



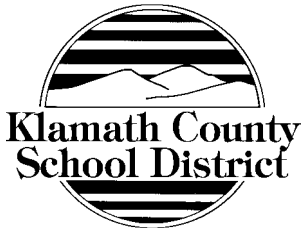
Klamath County School District School Board
Inspiring Today's Students To Meet Tomorrow's Challenges
Meeting Agenda

July 16, 2020
Regular Meeting

Klamath County School District Office
2845 Greensprings Dr.
Klamath Falls, Oregon 97601
2845 Greensprings Dr., Klamath Falls, OR

Agenda

1. Call of Meeting to Order
2. Pledge of Allegiance
3. Changes to the Agenda
4. Election of Board Chair
5. Election of Board Vice Chair
6. Reports
 - A. Superintendent's Update
 - B. KCSD Annual Report
 - C. Proposal to add CEP at all KCSD schools
7. Discussion Items
 - A. Reopening Blueprint Template(s)
8. Public Input
9. Consent Agenda
 - A. Minutes of June 11, 2020 Budget Committee meeting
 - B. Minutes of June 18, 2020 Regular School Board meeting
 - C. Minutes of June 25, 2020 Special Board meeting
 - D. Contracts/Resignations/Retirements/Leaves of Absence
 - E. Monthly Financials
10. Action Items
 - A. First Reading Policies - for approval
 - B. Resolution 21-01: Personnel Designations for 2020-21
 - C. OSBA Legal Assistance Trust Dues
 - D. OSBA Annual Dues
 - E. Grant Awards
 - F. Sage Community School Closure Acceptance
 - G. Approve Plan to Place All KCSD Schools on CEP
11. Adjournment of Regular School Board Meeting



Inspiring Today's Students To Meet Tomorrow's Challenges

TO: Steve Lowell, Board Chair
Members of the School Board

THROUGH: Glen Szymoniak, Superintendent

FROM: Dennis J. Clague, Director of Business Services

DATE: July 16, 2020

SUBJECT: **Community Eligibility Provision (CEP) for Klamath County School District Schools**

Policy, Strategic Plan Goal or law:

Board Policy: EFAA - District Nutrition and Food Services
EFAA – AR - Reimbursable School Meals and Milk Programs

Background:

The Healthy, Hunger-Free Kids Act of 2010 provides an option for school districts across the country to offer free breakfasts and lunches to students in eligible high poverty schools and therefore eliminate the need to collect applications for the free and reduced meals. This program was initially tested in a select number of states and was just made available to Oregon on July 1, 2014.

The 2019-20 CEP poverty rate was 45.64% with a CEP reimbursement percentage of 73.02%

The schools that would be added to the CEP program are:

- Bonanza Jr/Sr High
- Brixner Jr High
- Henley Middle
- Henley High
- Mazama
- Great Basin Home School

By adding these schools, the 2020-21 poverty rate would be 49.54% with a CEP reimbursement percentage of 79.34%

Additional benefits to the District in the current COVID-19 environment would be:

- No Free/Reduced applications from parents if all schools are CEP.
- Reduce mail for direct certification of Free/Reduced statements from the DO and schools.
- No annual financial collections of delinquent accounts from parents.

- COVID-19 Requirements for hands free Point of Sales.
 - Currently all schools that do not have CEP require children to type in their name into PaySchools POS selecting meal plans.
- Meals served will increase due to Free status, increasing reimbursements.
- KCSD currently has 85% of students enrolled that are dependent upon Nutritional Support.
- KCSD enrollment in our HYBRID education model needs full Nutritional Support to maintain enrollment rates to guarantee ODE funding.

Recommendation:

That the Board of Directors approves enrolling all Klamath County School District schools in the CEP program. This will guarantee reimbursement rates until 2024-25 for Federal funding while providing the community the support and time necessary to heal financially.

Minutes of Budget Committee Meeting

Board of Directors Klamath County School District

A Budget Committee Meeting of the Board of Directors of Klamath County School District was held Thursday, June 11, 2020, beginning at 5:00 PM in the Klamath County School District Office.

1. Quorum and Call of Meeting to Order at 5:00 PM.
Budget Committee members in attendance were Donald Clark, Shannon Hand, Denise Kandra, Steve Lowell, Adele Mestas, Bob Moore, Jill O'Donnell, and John Rademacher. Also in attendance were Superintendent, Glen Szymoniak; Elementary Curriculum Director, Jennifer Cole; Secondary Curriculum Director, Jeff Bullock; Business Services Director, Dennis Clague; Special Services Director, Laura Blair; Executive Assistant, Stephanie Bland; and others. Ray Holliday was absent.
2. Pledge of Allegiance
Presenter: Steve Lowell
3. Recap of Budget Committee Presentation, Including Budget Message
Glen and Dennis provided an abbreviated version of last week's budget presentation.
Steve Lowell reiterated the role of the Budget Committee.
Glen briefly reviewed recent information from the state, as it relates to our budget; there could be possible additional funds from CARES and/or the state rainy day fund.
Dennis reported that our food service program was labeled as a model program across the state; credit goes to the new food services supervisor Candace Gracik. Steve Lowell asked if we have received any sort of rebate or prorate from PACE due to our buildings being empty for the past three months? Dennis will look into that question.
Presenter: Glen Szymoniak, Dennis Clague
A copy of the presentation is attached to the board packet.
4. General Fund
The CARES Act and Measure 98 were reviewed.
5. Special Revenue Fund
6. Debt Service Funds
7. Capital Project Funds
8. Reserve Fund
9. Trust Fund

10. Public Input

Melonie Parrish and her son Hunter come to speak about what the TAG program means to them. The program challenges him to learn; he currently attends one day a week.

