-0000 - 0035
OAR 584-046-0003 - 0024
OAR 584-080-0151
OAR 584-080-0152
OAR 584-080-0161

Brookings-Harbor School District 17C

Code: **CBG**
Adopted: 1/15/14
Revised/Readopted: 11/14/17; 3/19/25

Evaluation of the Superintendent

The Board will formally evaluate the superintendent's job performance at least once each year. The evaluation will be based on the superintendent's job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board. ~~The Board will discuss and give direction on progress toward goals in at least 2 meetings annually.~~

Additional criteria for the evaluation, if any, will be developed at a public board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the superintendent and their performance will be conducted in an executive session, unless the superintendent requests a session open to the public.[1] Such an executive session will not include a general evaluation of any district goal, objective or operation or of any directive to personnel concerning district goals, objectives, operations or programs. Results of the evaluation will be written and placed in the superintendent's personnel file.

At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent's employment contract and state law and rules. In those situations where the superintendent's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

Legal Reference(s):

ORS 192.660
ORS 332.107
ORS 332.505

OAR 199-040-0027
OAR 199-040-0030

OAR 581-022-2405

Hanson v. Culver Sch. Dist. (FDAB 1975).

[1] Notice must be provided to the superintendent in accordance with OAR 199-0040-0030. The superintendent must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

a. Identification of the Board;
b. The time, date and location of the meeting;
c. The purpose for which the Board proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the Board will be reviewing and evaluating the performance of the superintendent; and
d. Information on how the superintendent may make a request for an open hearing.

Brookings-Harbor School District 17C

Code: CEA
Adopted: 09/16/26

Educational Equity Advisory Committee

The duties of the district's educational equity advisory committee{[1]} shall include:

1. Advising the superintendent about the educational equity impacts of policy decisions; and

2. Informing the superintendent when a situation arises in a district school that negatively impacts underrepresented students and advising the superintendent on how best to handle that situation.

The superintendent may act within the superintendent's authority on any recommendations of the educational equity advisory committee without approval from the Board. The superintendent does not have the authority to adopt or amend policy.

The educational equity advisory committee may prepare an annual report that:

1. Contains the following information:

    a. The successes and challenges the district has experienced in meeting the educational equity needs of students in the district;
    b. Recommendations the committee made to the superintendent, and the actions that were taken in response to those recommendation; and
    c. Any other information required by the State Board of Education.

2. Is shared with the Board:

    a. By the superintendent; and
    b. If requested by the Board, by the committee as a presentation by the committee at a Board meeting.

3. Is made available by being:

    a. Distributed to the parents of district students;
    b. Posted on the district's website; and
    c. Sent to the State Board of Education.

The educational equity advisory committee shall be selected and appointed by the superintendent and must be composed of parents, employees, students and community members from the district. For the purposes of selecting members, the superintendent:

1. Shall solicit names of possible members from the community;

2. Must ensure that membership is primarily representative of underserved student groups;

[1] {The district can name this committee something else. If the district chooses to do so, use consistent language throughout.}

3. May not exclude or deny members based on language, immigration status or protected class, including age, disability, national origin, race, color, marital status, religion, sex, sexual orientation, or gender identity;

4. May not appoint a voting member of the Board or the superintendent to the educational equity advisory committee; and

5. Must ensure that the composition of an educational equity advisory committee elevates underrepresented parent, employee, student, and community member voices.

The district will provide sufficient support to educational equity advisory committee members to participate in meetings, including, but not limited to access to district-managed emails, translation and interpretation services, and relevant trainings.

A member of the educational equity advisory committee will also serve on the school district budget committee.[2]

END OF POLICY

Legal Reference(s):

ORS 328.542
ORS 329.711
ORS 332.107
OAR 199-050-0010
OAR 581-022-2307

House Bill 4066 (2026)

PROPOSED

[2] {The district is not required to add an educational equity advisory committee member to the budget committee until there is a non-board member vacancy on the budget committee.}The district is not required to include a member of the educational equity advisory committee on the budget committee if no member of the committee is willing or able to serve on the budget committee.

Brookings-Harbor School District 17C

Code: **DBEA**
Adopted: 1/18/88
Revised/Readopted: 10/22/03; 1/15/14
Orig. Code: DBEA

Budget Committee

By law, the budget committee is charged with making recommendations concerning financial priorities.

The budget committee will have the responsibility for~~of~~ reviewing the financial programs of the district, reviewing the proposed district budget as presented by the superintendent, and recommending an annual or biennial district budget in keeping with the provisions of applicable state laws.

Educational policy decisions~~, however,~~ are the responsibility of the Board, not the budget committee. The committee does not have the authority to add programs or to approve additional personnel or increase~~increased~~ salaries. While the committee may, in effect, delete programs because of a fund decrease ~~in arriving at a levy figure~~, the committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, set an amount that changes the recommended budget and may request the administration make such changes in accordance with priorities set by the Board.

The following will govern the make-up and process of establishing the district's budget committee:

1. The budget committee consists of five members appointed by the Board plus the elected Board members of the district. To be eligible for appointment, the appointive member must:

   a. Live and be registered to vote in the district;
   b. Not be an officer, agent or employee of the district.

2. At least one member of the budget committee must be a member of the district's educational equity advisory committee;[1]

[3.] No budget committee member may receive any type of compensation from the district;~~.~~

[4.] At its first meeting in July, the Board will identify vacant budget committee positions which must be filled by appointment of the Board. The Board will announce the vacancies and receive~~establish a date by which~~ applications from interested persons during the month of July.~~may be received.~~ Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the district. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate;~~.~~

[5.] At the first regular Board meeting in September,~~September,~~ the Board will review the names of persons filing applications and names of those persons who have served previously and are willing

[1] {The budget committee is not required to include a member of the educational equity advisory committee until a vacancy on the budget committee occurs by a member who is not also a member of the school district board.} The district is not required to include a member of the educational equity advisory committee on the budget committee if no member of the committee is willing or able to serve on the budget committee.

to be reappointed. At the first regular meeting in October, or as soon thereafter as the positions can be filled,~~October,~~ the Board will appoint persons to fill the vacant positions;~~.~~

~~[6.]~~ The appointive committee members of a budget committee in a district that prepares an annual budget will be appointed for three-year terms. The terms will be staggered so that, as near as practicable, one-third of the appointive members' terms end each year~~. Appointive~~

[7.] ~~.~~ If any appointive member is unable to complete the term for which the member~~he/she~~ was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term will be made at the next regular Board meeting.

Budget Committee Responsibilities

The following items explain the budget committee responsibilities:

[1.] At its first meeting after appointment, the budget committee will elect a presiding officer from among its members. It may also establish other ground rules as necessary for successful operation of the committee;~~.~~

1.[2.] A majority of the constituted committee is required for passing an action item. Majority for a 10-member budget committee is 6. Therefore, if only 6 members are present, a unanimous vote is needed for passing an action.

[3.] The budget committee shall hold one or more meetings to receive the budget message, receive the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public;~~.~~

~~[4.]~~ The budget committee may request ~~from the superintendent or business manager~~ any information used in the preparation of or for ~~use in~~ revising the budget document from the superintendent or business manager. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the superintendent or as subsequently revised by the committee;~~.~~

[5.] After approval of the original or revised budget document, the budget committee's duties cease. The hearing on the approved budget is held by the Board ~~and budget committee are encouraged to attend~~.

END OF POLICY

Legal Reference(s):

ORS 174.130
ORS 192.610 - 192.695
ORS 294.305 - 294.565
ORS 328.542
ORS 329.711
ORS 433.835 - 433.875
OAR 581-022-2307

House Bill 4066 (2026)

Brookings-Harbor School District 17C

Code: **EBB**
Adopted: 1/25/12
Revised/Readopted: 1/15/14; 6/17/15

Integrated Pest Management

To ensure the health and safety concerns of student, staff and community members, the Boarddistrict shall adopt an integrated pest management plan (IPM){[1]}) which emphasizes the least possible risk to students, staff and community members and shall adopt a list[2] of low-impact pesticides for use with the IPM plan. The IPM plan and list shall be available to the public through the district's website[3].

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:

    a. Protect the health and safety of students and staff;
    b. Protect the integrity of district buildings and grounds;
    c. Maintain a productive learning environment; and
    d. Protect local ecosystem health.

2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;

3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;

4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;

5. Evaluates the need for pest control by identifying acceptable pest population density levels;

6. Monitors and evaluates the effectiveness of pest control measures;

7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;

8. Excludes the application of pesticides for purely aesthetic purposes;

[1] {See Integrated Pest Management Program for Oregon Schools at http://blogs.oregonstate.edu/schoolipm/. The program includes access to Resources & Forms including Model plans for large school districts and small school districts.}

[2] See ORS 634.705(5).

[3] Inclusion of the list and IPM in the district's Healthy and Safe Schools Plan satisfies this requirement as long as it is posted on the district's website.

9. Includes school staff education about sanitation, monitoring, inspection and pest control measures;

10. Gives preference to the use of nonchemical pest control measures;

11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and

12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The ~~district shall designate the~~ maintenance supervisor is designated as the Integrated Pest Management Plan Coordinator and has~~give them~~ the authority for overall implementation and evaluation of the IPM plan.

Integrated Pest Management Plan Coordinator

The IPM Plan Coordinator shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;

2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;

3. Oversee pest prevention efforts;

[4.] Ensure~~Ensuring~~ identification and evaluation of pest situation;

4.[5.] Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment;

5.[6.] Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;

[7.] Evaluate pest management results;~~ and~~

6.[8.] Keep for at least four years following the application date, records of applied pesticides that include:

a. A copy of the label;
b. A copy of the Safety Data Sheet (SDS);
[c.] The brand name and U.S. Environmental Protection Agency (USEPA)~~USEPA~~[4] registration number of the product;
c.[d.] The pest condition that prompted the application;
d.[e.] The approximate amount and concentration of pesticide applied;
e.[f.] The location and description of the area where the pesticide was applied;
f.[g.] The type of application and whether the application was effective;
g.[h.] The name(s) of the person(s) applying the pesticide;
h.[i.] The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;

[4] U.S. Environmental Protection Agency

i.[j.] The dates and times for the placement and removal of warning signs; and
j.[k.] Copies of all required notices given, including the dates the IPM Coordinator(s) gave the notices.

7.[9.] Respond to inquiries about the IPM plan and refer complainants to Board policy KL - Public Complaints; and

8.[10.] Conduct outreach to district staff about the district's IPM plan.

At least once every five years, the Board shall review the IPM plan, make any necessary updates and readopt the IPM plan.[5] The final IPM plan shall include the day, month and year the Board adopted or readopted the plan.

END OF POLICY

Legal Reference(s):

ORS 634.116
ORS 634.700 - 634.750

[5] For IPMs adopted prior to January 1, 2026, the Board shall review, update and readopt the IPM no later than January 1, 2027, or five years from the date of the most recent approval of the plan, whichever is later.

Brookings-Harbor School District 17C

Code: **EBBA**
Adopted: 1/18/88
Revised/Readopted: 10/22/03; 3/04/10; 1/15/14; 2/19/25; 3/19/25
Orig. Code: EBBA; JHC

Student Health Services**

Although the district's primary responsibility is to educate students, the students' health and general welfare is also an important Board responsibility. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices. A health services plan shall be developed, implemented, and updated annually. The plan shall describe a health services program for all students at each facility that is owned or leased where students are present for regular programming.

The district shall maintain a written prevention-oriented health services plan for all students. The health services plan will[1]:

1. Explain available health care space that is appropriately supervised and adequately equipped for providing health care and administering medication or first aid;

2. Refer to available communicable disease prevention and management plan that includes school-level protocols[2];

3. Outline a district-to-school communication plan[3];

4. Provide information about health screenings, including immunizations and TB certificate requirements;

5. Describe how services for all students, including those who are medically complex, medically fragile or nursing dependent, and those who have approved 504 plans, individual education program plans, and individualized health care plans or special health care needs are managed[4];

6. Integrate school health services with school health education programs and coordinate with health and social service agencies, public and private;

7. Describe how hearing, vision and dental screenings are managed and/or verified for required students[5];

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[1] For exact language and complete requirement, see OAR 581-022-2220(1).