Stephanie Bland read five letters in support of the TAG program from Paco Rico, Monica Anulewicz, Tinaka Difani, Tara Romasanta, and Shana Liepitz.

Don Clark made a motion, seconded by Shannon Hand, to put 1.0 FTE back in the TAG program and find the funding cut elsewhere.

Jill O'Donnell spoke of her support for TAG and reiterated the program is not being cut.

Denise Kandra added that she too is a big TAG program supporter, having experienced it first hand with a child who attended. She has seen the program survive and thrive with one teacher in the past and she's confident that would be the case again.

John Rademacher would like to see a hybrid option for grades 7-8, while maintaining programming for grades 1-6. He also reiterated the Board is and always has been supportive of TAG. He is frustrated that someone seems to have started and perpetuated a rumor to the contrary.

Bob Moore expressed support for the TAG program and reminded everyone of the extreme budget situation we are currently facing.

Steve Lowell reminded everyone present of the continual Board support shown for the TAG program over the years.

Shannon Hand spoke about meeting the learning needs of all students, on all areas of the learning spectrum.

Adele Mestas referred to her experience teaching TAG students and what a pleasure it was, along with the importance of keeping class sizes low.

The motion was put a vote and failed by a 1-7-0 vote with Clark voting in favor; Hand, Kandra, Lowell, Mestas, Moore, O'Donnell, and Rademacher voted against. Holliday was absent.

11. Motion to Approve Budget as Set Forth for 2020-2021

Jill O'Donnell made a motion, seconded by John Rademacher, to approve the 2020-2021 budget as presented. The motion passed 8-0-0 with Hand, Clark, Kandra, Lowell, Mestas, Moore, O'Donnell, and Rademacher voting in favor. Holliday was absent.

12. Motion to Approve Taxes for Fiscal Year 2020-21

Motion to approve taxes for the fiscal year 2020-21 at the Permanent Tax Rate of \$4.0519 per \$1,000 of Assessed Value for Operating Purposes in the General Fund and in the amount of \$2,172,675 for the general obligation bond principal and interest in the Debt Service Fund

John Rademacher made a motion, seconded by Bob Moore, to approve taxes for the fiscal year 2020-21 at the Permanent Tax Rate of \$4.0519 per \$1,000 of Assessed Value for Operating Purposes in the General Fund and in the amount of \$2,172,675 for the general obligation bond principal and interest in the Debt Service Fund.

The motion passed 8-0-0 with Hand, Clark, Kandra, Lowell, Mestas, Moore, O'Donnell, and Rademacher voting in favor. Holliday was absent.

13. Announcement of Future Budget Committee Meeting if Needed

Thursday, June 18, 2020 – 5 PM – District Office

There is no need for an additional Budget Committee meeting. We will need a Special Board meeting on June 25, 2020 to adopt the 2020-2021 budget. The start time will be determined at the Regular June Board meeting.

Presenter: Steve Lowell

14. Adjournment of Budget Committee Meeting at 6:28 PM.

Presenter: Steve Lowell

sb

Budget Committee Chair

Deputy Clerk

Minutes of Regular Meeting

Board of Directors Klamath County School District

A Regular Meeting of the Board of Directors of Klamath County School District was held Thursday, June 18, 2020, beginning at 5:00 PM in the Klamath County School District Office.

1. Quorum and Call of Meeting to Order at 5:05 PM
Board members in attendance were Denise Kandra, Steve Lowell, Bob Moore (joined via telephone), Jill O'Donnell, and John Rademacher. Also in attendance were Superintendent, Glen Szymoniak; Elementary Curriculum Director, Jennifer Cole; Secondary Curriculum Director, Jeff Bullock; Human Resources Director, Mark Greif; Business Services Director, Dennis Clague; Special Services Director, Laura Blair; Executive Assistant, Stephanie Bland; and others.
2. Pledge of Allegiance
3. Changes to the Agenda
Items 9.F and 9.G are not ready and need to be removed from the agenda; they will be revisited in the future. An additional Discussion Item was added: Superintendent Goals.
4. Reports
 - A. Finance Report
Dennis reviewed June's financial report and discussed which costs/expenses may be reimbursed by FEMA. Governor Brown is hesitant to tap into the "Rainy Day Fund", as that could result in reduced federal CARES funding.
Presenter: Dennis Clague
 - B. Superintendent's Reports
Glen reviewed the document "Ready School, Safe Learners"; he expects another executive order to be issued next week. August 15th is the deadline for a board approved blue print outlining our plan to reopen individual schools. Social distancing in classrooms and on the school bus are the most restrictive factors. School nurses are reviewing protocols and communication. Health and safety of students and staff is KCS D's top priority.
John Rademacher requested that the Board be allowed to visit model classrooms before school begins.
Glen explained it looks as though our rural, outlying schools will be able to have students attend every day. Suburban, in-town schools will likely have groups/cohorts of students that will attend school 2 days per week. We are also looking at waiving the full-day attendance requirement for seniors who only need a few classes.
Presenter: Glen Szymoniak

5. Discussion Items

A. 6/25/2020 Special Board meeting start time

The meeting will begin at 10:00 AM, Stephanie will send out a calendar invite. Most members will be able to attend in person, others will phone in.

B. Superintendent Goals

Glen Szymoniak reviewed his goals for 2020-2021, a copy of the goals is attached to these minutes.

6. Public Input

There was no public input.

7. Consent Agenda

A. Minutes of May 21, 2020 Regular Board Meeting

B. Minutes of June 4, 2020 Budget Committee Meeting

C. Contracts/Resignations/Retirements/Leaves of Absence

Contracts for Michael Bobbitt, Chiloquin Jr/Sr High; Jennifer Cole, District Office; Robert Crebbin, Henley Middle School; Heidi Hobgood, Mazama High School; Kari Johnson, Shasta Elementary; Elizabeth Ovgard, Henley Middle School. Resignation of James Lockwood, Chiloquin Elementary School. Retirements of Laura Blair, District Office; Robert Crebbin, Henley Middle School; Deanna Hahn, Henley High School, and Debra Hullman, Henley Elementary.

D. Monthly Financial Report

Presenter: Dennis Clague

E. Surplus

Steve Lowell made a motion, seconded by Denise Kandra, to approve the consent agenda as presented. The motion passed 5-0-0 with Kandra, Lowell, Moore, O'Donnell, and Rademacher voting in favor.

8. Recess of Regular Board Meeting

A. Supplemental Budget Hearing

Dennis reviewed Resolution 20-12.

Presenter: Dennis Clague

B. Public Input

There was no public input.

C. Reconvene of Regular Board Meeting

Presenter: Jill O'Donnell

9. Action Items

A. Resolution 20-12 Adopting a Supplemental Budget for FY 2019-2020.

John Rademacher made a motion, seconded by Steve Lowell, to adopt Resolution 20-12: A Supplemental Budget for FY 2019-2020. The motion passed 5-0-0 with Kandra, Lowell, Moore, O'Donnell, and Rademacher voting in favor.

Presenter: Dennis Clague

B. Proposed 2020-21 Board Meeting Schedule

John Rademacher made a motion, seconded by Denise Kandra, to adopt the 2020-2021 board meeting schedule as presented. The motion passed 5-0-0 with Kandra, Lowell, Moore, O'Donnell, and Rademacher voting in favor.

Presenter: Stephanie Bland

C. Athletic Handbooks Revisions

Denise Kandra made a motion, seconded by Steve Lowell, to adopt the revised athletic handbook as presented. The motion passed 5-0-0 with Kandra, Lowell, Moore, O'Donnell, and Rademacher voting in favor.

Presenter: Steve Johnson

D. Activities Handbook Revisions

John Rademacher made a motion, seconded by Steve Lowell, to adopt the revised activities handbook as presented. The motion passed 5-0-0 with Kandra, Lowell, Moore, O'Donnell, and Rademacher voting in favor.

Presenter: Steve Johnson

E. Grant Awards

Steve Lowell made a motion, seconded by John Rademacher, to approve the list of grant awards as presented in the amount of \$28,007.77. The motion passed 5-0-0 with Kandra, Lowell, Moore, O'Donnell, and Rademacher voting in favor.

Presenter: Dennis Clague

Dennis Clague informed the Board that Food Services Supervisor Candice Gracik has just received a \$5,500 summer meals grant, it will appear on next month's grant list. Dennis said that Candice has been a tremendous addition to KCSD's staff.

F. Sage Community School Closure Acceptance

This item was removed from the agenda.

Presenter: Glen Szymoniak/Dennis Clague

G. Stearns Property Land Transfer

The item was removed from the agenda.

Presenter: Glen Szymoniak/Dennis Clague

10. Adjournment of Regular School Board Meeting

sb

Board Chair

Deputy Clerk

Superintendent Goal Form

Year: 2020-21

Name: Glen Szymoniak

Position: Klamath County School District, Supt.

Goal Meeting Date:

Evaluation Date:

Standard Referenced: Standard 1, Visionary Leadership

Performance Indicators:

- 1.1 Collaboratively develops and implements a shared vision and mission;*
- 1.2 Collects and uses data to identify goals, assess organizational effectiveness, and promote organizational learning;*
- 1.3 Creates and implements plans to achieve goals;*
- 1.4 Promotes continuous and sustainable improvement; and*
- 1.5 Monitors and evaluates progress and revises plans.*

Goal Statement/Strategic Plan Referenced:

This goal is not specifically referenced in the district's strategic plan, but applies (pertains) to the process and planning that created the plan. It also addresses the imagination, innovation and teamwork used to navigate unexpected challenges while staying on course and continuously moving in a direction to accomplish district goals.