[2] For specific protocol content requirements, see OAR 581-022-2220(1)(b).

[3] For requirements of this plan see OAR 581-022-2220(1)(c).

[4] For more information regarding these requirements see ORS 336.201 and 339.869, OARs 581-021-0037, 581-015-2040, 581-015-2045, 851-045-0040 – 0060, and 851-047-0010 – 0030.

[5] For vision screening or eye examination or dental screening information see ORS 336.211 and 336.213.

8. Include a process to assess and determine a student's health services needs, including availability of a nurse to assess student nursing needs upon, during, and following enrollment with one or more new medical diagnose(s) impacting a student's access to education, and implement a student's individual health plan prior to attending school[6];

9. Comply with OR-OSHA Bloodborne Pathogens Standards for all persons who are assigned to job tasks which may put them at risk for exposure to body fluids[7];

10. Refer to adopted policy and procedures for medications in accordance with Oregon law[8];

[11.] Include guidelines for the management of students who are medically complex, medically fragile, or nursing dependent as defined by ORS 336.201, including students with life-threatening food allergies and adrenal insufficiency while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before-school or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities[9]; and.

11.[12.] Require the following positions to obtain and maintain a first-aid/CPR/AED card in accordance with OAR 581-022-2220(3): bus driver, bus aide, coaches, health aide, health sciences CTE teacher, LifeSkills/resource teacher, playground aide and district nurse.

Any nurse(s) employed by the district and providing services to students on behalf of the district shall be licensed in Oregon to practice as a registered nurse or nurse practitioner or be a licensed practical nurse (LPN) in alignment with LPN supervision requirements of OAR 851-045-0050 – 0060.

A nurse employed by the district shall follow all applicable requirements of ORS Chapter 678 and OAR Chapter 851. This includes, but is not limited to, delegation in accordance with OAR 851-047, which includes performing a nursing assessment of a student prior to delegation, providing adequate supervision during the delegation, and evaluating the skills, ability and willingness of the delegee.[10]

An administrator or other staff who is not a nurse may supervise, evaluate or direct a school nurse or registered nurse for purposes related to the nurse's role as a school employee, including but not limited to assigning the nurse's work hours, locations and workload and other matters addressed through a collective bargaining agreement. An administrator may not direct the school nurse or registered nurse in the practice of nursing.

A nurse employed by the district will function as an integral member of the instructional staff, serving as a resource person to teachers in securing appropriate information and materials on health-related topics.

The district provides a menstrual product dispenser with a variety of products in every student bathroom[11] which meets the requirements of law.

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[6] For definitions for this policy see ORS 336.201.

[7] OAR 437-002-0360 lists various health and safety regulations that apply in the employment setting.

[8] Medication laws can be found in ORS 339.866 – 339.874 and OAR 581-021-0037; relevant Board policy includes JHCD/JHCDA - Medications.

[9] For guideline requirements see OAR 581-022-2220(1)(k).

[10] For additional delegation requirements see OAR 851-047-0030.

END OF POLICY

Legal Reference(s):

ORS 329.025
ORS 332.107
ORS 336.201
ORS 336.204
ORS 336.211 – 336.214
ORS 342.458
OAR 581-021-0017
OAR 581-021-0031
OAR 581-021-0587
OAR 581-021-0590
OAR 581-022-2050
OAR 581-022-2220
OAR 581-022-2515

Every Student Succeeds Act, 20 U.S.C. § 7928 (2024).
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2024).

[11] "Student bathroom" means a bathroom that is accessible by students, including a gender-neutral bathroom, a bathroom designated for females, and a bathroom designated for males. (OAR 581-021-0587)

Brookings-Harbor School District 17C

Code: **ECAA**
Adopted: 1/18/88
Revised/Readopted: 10/22/03; 1/15/14
Orig. Code: ECAA

Access to Buildings

The Board directs the superintendent to~~will~~ control access to district buildings as appropriate and necessary to protect property, students and personnel.
The superintendent or designee will develop procedures to

~~Principals will~~ control access to school buildings and ~~will~~ provide safeguards against unauthorized access to these buildings. Procedures will include staff members being responsible for district property (e.g., ~~Each principal with the superintendent's approval, will develop regulations designed to control the use of building~~ keys, access cards) in their possession.

~~and to ensure that buildings are adequately closed and locked when no authorized personnel are present.~~
Staff ~~or students~~ who fail to obey such procedures~~regulations~~ may be disciplined up to and including dismissal. Students who fail to obey such procedures may be disciplined.

When reviewing policies and procedures relating to school building security, the Board must consider the installation of a panic alarm system in accordance with ORS 339.408~~, suspended or dismissed~~.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 332.172
ORS 339.408

Brookings-Harbor School District 17C

Code: **GAA**
Adopted: 10/22/03
Readopted: 1/15/14; 11/18/15
Orig. Code: GAA

Personnel: Definitions

"Licensed employees" are those holding a position that requires a license issued by the state Teacher Standards and Practices Commission (TSPC).

1. "A teacher" is an employee who holds a teacher's license or is registered to teach by TSPC.

2. "A contract teacher" means any teacher who has been regularly employed by a school district for a probationary period of not more than three successive school years and who has been retained for the next succeeding school year.

3. "A probationary teacher" is one who is not a contract teacher and who is employed for at least 135 consecutive days in any school year as a teacher in the district. At least 30 consecutive days of employment in the district in a successive year shall be sufficient to keep the service intact, and the teacher shall not lose credit for previous probationary years served.

4. "A temporary teacher" is any teacher employed to fill a position designated as temporary or experimental or to fill a vacancy that occurs after the opening of school because of unanticipated enrollment or the death, disability, retirement, resignation, contract nonextension or dismissal of a contract or probationary teacher.

5. "A substitute teacher" is any teacher employed to take the place of a probationary or contract teacher who is temporarily absent. A substitute teacher is employed on a day-to-day basis, without contract, and does the work of the regularly assigned teacher during the latter's absence from duty. Substitutes will not be eligible for fringe benefits and will be paid at a rate established annually by the Board in accordance with the provisions of Oregon law.

6. "An intern teacher" is a regularly enrolled candidate of an approved educator preparation provider, who teaches under the supervision of the staff of the provider and of the employing district in order to acquire practical experience in teaching. The intern teacher receives both academic credit from the provider and financial compensation from the district or education service district.

7. "An administrator" is an employee who holds a valid Oregon administrative license or registration and who works in a position requiring an administrative license. An administrator includes but is not limited to, all superintendents, assistant superintendents, principals and academic program directors in public schools or education service districts, who have direct responsibility for supervision or evaluation of licensed teachers and who are compensated for their services with public funds.

8. "A specialist" is an employee who has a teaching license or a letter of authorization from the Oregon Department of Education and who is employed half-time or more.

"Classified personnel" are those employees in positions for which no teaching or administrative licenses are required by law.

1. "Regular classified employees" are those employed in positions established by the Board requiring 20 or more hours per week for at least a full school year.

2. "Part-time regular classified employees" are those employed in positions established by the Board requiring less than 20 hours per week for at least a full school year.

3. "Temporary/Substitute classified employees" are those employed on an as-needed basis. The Board shall determine if these employees are eligible for benefits.

"Supervisory employees" are those individuals having authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibly to direct them, or to adjust their grievances or effectively to recommend such action if the exercise of such authority is not of a merely routine or clerical nature but requires the use of independent judgment.

"Confidential employees" are designated in accordance with Oregon law (ORS 243.650(6)). Such employees will be excluded from any bargaining unit. Salaries and benefits for confidential employees will be established by the Board.

"Administrative employee" means an employee of the district who possesses authority to formulate and carry out administrative and/or program decisions, or who represents administration's interest by taking or effectively recommending discretionary actions that control or implement district policy, and who has discretion in the performance of these administrative and/or program responsibilities beyond the routine discharge of duties. An administrative employee need not act in a supervisory capacity in relation to other employees.

END OF POLICY

Legal Reference(s):

ORS 243.650(6), (23)
ORS 332.505
ORS 332.554(3)
ORS 342.120
ORS 342.125
ORS 342.420
ORS 342.610
ORS 342.815
ORS 342.835
ORS 342.840
ORS 342.845

OAR 584-020-0005

Job York v. Portland Sch. Dist., No. FDA 83-7 (August 1983).

Brookings-Harbor School District 17C

Code: **GBA**
Adopted: 4/16/08
Revised/Readopted: 2/17/10; 1/15/14; 2/15/17; 4/15/20; 12/15/21

Equal Employment Opportunity

Equal employment opportunity and treatment shall be practiced by the district regardless of race[1], color, religion, sex, sexual orientation, gender identity, national origin, marital status, pregnancy, childbirth or a related medical condition, age, veterans' status[2], service in a uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.
The district administers preference in hiring or promotion decisions in accordance with Oregon law for applicants claiming preference as a veteran, disabled veteran, state servicemember or former state servicemember.

The superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act and the Americans with Disabilities Act Amendments Act (ADA), and Section 504 of the Rehabilitation Act. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be communicated~~provided~~ to all students, parents of students and employees through handbooks and will be published on the district website.

The superintendent will develop other specific recruitment, interview~~recruiting, interviewing~~ and evaluation procedures ~~as are~~ necessary to implement this policy. These procedures will seek to provide an equal employment opportunity and eliminate the effects of past and present discrimination, intended or unintended, on the basis of race, religion, national origin, age, sex, marital status or physical or mental disabilities.

END OF POLICY

Legal Reference(s):

ORS 174.100
ORS 243.305
ORS 326.051
ORS 332.505
ORS 408.225 – 408.237
ORS 652.210 - 652.220
ORS 659.850
ORS 659A.003
ORS 659A.006
ORS 659A.009
ORS 659A.029
ORS 659A.030
ORS 659A.082
ORS 659A.109
ORS 659A.112
ORS 659A.147
ORS 659A.820
OAR 581-021-0045
OAR 581-022-2405
OAR 839-006-0435 - 0480

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

[2] [Certain protections~~This unlawful employment practice~~ related to pregnancy, childbirth or a related medical condition apply~~as described in House Bill 2341 (2019) (added to ORS 659A) applies~~ to employers who employ six or more persons (ORS 659A.106 and ORS 659A.148).] {Remove this footnote if district has six or more employees.}~~.~~

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2024).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et. seq. (2024).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2024); 29 C.F.R Part 1626 (2025).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2024).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2024).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 794 (2024); 34 C.F.R. Part 104 (2025).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2024); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2024); 29 C.F.R. Part 1630 (2025); 28 C.F.R. Part 35 (2025).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2024).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2024).
Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303, 4311 (2024).

Brookings-Harbor School District 17C

Code: **GBN/JBA**
Adopted: 10/21/20
Revised/Readopted: 12/15/21; 9/18/24
Orig. Code: GBN/JBA

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints{[1]} or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures{[2]}.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties[3] shall include:

1. A demand or request for sexual favors in exchange for benefits;

2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:

    a. Interferes with a student's educational activity or program;

[1] {Some districts choose not to use the terms "complaint" and "complainant" because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If the district chooses to change these terms, new terms must be consistent and clear. Note, "complainant" is defined under federal law.}

[2] {Common complaint procedures that may also be involved include: Nondiscrimination and Civil Rights (Board policy AC), Workplace Harassment (Board policy GBEA), [Hazing,] Harassment, Intimidation, Bullying, [Menacing,] Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy GBNAA/JHFF).}

[3] "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

b. Interferes with a school or district staff member's ability to perform their job; or
c. Creates an intimidating, offensive, or hostile environment.

[3.] Assault when sexual contact occurs without consent[4].{[5]}.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, {[6]}physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual:

Name	Position	Phone	Email
Helena Chirinian	Superintendent	541-469-7443	helenac@brookings.k12.or.us

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX Ccoordinator.{[7]} *See* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure. If this individual is the subject of the complaint, the report may be made to the Director of Special Programs or Director of Finance, as an alternative to reporting to the Superintendent.