Examples of challenges and opportunities that transpired or will transpire in the future include:

- Community engagement requirements for Student Success Act
- Emergency response planning and actions regarding COVID-19
- Emergency budget response related to COVID-19
- Planning for modified summer school and 2020-21 fall school start-up

Strategies, Activities, Timeline:

Conducted a community engagement campaign to meet requirements for Student Success Act (SSA) special funding.

When the state Legislature passed the SSA, access to funds were contingent on the District conducting specific community engagement activities. The district was to use SSA funds to pay for programs and projects based on data gathered from meetings, surveys, and focus. Requirements associated with SSA funds were released late, kept changing, and relatively little time was provided to accomplish the data gathering. The process required a great deal of organizational agility and planning to avoid duplicating processes also used for strategic planning.

Developed a District Strategic Plan. January - May 2020

Involved key community members, OSBA, school board, students, employees, administrators and representatives of classified and certified associations in the development of the KCSD Strategic Plan. This plan is the roadmap for the district. The activities associated with strategic planning were coordinated to avoid duplicate efforts with SSA.

Implemented an emergency budget response related to COVID-19. March - June 2020

During the middle of the budget process, the COVID-19 outbreak interrupted our budget development. As we resumed, we were under direction to reduce next year's general fund budget by 17% and to not expect much from the new SSA funds. This caused us to enter an emergency budget process which delayed the budget hearings and is still unknown at the time of writing this document. The best case scenario is that we will leverage remaining fund balance, make drastic cuts to the budget and not need to do furlough days in 2020-21.

Implemented the KCSD Strategic Plan to address COVID-19. March - ongoing

A district formed an emergency response team to address rapidly changing demands related to a deadly worldwide pandemic. Response protocols included closing schools, creating a distance delivery program and food delivery systems, implementing protocols for disinfecting and personal protective gear, and preparing for a modified school start-up in the fall of 2020. This work involved rapid planning to respond to an emergency, precise communication under stressful circumstances, and forecasting into the future to prepare for a variety of unknown situations. One of the administration's greatest resources during this need to quickly adapt and plan for the future has been the joint efforts of the Technology Committee and Professional Development Committee. The committees worked as a team to visualize the future and prepare plans to train our teachers for that possible future. Below are items that align with the district's Strategic Plan.

6. Professional Development

6.2 Align a continuous cycle of professional development with district improvement priorities

Create a District Staff Development Committee composed of stakeholders for purposes of "research and development." This committee will focus on futuristics and designing a system for both planned and "just-in-time" training for all district staff.

Establish a rotation of PD committee members attending the national "Learning Forward" Conference, an organization of education professional development leaders.

Identify critical training needs for KCSD teachers. The Professional Development Committee and Technology Committee will work with administration identify the needs and secure trainers to teach "best practices in distance delivery" and how to effectively use "Schoology," our on-line learning platform.

Modify the end of the 2019-20 school year to provide professional development for teachers. Will evaluate training and will survey teachers for future training.

Superintendent Goal Form

Year: 2020-21

Name: Glen Szymoniak

Position: Klamath County School District, Supt.

Goal Meeting Date:

Evaluation Date:

Standard Referenced: Standard 4, Effective Management

Performance Indicators:

4.1 Monitors and evaluates the management of operational systems;

4.2 Obtains, allocates, aligns and efficiently uses human, fiscal and technological resources;

4.3 Promotes and protects the welfare and safety of students and staff;

4.4 Develops the capacity for adaptive leadership;

4.5 Ensures teacher and organizational time is focused to support quality instruction/student learning.

Goal Statement/Strategic Plan Referenced:

S.P. 1. Academic Achievement

1.4 Incorporate Technology to Improve Learning

S.P. 6. Professional Development

6.2 Align a continuous cycle of professional development with district improvement priorities

S.P. 7. Facilities

7.1 Capital Construction/Major Maintenance List and Annual Priorities

Strategies, Activities, Timeline:

S.P. 1.4 Incorporate Technology to Improve Learning

Use international Society for Technology in Education Standards

Promote digital learning and digital citizenship

S.P. 6. Professional Development

6.3 Leverage highly effective teachers as trainers, mentors and professional coaches

- Exemplar lessons and communication ideas (2020-21)
- District supported pilot projects (2020-21)
- Leading PLCs (2020-21)

- Reading/math leaders (2020-21)
- Delivering classes (Skillful Teacher, Positive Discipline, Integrating Technology) (2020-21)

S.P. 7. Facilities

7.1 Capital Construction/Major Maintenance List and Annual Priorities

- Conduct building walk-throughs to compile a master list of projects, upgrades, repairs, and renovations.
- Establish a District Facilities Committee with two Board Members, Superintendent, Maintenance Director, and Business Manager to review facility priorities and make recommendations to the board.
- Review the master facilities list with KCSD Board to develop annual priorities to be budgeted.

Minutes of Special Meeting

Board of Directors Klamath County School District

A Special Meeting of the Board of Directors of Klamath County School District was held Thursday, June 25, 2020, beginning at 10:00 AM in the Klamath County School District Office.

1. Quorum and Call of Meeting to Order at 10:00 AM.
Board members in attendance were Denise Kandra (joined via telephone), Steve Lowell, Bob Moore, Jill O'Donnell, and John Rademacher. Also in attendance were Superintendent, Glen Szymoniak (joined via telephone); Elementary Curriculum Director, Jennifer Cole; Business Services Director, Dennis Clague; Executive Assistant, Stephanie Bland; and others.
2. Pledge of Allegiance
At this point the Board had a brief discussion about the logistics of the July 16, 2020 Special Board Meeting/Work Session. It is the Board's preference to meet in person and have the OSBA facilitator attend in person as well, as opposed to joining virtually. Jill will communicate the Board's preference to OSBA.
Presenter: Jill O'Donnell
3. Recess of Regular Board Meeting at 10:03 AM.
Presenter: Jill O'Donnell
 - A. Overview of Budget and Appropriations
Please refer to attachments in the board packet for information on Resolutions 20-13, 20-14, and 20-15.
Presenter: Dennis Clague
 - B. Public Input
None
 - C. Reconvene of Regular Board Meeting at 10:12 AM.
Presenter: Jill O'Donnell
4. Action Items
 - A. Resolution 20-13: Adopting the 2020-21 Budget for Klamath County School District
John Rademacher made a motion, seconded by Bob Moore, to approve Resolution 20-13: Adopting the 2020-2021 budget for Klamath County School District. The motion passed 5-0-0 with Lowell, Kandra, Moore, O'Donnell, and Rademacher voting in favor.
Presenter: Dennis Clague

B. Resolution 20-14: Making Appropriations for Klamath County School District
Bob Moore made a motion, seconded by John Rademacher, to approve Resolution 20-14: Making appropriations for Klamath County School District. The motion passed 5-0-0 with Lowell, Kandra, Moore, O'Donnell, and Rademacher voting in favor.

Presenter: Dennis Clague

C. Resolution 20-15: Imposing and Categorizing Taxes for Klamath County School District

Denise Kandra made a motion, seconded by Steve Lowell, to approve Resolution 20-15: Imposing and Categorizing Taxes for Klamath County School District. The motion passed 5-0-0 with Lowell, Kandra, Moore, O'Donnell, and Rademacher voting in favor.

Presenter: Dennis Clague

Dennis Clague thanked his staff, the Board, the Budget Committee, Crystal Hanseth and the print shop, as well as others, for their involvement in putting this budget together. He is very appreciative of everyone's efforts.

5. Adjournment of Regular School Board Meeting at 10:16 AM.

Presenter: Jill O'Donnell

sb

Board Chair

Deputy Clerk



Inspiring Today's Students To Meet Tomorrow's Challenges

2845 Greensprings Drive • Klamath Falls, OR 97601 •
PHONE 541-883-5000 • FAX 541-885-3358 • E-mail: greifm@kcsd.k12.or.us

JULY 16, 2020

CONTRACT

Deanna Hahn – Henley High School Teacher
Jenelle Hess – Mazama High School Teacher
Rebecca Parker – Shasta Elementary School Teacher

LEAVE OF ABSENCE

RESIGNATION

Christie Cahill – District Registered Nurse
Brent Hakanson – Mazama High School Teacher
Taylor Niewoit – Shasta Elementary Teacher

RETIREMENT

Steve Prock – Gilchrist Principal

TERMINATION

RETIREMENT RESCISSION

**Financial Report
June 30, 2020**

Fiscal Year 2019-2020

The projected General Fund ending balance for FY 2019-2020 is currently estimated at \$6.097 million. This is higher than the budgeted ending fund balance (Contingency) of \$618 thousand. This estimate for the ending fund balance incorporates the fifth Supplemental Budget adopted by the Board on June 18, 2020.

There are a variety of factors that impact this estimate as invoices continue to be received and as we are waiting for remaining revenues for FY 2019-20. This estimate assumes the following components:

- a. No County Sales for Delinquent Property Taxes have been received. This revenue is budgeted at \$100,000.
- b. Current Property Taxes assume a 93% collection rate and \$77,065 in additional receipts have been received. \$700,000 in delinquent taxes was budgeted and \$540,907 has been received.
- c. Common School Fund assumes a second payment of \$319,213.
- d. A final State Timber payment of \$128,430 is estimated.
- e. Schools are spending down their allocation dollars in preparation for next year.

Additionally, below are the current budget to expenditure variances for 2019-20, as of June 30, 2020;

Category	2019-20	2018-19
Salary	461,942	532,433
Associated Payroll Costs	3,089,896	1,506,717
Purchased Services	1,736,109	840,078
Supplies and Materials	1,235,337	831,736
Capital Outlay	270,752	237,733
Other Objects	(91,187)	76,823
Transfers	600,759	311,815
Total	7,303,609	4,337,334

The ending fund balance will continue to be refined once all outstanding purchase requisitions are processed, and as property taxes and grant funds continue to be received. This forecast reflects actual payroll costs through June 30th. We will continue to process outstanding invoices (typically up to 60 days after June 30th) and recording revenues attributable to FY 2019-20.