Response

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;

2. Staff member is protected and to promote a nonhostile work environment; or

[4] "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

[5] {The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1). If the district would like to include the full statutory definition, it can do so.}

[6] {OAR 581-021-0038 requires that the policy include a "examples of harassing behaviors covered by policy". The bracketed list in this policy reflects OSBA's recommendations. The district has discretion in what is included in this list. If listing behaviors not reflected in OSBA recommendations, please have the list reviewed by the district's legal counsel.}

[7] {This must be communicated elsewhere, but it is a good reason to specify it here as well.}

3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to~~that may include counseling, extension of deadlines, or other course-related adjustments, modifications of class schedules, mutual restrictions on contact between the parties, and connection to community supports for~~ the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;

2. Interviews with witnesses;

3. Review of video surveillance;

4. Review of written communications, including electronic communications;

5. Review of any physical evidence; and

[6.] Use of third-party investigator.~~.~~

~~The District will provide a support person or advisor who is trained in all district policies and procedures related to sexual harassment and sexual harassment proceedings for any reporting or reported student.~~

~~Upon the student's request, the District support person or advisor will accompany the individual to any interview or meeting held as part of any district sexual harassment proceeding.~~

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.{[8]}~~.~~

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;

2. Removal of third parties engaged in sexual harassment;

[8] {OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined *by a reasonable person* to be…" 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

3. Additional supervision in activities;

4. Additional controls for district electronic systems;

5. Trainings and education for staff and students; and

[6.] Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;

2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;

3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;

4. Limiting attendance at district events; and

[5.] Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or

2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notices

When a person[9] who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

[9] Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

1. Each reporting person;

2. If appropriate, any impacted person who is not a reporting person;

3. Each reported person; and

4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include[10]:

1. Name and contact information for all persons designated by the district to receive complaints;

2. The rights of the person that the notification is going to;

3. Information about the internal complaint processes available through the school or district that the student, student's parents, staff member, person or person's parent who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;

4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;

5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;

6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;

7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:

    a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
    b. For the reported persons, information about and contact information for state and community-based mental health services.

8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

[10] Remember confidentiality laws when providing any information.

~~Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.~~

The notice must:

1. Be written in plain language that is easy to understand;

2. Use print that is of a color, size and font that allows the notification to be easily read; and

3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.~~:~~

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity[11];

3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;

5. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or

[11] "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX ~~C~~coordinator receiving the person's verbal or written report. The report can be made at any time.

The Superintendent is designated as the Title IX ~~C~~coordinator and can be contacted at 541-469-7443. The Title IX ~~C~~coordinator will coordinate the district's efforts to comply with its responsibilities related to this policy~~.~~ The district prominently will display the contact information for the Title IX ~~C~~coordinator on the district website and in each handbook.{[12]}~~.~~

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.[13]~~.~~ The district shall treat complainants and respondents equitably by providing supportive measures[14] to the complainant and by following a grievance procedure[15] prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX ~~C~~coordinator is responsible for coordinating the effective implementation of supportive measures.

[12] {Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}

[13] (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

[14] (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment~~.~~ The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

[15] This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, see GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

The Title IX ~~C~~coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.[16] ~~.~~

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.[17] ~~.~~ The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

~~The District will provide a support person or advisor who is trained in all district policies and procedures related to sexual harassment and sexual harassment proceedings for any reporting or reported student.~~

~~Upon the student's request, the District support person or advisor will accompany the individual to any interview or meeting held as part of any district sexual harassment proceeding.~~

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

[1.] The name or title, office address, electronic mail address, and telephone number of the Title IX ~~C~~coordinator(s);

7.[2.] That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and

8.[3.] The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX ~~C~~coordinator or the Assistant Secretary[18], or both. ~~.~~

~~No person designated as the investigator, decision-maker, or any person designated by the district to facilitate an informal resolution process may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A conflict of interest occurs when personal or private interests may compromise one's judgment, decisions, or actions. Conflict of interests may arise from family, friendships, past relationship as student-teacher, financial investments, or other social factors. A bias is defined as a tendency, inclination, or prejudice toward/against someone. A conflict of interest or bias exists that disqualifies a person from being involved in the investigation or decision-making process if it prevents the person from impartially participating in the process. Any staff member with a designated role in the Title IX process who believes they have a conflict of interest may recuse themselves from the process without reprisal.~~

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[16] The Title IX ~~C~~coordinator may also discuss that the Title IX ~~C~~coordinator has the ability to file a formal complaint.

[17] The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

[18] Of the United States Department of Education.

No Retaliation

Neither the district or any person may retaliate[19] against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

~~Records~~

~~Records will be created and maintained in accordance with the requirements in Title 34 C.F.R. §106.45(a)(10).[20]~~

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX ~~C~~coordinator shall be prominently published in the school student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any student, parent of a student, school or district staff member, or third party upon request.

END OF POLICY

Legal Reference(s):

ORS 243.706
ORS 332.107
ORS 342.700
ORS 342.704
ORS 342.708
ORS 342.850
ORS 342.865
ORS 659.850
ORS 659A.006
ORS 659A.029
ORS 659A.030
OAR 581-021-0038
OAR 584-020-0040
OAR 584-020-0041

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

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[19] Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

[20] This includes creating a record for each investigation. This record must include:
- ~~Supportive measures, or reasons why the response was not clearly unreasonable under the circumstances;~~
- ~~Basis for the conclusion that the district's response was not deliberately indifferent; and~~
- ~~What measures were taken to restore or preserve equal access to the district's educational program or activity. (Title 34 C.F.R. § 106.45(a)(10)(ii))~~

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

Brookings-Harbor School District 17C

Code: **GCBDD/GDBDD**
Adopted: 11/16/16

Sick Time

"Employee" means an individual who renders personal services at a fixed rate to the district if the district either pays or agrees to pay for personal services or permits the individual to perform personal services. ~~is employed by the district and who is paid on an hourly, stipend or salary basis, and for whom withholding is required under Oregon Revised Statute (ORS) 316.162-316.221.~~ The definition does not include volunteers, ~~or~~ independent contractors or others excluded by law.