The 2017 debt issuance for the Modular Replacement Projects has a balance of \$1,621,391 as of June 30, 2020. Total expenditures through June 30, 2020, excluding debt issuance costs, are as follows:

Peterson Elementary:	\$1,302,891.30
Henley Middle School:	\$1,102,966.57
Stearns Elementary:	\$ 495,325.95

The cash balance in all funds on June 30, 2020 was \$11.24 million, which includes the remaining bond proceeds from 2017 Full Faith and Credit Obligation debt issuance. These bond proceeds account for \$1.62 million or 16.8% of the cash balance. The District continues to utilize a money market account with Wells Fargo in order to diversify our holdings.

Please feel free to contact me with any questions.

Dennis J. Clague
Director of Business Services
(541) 851-8729
dclague@kcsd.k12.or.us

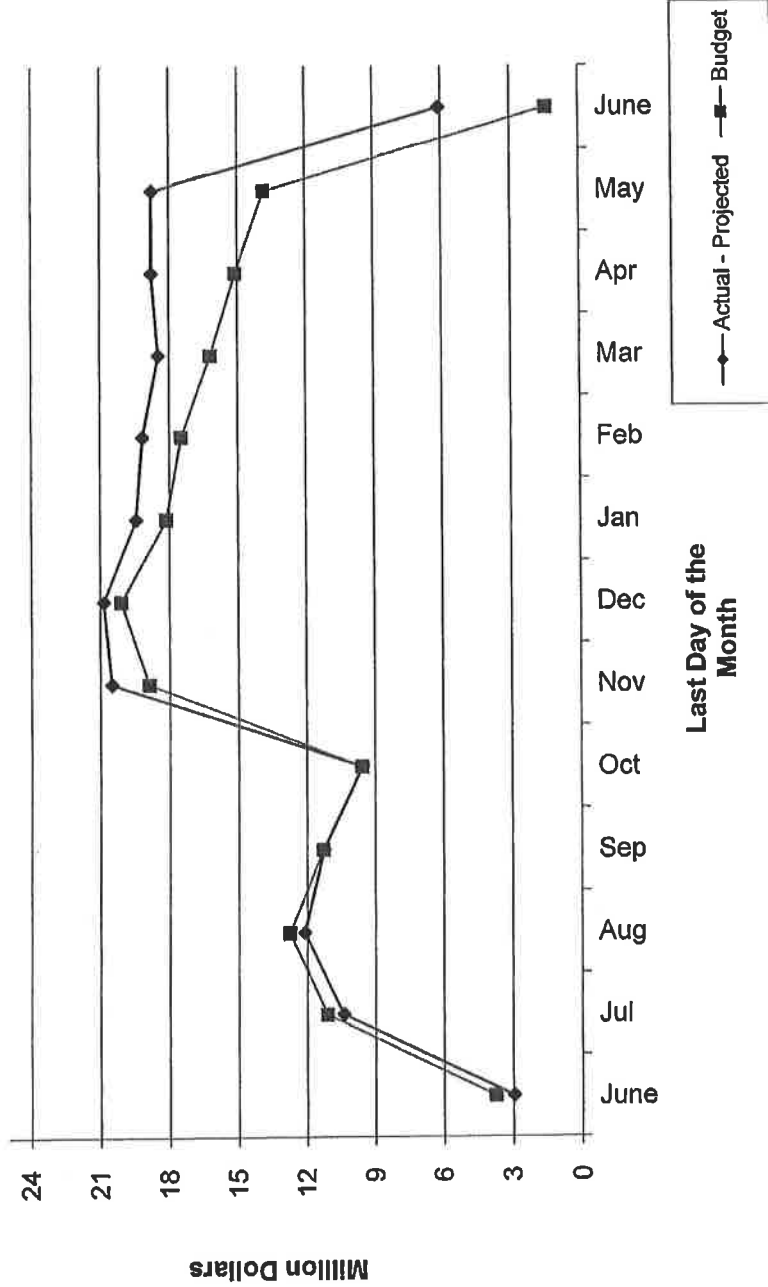
Klamath County School District
Projected Revenues, Expenditures and Ending Fund Balance
General Fund - Fiscal Year 2019-2020
June 30, 2020

REVENUES				
Source	Adopted Budget	YTD	Estimated through 6/30/20	Projected Variance
Local	17,335,000	16,976,000	17,492,000	157,000
Intermediate	2,385,000	2,285,000	2,335,000	(50,000)
State	56,264,000	55,640,000	56,150,000	(114,000)
Federal	1,186,000	1,117,000	2,030,000	844,000
Beginning Balance, Loans, Misc.	5,098,000	1,283,000	6,060,000	962,000
Totals	82,268,000	77,301,000	84,067,000	1,799,000

EXPENDITURES				
Major Function	Adopted Budget	YTD	Estimated through 6/30/20	Projected Variance
Instruction	45,599,000	41,911,000	42,716,000	2,883,000
Support	32,974,000	29,708,000	31,895,000	1,079,000
Enterprise/Community Service	0	0	0	0
Facilities Acq & Construction	0	98,000	98,000	(98,000)
Debt Service/Other	1,241,000	1,395,000	1,545,000	(304,000)
Transfers	1,215,000	614,000	1,200,000	15,000
Contingency	1,238,000	0	1,136,000	102,000
Ending Fund Balance	0	0	0	0
Totals	82,267,000	73,726,000	78,591,000	3,677,000