Employees qualify to begin earning and~~/or~~ accruing sick time on the first day of employment with the district and are eligible to use~~. Employees hired on or after January 1, 2016, who accrue~~ sick time beginning on ~~may not access~~ the 91st calendar~~time until their 91 st~~ day of employment with the district and may use sick time as it is accrued.

The~~A~~ district employs {[1]}~~employing~~ 10 or more employees and therefore shall allow an eligible employee ~~provide sick time~~ to access up to 40 hours of~~all employees based on the following classifications: Substitutes; Coaches; All other employees.~~ paid sick time per year.

Substitute employees paid sick time shall accrue at the rate of one hour of paid sick time for every 30 hours the employee works. Coaches and all other employees shall have 40 hours of paid sick time frontloaded at the beginning of each year or a proration of the 40 hours if the employee is hired after the start of the fiscal year. Employees who are already entitled to 40 or more hours of sick leave under another agreement or policy will not receive additional sick time hours under this policy.

The~~A substitute~~ employee may carry up to 40 hours of unused sick time from one year to the subsequent year~~. Coaches paid sick time does not carry forward from year to year. All other employees paid sick time shall carry forward without limit.~~

Sick time may be used in increments of less than one hour and may be used for the employee's~~for the employee's~~ or a family member's~~member's~~[2] mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or need for preventive care, or for reasons consistent with qualifying~~the~~ Family and Medical Leave ~~Act~~ (FMLA), Paid Family and Medical Leave Insurance (PFMLI) or Oregon Family Leave (OFLA)~~. Sick time may also be used in the event of a public health emergency.~~

Sick time earned by an employee may also be used for the following reasons:

1. In the event of a public health emergency compliant with Oregon Revised Statute (ORS) 653.616;

[1] {If the district is located in a city with a population exceeding 500,000, the threshold is whether the district employs at least six employees working anywhere in this state.}

[2] {For employees employed by an employer for less than a full year, "front-load" means to assign and make available to an employee as soon as the employee becomes eligible to use sick time a number of hours of sick time that is the pro rata percentage of the hours the employee would be entitled to for an entire year based on the number of hours the employee was actually employed by the employer for the year. ORS 653.601(5)(b)}

2. To donate blood in connection with a voluntary program for the donation of blood that is approved or accredited by the American Association of Blood Banks or the American Red Cross; or

3. For leave to address domestic violence, harassment, sexual assault, bias, or stalking under ORS 659A.272 (safe leave).

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

The district reserves the right, after an employee uses sick time for more than five consecutive scheduled workdays~~days of absence~~, to require verification~~proof of personal illness~~ or certification in accordance with law of the need for the sick time~~injury from an employee~~, including a medical verification or certification[3]~~examination by a physician chosen and~~ paid for by the district. If an~~An~~ employee fails~~refusing~~ to provide verification or certification or fails~~submit to such an examination or~~ to provide other evidence as required by the district, the employee shall be subject to appropriate disciplinary action, up to and including dismissal.

When the reason for sick time is consistent with FMLA, PFMLI or ~~/~~OFLA leave, ~~the~~ sick time leave and qualifying~~the~~ FMLA, PFMLI or ~~/~~OFLA leave may run concurrently.

When the reason for sick time is consistent with ORS 332.507, ~~the~~ sick time leave and leave pursuant to ORS 332.507 may run concurrently.

If the reason for sick time is a foreseeable absence, the district requires an ~~may require the~~ employee to provide advance notice of the~~their~~ intention to use sick time prior to when the requested sick time is to begin or as soon as otherwise practicable.~~.~~ When an~~the~~ employee uses sick time for a foreseeable absence, the employee shall take reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (e.g., grading deadlines, inservice training, mandatory meetings).

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district consistent with the reporting time established by the district, or when circumstances prevent the employee from providing notice as required, as soon as practicable.~~as soon as practicable.~~

The district may discipline an employee for violating workplace policies and procedures if the employee fails to provide notice as required.

The district shall establish a standard process to track the eligibility for sick time of a substitute.

END OF POLICY

Legal Reference(s):

ORS 332.507
ORS 342.545
ORS 342.610
ORS 653.601 - 653.661
ORS 659A.150 - 659A.186
OAR 839-007-0020 – 007-0065

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2024); 29 C.F.R. Part 1630 (2025); 28 C.F.R. Part 35 (2025).

[3] {If the district is located in a city with a population exceeding 500,000, the threshold is whether the district employs at least six employees working anywhere in this state.}

Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654 (2024); Family and Medical Leave Act, 29 C.F.R. Part 825 (2025).

Brookings-Harbor School District 17C

Code: ~~GBN/~~**JBA/GBN**
Adopted: 10/21/20
Revised/Readopted: 12/15/21; 9/18/24
Orig. Code: ~~GBN/~~JBA/GBN

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints{[1]} or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures{[2]}.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties[3] shall include:

1. A demand or request for sexual favors in exchange for benefits;

2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:

    a. Interferes with a student's educational activity or program;

[1] {Some districts choose not to use the terms "complaint" and "complainant" because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If the district chooses to change these terms, new terms must be consistent and clear. Note, "complainant" is defined under federal law.}

[2] {Common complaint procedures that may also be involved include: Nondiscrimination and Civil Rights (Board policy AC), Workplace Harassment (Board policy GBEA), [Hazing,] Harassment, Intimidation, Bullying, [Menacing,] Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy GBNAA/JHFF).}

[3] "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

b. Interferes with a school or district staff member's ability to perform their job; or
c. Creates an intimidating, offensive, or hostile environment.

[3.] Assault when sexual contact occurs without consent[4].{[5]}.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, {[6]}physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance..

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual:

Name	Position	Phone	Email
Helena Chirinian	Superintendent	541-469-7443	helenac@brookings.k12.or.us

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX ~~C~~coordinator.~~ ~~{[7]} *See* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure~~. If this individual is the subject of the complaint, the report may be made to the Director of Special Programs or Director of Finance, as an alternative to reporting to the Superintendent~~.

Response

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;

2. Staff member is protected and to promote a nonhostile work environment; or

[4] "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

[5] {The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1). If the district would like to include the full statutory definition, it can do so.}

[6] {OAR 581-021-0038 requires that the policy include a "examples of harassing behaviors covered by policy". The bracketed list in this policy reflects OSBA's recommendations. The district has discretion in what is included in this list. If listing behaviors not reflected in OSBA recommendations, please have the list reviewed by the district's legal counsel.}

[7] {This must be communicated elsewhere, but it is a good reason to specify it here as well.}

3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to~~that may include counseling, extension of deadlines, or other course-related adjustments, modifications of class schedules, mutual restrictions on contact between the parties, and connection to community supports for~~ the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;

2. Interviews with witnesses;

3. Review of video surveillance;

4. Review of written communications, including electronic communications;

5. Review of any physical evidence; and

[6.] Use of third-party investigator.~~.~~

~~The District will provide a support person or advisor who is trained in all district policies and procedures related to sexual harassment and sexual harassment proceedings for any reporting or reported student.~~

~~Upon the student's request, the District support person or advisor will accompany the individual to any interview or meeting held as part of any district sexual harassment proceeding.~~

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.{[8]}~~.~~

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;

2. Removal of third parties engaged in sexual harassment;

[8] {OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined *by a reasonable person* to be…" 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

3. Additional supervision in activities;

4. Additional controls for district electronic systems;

5. Trainings and education for staff and students; and

[6.] Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;

2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;

3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;

4. Limiting attendance at district events; and

[5.] Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or

2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notices

When a person[9] who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

[9] Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

1. Each reporting person;

2. If appropriate, any impacted person who is not a reporting person;

3. Each reported person; and

4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include[10]:

1. Name and contact information for all persons designated by the district to receive complaints;

2. The rights of the person that the notification is going to;

3. Information about the internal complaint processes available through the school or district that the student, student's parents, staff member, person or person's parent who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;

4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;

5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;

6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;

7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:

    a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
    b. For the reported persons, information about and contact information for state and community-based mental health services.

8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

[10] Remember confidentiality laws when providing any information.

~~Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.~~

The notice must:

1. Be written in plain language that is easy to understand;

2. Use print that is of a color, size and font that allows the notification to be easily read; and

3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request~~.~~.

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity[11];

3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;

5. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or

[11] "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX ~~C~~coordinator receiving the person's verbal or written report. The report can be made at any time.

The Superintendent is designated as the Title IX ~~C~~coordinator and can be contacted at 541-469-7443. The Title IX ~~C~~coordinator will coordinate the district's efforts to comply with its responsibilities related to this policy~~.~~ The district prominently will display the contact information for the Title IX ~~C~~coordinator on the district website and in each handbook.{[12]}~~.~~

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.[13]~~.~~ The district shall treat complainants and respondents equitably by providing supportive measures[14] to the complainant and by following a grievance procedure[15] prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX ~~C~~coordinator is responsible for coordinating the effective implementation of supportive measures.

[12] {Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}

[13] (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

[14] (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment~~.~~ The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

[15] This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, see GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

The Title IX ~~C~~coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.[16] ~~.~~

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.[17] ~~.~~ The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

~~The District will provide a support person or advisor who is trained in all district policies and procedures related to sexual harassment and sexual harassment proceedings for any reporting or reported student.~~

~~Upon the student's request, the District support person or advisor will accompany the individual to any interview or meeting held as part of any district sexual harassment proceeding.~~

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

[1.] The name or title, office address, electronic mail address, and telephone number of the Title IX ~~C~~coordinator(s);

7.[2.] That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and

8.[3.] The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX ~~C~~coordinator or the Assistant Secretary[18], or both. ~~.~~

~~No person designated as the investigator, decision-maker, or any person designated by the district to facilitate an informal resolution process may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A conflict of interest occurs when personal or private interests may compromise one's judgment, decisions, or actions. Conflict of interests may arise from family, friendships, past relationship as student-teacher, financial investments, or other social factors. A bias is defined as a tendency, inclination, or prejudice toward/against someone. A conflict of interest or bias exists that disqualifies a person from being involved in the investigation or decision-making process if it prevents the person from impartially participating in the process. Any staff member with a designated role in the Title IX process who believes they have a conflict of interest may recuse themselves from the process without reprisal.~~

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[16] The Title IX ~~C~~coordinator may also discuss that the Title IX ~~C~~coordinator has the ability to file a formal complaint.

[17] The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

[18] Of the United States Department of Education.

No Retaliation

Neither the district or any person may retaliate[19] against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

~~Records~~

~~Records will be created and maintained in accordance with the requirements in Title 34 C.F.R. §106.45(a)(10).[20]~~

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX ~~C~~coordinator shall be prominently published in the school student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any student, parent of a student, school or district staff member, or third party upon request.

END OF POLICY

Legal Reference(s):

ORS 243.706
ORS 332.107
ORS 342.700
ORS 342.704
ORS 342.708
ORS 342.850
ORS 342.865
ORS 659.850
ORS 659A.006
ORS 659A.029
ORS 659A.030
OAR 581-021-0038
OAR 584-020-0040
OAR 584-020-0041

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

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[19] Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

[20] This includes creating a record for each investigation. This record must include:

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

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

OSBA Model Sample Policy

Code: KNA
Adopted: 09/16/26

Immigration Enforcement on District Property

{House Bill 4079 (2026) requires districts to "adopt a policy for providing notice when a federal immigration authority is confirmed to have entered school property for immigration enforcement." This policy must be "consistent with applicable model policies published by the Attorney General as provided by ORS 180.810."}

The district complies with state and federal law, including Oregon Revised Statute (ORS) 180.805 and ORS 181.826, and this policy and accompanying administrative regulations KNA-AR(1) – Interactions with Immigration Enforcement and KNA-AR(2) – Federal Immigration Enforcement Request Log when responding to requests from federal immigration authorities regarding immigration enforcement. Absent a judicially authorized subpoena, warrant or court order, district staff must not allow federal immigration authorities access to the district's records or facilities not open to the public for the purposes of immigration enforcement and must verify the validity of any subpoena, warrant or court order involving immigration enforcement presented to them by federal immigration authorities to ensure it is judicially authorized. Examples of judicial and administrative warrants and subpoenas can be found in the Oregon Attorney General's Model Public School Policies.[1] The superintendent or designee must review and approve any response to a request involving immigration enforcement. The district will provide ongoing training to designated staff to ensure compliance with this policy.