PROJECTED ENDING FUND BALANCE ON 6/30/2020				
Budgeted Contingency (Ending Balance)			618,000	
Increase (Decrease) In Revenue		1,800,000		
Decrease (Increase) in Expenditures		3,679,000		
Changes In Estimates			<u>5,479,000</u>	
Projected Ending Fund Balance				<u><u>6,097,000</u></u>

**General Fund Balance By Month
Fiscal Year 2019-2020**



**Summary of COVID-19 Expenditures
Fiscal Year 2019-2020 Year-to-Date**

May 31, 2020

Function	YTD Expenditures
Salary and Benefits	88,065
Purchased Services	10,527
Supplies	214,592
Total	313,185

**Summary of Special Revenue Fund Expenditures
Fiscal Year 2019-2020 - Appropriation and Year-to-Date**

June 30, 2020

Function	Appropriation	YTD Expenditures	Remaining	
			Balance	Percent
Instruction	8,141,273	4,985,137	3,156,136	39
Support Services	3,403,092	1,984,836	1,418,256	42
Enterprise/Community Service	3,958,861	3,388,928	569,933	14
Facilities Acq & Construction	5,366,157	2,697,317	2,668,840	50
Debt Service	0	0	0	n.a.
Transfers out	644,920	603,240	41,680	6
Contingency	0	0	0	n.a.
Total	21,514,303	13,659,457	7,854,845	37

**Summary of Debt Service Fund #301 Expenditures
Fiscal Year 2019-2020 - Appropriation and Year-to-Date**

June 30, 2020

Function	Appropriation	YTD Expenditures	Remaining	
			Balance	Percent
Instruction	0	0	0	n.a.
Support	0	0	0	n.a.
Enterprise/Community Service	0	0	0	n.a.
Facilities Acq & Construction	0	0	0	n.a.
Debt Service	2,252,275	2,252,275	0	0
Transfers out	0	0	0	n.a.
Contingency	0	0	0	n.a.
Total	2,252,275	2,252,275	0	0

**Summary of Debt Service Fund #310 Expenditures
Fiscal Year 2019-2020 - Appropriation and Year-to-Date**

June 30, 2020

Function	Appropriation	YTD Expenditures	Remaining	
			Balance	Percent
Instruction	0	0	0	n.a.
Support	0	0	0	n.a.
Enterprise/Community Service	0	0	0	n.a.
Facilities Acq & Construction	0	0	0	n.a.
Debt Service	115,000	115,000	0	0
Transfers out	0	0	0	n.a.
Contingency	0	0	0	n.a.
Total	115,000	115,000	0	0
<u>Non-Appropriation:</u> Reserved for Future Exp	1,055,856	0	1,055,856	n.a.
Total	1,170,856	115,000	1,055,856	90

**Summary of Debt Service Fund #312 Expenditures
Fiscal Year 2019-2020 - Appropriation and Year-to-Date**

June 30, 2020

Function	Appropriation	YTD Expenditures	Remaining	
			Balance	Percent
Instruction	0	0	0	n.a.
Support	0	0	0	n.a.
Enterprise/Community Service	0	0	0	n.a.
Facilities Acq & Construction	0	0	0	n.a.
Debt Service	111,555	55,778	55,778	50
Transfers out	0	0	0	n.a.
Contingency	0	0	0	n.a.
Total	111,555	55,778	55,778	50
<u>Non-Appropriation:</u>				
Reserved for Future Exp	1,124,500	0	1,124,500	n.a.
Total	1,236,055	55,778	1,180,278	95

**Summary of Capital Projects Fund Expenditures
Fiscal Year 2019-2020 - Appropriation and Year-to-Date**

June 30, 2020

Function	Appropriation	YTD Expenditures	Remaining	
			Balance	Percent
Instruction	0	0	0	n.a.
Support	0	0	0	n.a.
Enterprise/Community Service	0	0	0	n.a.
Facilities Acq & Construction	4,029,622	1,551,778	2,477,844	61
Debt Service	0	0	0	n.a.
Transfers out	0	0	0	n.a.
Contingency	0	0	0	n.a.
Total	4,032,622	1,676,969	2,355,653	58

**Summary of Reserve Fund Expenditures
Fiscal Year 2019-2020 - Appropriation and Year-to-Date**

June 30, 2020

Function	Appropriation	YTD Expenditures	Remaining	
			Balance	Percent
Instruction	85,137	13,919	71,219	84
Support	0	0	0	n.a.
Enterprise/Community Service	0	0	0	n.a.
Facilities Acq & Construction	0	0	0	n.a.
Debt Service	0	0	0	n.a.
Transfers out	0	0	0	n.a.
Contingency	0	0	0	n.a.
Total	85,137	13,919	71,219	84

Summary of Trust Fund Expenditures
Fiscal Year 2019-2020 - Appropriation and Year-to-Date