This policy will be made available in the student handbook and on the district's website[2].

Designation of Primary Point of Contact

The Superintendent is the primary point of contact for coordinating interactions with federal immigration authorities occurring in the district ("immigration liaison"{[3]}). The Superintendent's designee shall serve as an alternative point of contact during the immigration liaison's absence or unavailability ("alternate immigration liaison").

The immigration liaison's responsibilities include:

1. Serving as the district's representative during encounters with federal immigration authorities;

2. Confirming when federal immigration authorities have entered school property for immigration enforcement purposes;

3. Ensuring federal immigration authorities engaging in enforcement activities at the district have notice of relevant district policies: JO/IGBAB – Education Records/Records of Students with

[1] https://www.doj.state.or.us/wp-content/uploads/2026/06/Attorney-Generals-Model-Public-School-Policies-in-Compliance-with-SB-1538.pdf

[2] Must be provided in culturally appropriate languages that are used to communicate effectively with parents and guardians of students in the district, as determined by the Board. {The district is encouraged to evaluate language needs in the district in order to effectively communicate with all parents and guardians.}

[3] https://www.doj.state.or.us/wp-content/uploads/2026/06/Attorney-Generals-Model-Public-School-Policies-in-Compliance-with-SB-1538.pdf

Disabilities, JOA – Directory Information, JOB – Personally Identifiable Information and this policy;

4. Assisting staff in performing their duties in response to immigration enforcement efforts, including ensuring compliance with all district policies and procedures related to interactions with federal immigration authorities and immigration enforcement efforts;

5. Reviewing and responding to requests from federal immigration authorities, in coordination with, and under the direction of, the superintendent or designee;

6. Facilitating the district's compliance with lawful immigration enforcement efforts in a manner that does not unnecessarily disrupt the school environment or invade the privacy of students, staff, or volunteers;

7. Providing notice as required in this policy when a federal immigration authority has been confirmed to have entered school property for immigration enforcement.

Required Notice

When a federal immigration authority is reported to have entered school property for the purpose of immigration enforcement the immigration liaison shall confirm whether federal immigration authorities have entered school property for immigration enforcement and when confirmed, shall provide notice as follows:

1. Notice must be provided to:

    a. Students who attend the school where the federal immigration authority is confirmed to be on school property for immigration enforcement and who are in grades 7 and above;
    b. Parents or guardians of students attending the school where the federal immigration authority is confirmed to be on school property for immigration enforcement;
    c. Staff of the school where the federal immigration authority is confirmed to be on school property for immigration enforcement; and
    d. Community-based service providers that have requested to receive notice when a federal immigration authority is confirmed to be on school property for immigration enforcement. Community-based service providers can request to receive such notifications by contacting the immigration liaison at the district office.

2. Notice must include:

    a. The general location of the federal immigration authority; and
    b. Whether classes or school operations were affected by the presence of the federal immigration authority.

3. Notice must not disclose:

    a. Personally identifiable information;
    b. Other information that may not be legally disclosed; or
    c. Other information when the disclosure may threaten the health or safety of students or staff of the district or is prohibited by a court order.

The required notice will be provided as expediently as possible using existing methods used for providing electronic communications.

Unless otherwise prohibited by law or court order, the district will make reasonable efforts to provide notice to a student, or to the parent of guardian of a student, when the district has provided information related to the student to a federal immigration authority.

Confidentiality of School Records

Except when required by a judicially authorized warrant, subpoena, or order, Oregon law prohibits the district from disclosing protected information to federal immigration authorities for the purpose of enforcing federal immigration laws. Protected information includes information relating to a person's:

1. Address;
2. Workplace or hours of work;
3. School or school hours;
4. Contact information, including telephone number, electronic mail address or social media account information;
5. Known associates or relatives; and
6. Date, time or location of the person's hearings, proceedings or appointments with a public body that are not matters of public record.

Oregon law also prohibits sharing any of the above information about a person's relatives or known associates with federal authorities for immigration enforcement purposes.

Oregon law generally prohibits the district from sharing or disclosing citizenship or immigration status or country of birth information[4] that the district collects, unless one of the following exceptions applies:

1. The disclosure is required by state or federal law (other than federal immigration law);
2. The disclosure is required by a judicially authorized warrant, order, or subpoena;
3. The information being shared with a person concerns only that person or their dependents; or
4. The information is aggregated and not personally identifiable.

In addition to the prohibitions described above, federal and state laws make records and information related to students confidential and permit disclosure only in limited circumstances. The district's policies with respect to student records can be found in Board policies JO/IGBAB – Education Records/Records of Students with Disabilities, JOA – Directory Information and JOB – Personally Identifiable Information. To ensure compliance with applicable federal and state law, the district's staff shall not disclose any school records or information to federal immigration authorities except as provided in these policies.

[4] {House Bill 4079 (2026) requires the policy to "identify at least one administrator" for this purpose. The Board should consider whether a single administrator is sufficient for the district, or whether multiple administrators should be designated.}

Staff must also maintain the confidentiality of school records and other information about students, staff, and volunteers when communicating with other students, parents, or community members about immigration enforcement activities involving students, staff, or volunteers of the district or occurring on district property. Staff should direct anyone with questions about immigration enforcement activities occurring on district property to the immigration liaison.

Training

The district will provide the immigration liaison and alternate immigration liaison with training as follows:

1. The training must include information on the requirements of House Bill 4079 (2026), any applicable model policies published by the Attorney General, and this policy; and

2. The training must be provided at the time of designation and at least once every two years thereafter.

END OF POLICY

Legal Reference(s):

ORS 180.810
ORS 180.805
ORS 181.826
OAR 581-021-0371

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).
Oregon Attorney General's *K12 School Model Policy*
Senate Bill 1538 (2026).
Senate Bill 1594 (2026).
House Bill 4079 (2026).

PROPOSED

August 31, 2026

Dear Brookings Harbor School District,

I am requesting a long term leave of absence for the 26/27 school year. I recognize this is past the April 1st deadline. This leave request is for medical and health considerations.

Marcus Geiger