June 30, 2020

Function	Appropriation	YTD Expenditures	Remaining	
			Balance	Percent
Instruction	0	0	0	n.a.
Support	0	0	0	n.a.
Enterprise/Community Service	14,000	5,160	8,840	63
Facilities Acq & Construction	0	0	0	n.a.
Debt Service	0	0	0	n.a.
Transfers out	0	0	0	n.a.
Contingency	0	0	0	n.a.
Total	14,000	5,160	8,840	63
Non-Appropriation:				
Reserved for Future Exp - Lois Hartly	157,000	0	157,000	n.a.
Reserved for Future Exp - Julia Zumwalt	170,000	0	170,000	n.a.
Total	341,000	0	335,840	98

FIRST READING POLICIES

July 16, 2020

For your approval:

GBL	Personnel Records*
GBLA	Disclosure of Information
GBN/JBA	Sexual Harassment
IGBAH-AR	Special Education – Evaluation and Eligibility Procedures**
JBA/GBN	Sexual Harassment
JHH	Student Suicide Prevention

For your information:

GBN/JBA-AR	Sexual Harassment Complaint Procedure
JBA/GBN-AR	Sexual Harassment Complaint Procedure

Delete:

GBN/JBA	Sexual Harassment
GBN/JBA-AR	Sexual Harassment Complaint Procedure
JBA/GBN	Sexual Harassment
JBA/GBN-AR	Sexual Harassment Complaint Procedure

Personnel Records *

An official personnel file will be established for each person employed by the district. Personnel files will be maintained in a central location.

All records containing employee medical condition information such as workers' compensation reports and release or permission to return to work forms will be kept confidential, in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

The superintendent will be responsible for establishing procedures regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints and written disciplinary actions to be placed in their personnel file. All charges resulting in disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

Except as provided below, or required by law, district employees' personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee or designee may arrange with the human resources office to inspect the contents of his/her/their personnel file on any day the human resources office is open for business;
2. Others designated in writing by the employee in writing may arrange to inspect the contents of the employee's personnel file in the same manner described above;
3. The comptroller or auditor, when such inspection is pertinent to carrying out his/her/their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff designated by the superintendent;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the human resources office;
8. Attorneys for the district or the district's designated representative on matters of district business;

9. ~~The disciplinary records[†] of a district employee convicted of a crime listed in Oregon Revised Statute (ORS) 342.143 are not exempt from disclosure under ORS 192.345 or 192.355 and shall be released to any person upon request. Prior to the release of disciplinary records the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is not the subject of the disciplinary record.~~ Records created pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);
10. Upon request from a law enforcement agency, the Oregon Department of Human Services, or the Teacher Standards and Practices Commission, or the Oregon Department of Education, a district shall provide the records of investigations of suspected child abuse by a district employee in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination.

The superintendent may permit persons other than those specified above to use and to inspect personnel records when, in his/her[†] opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case, the appropriateness and extent of such access.

Release of personnel records to parties other than those listed above, will be only upon receipt of a court order. ~~in line with [the district's public records procedures] [Board policy KBA – Public Records]. [The district will attempt to notify the employee of the request and that the district believes it is legally required to disclose certain records.]~~

END OF POLICY

Legal Reference(s):

ORS 339.370 – 339.374
ORS 339.388(7)-(9)

ORS 342.143
ORS 342.850

ORS 652.750
OAR 581-022-2405

OSEA v. Lake County Sch. District, 93 Or. App. 481 (1988).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12243 ~~112~~ (2012~~8~~); 29 C.F.R. Part 1630 (2016~~9~~); 28 C.F.R. Part 35 (2016~~9~~).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. § 2000ff-1 (2018).

[†]“Disciplinary records” is defined as records related to a personnel discipline action or materials or documents supporting that action.

Klamath County School District

Code: **GBLA**
Adopted: 2/17/11
Readopted: 5/17/12
Orig. Code(s): GBLA

Disclosure of Information

Authorized district officials may disclose information about a former employee's job performance to a prospective employer. District officials are immune from civil liability for such disclosures under the following conditions:

1. The disclosure of information regarding the former employee's job performance is upon request of the prospective employer or the former employee. This disclosure is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was:
 - a. Knowingly false;
 - b. Deliberately misleading;
 - c. Rendered with malicious purpose; or
 - d. Violated civil rights of the former employee protected under Oregon Revised Statute (ORS) 659 or ORS 659A.
2. ~~The disclosure is of the disciplinary records¹ of a district employee who has been convicted of a crime listed in Oregon Revised Statute (ORS) 342.143. These records are generally not exempt from disclosure under ORS 192.345 or ORS 192.355. Prior to the disclosure of a disciplinary record an education provider shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a school employee who is not the subject of the disciplinary record.~~Records created pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);
3. ~~The disclosure is the result of a request from a law enforcement agency, the Department of Human Services or the Teacher Standards and Practices Commission regarding the records of investigations of suspected child abuse by a district employee.~~The disclosure is a result of a request from law enforcement, Oregon Department of Human Services, Teacher Standards and Practices Commission, or the Oregon Department of Education in conducting an investigation related to suspected abuse or suspected sexual conduct to the extent allowable by state and federal law, including laws protecting a person from self-incrimination;
4. No later than 20 days after receiving a request under ORS 339.374(1)(b), ~~an education provider that the district, if it~~ has or has had an employment relationship with the applicant shall disclose the information requested and any disciplinary records that must be disclosed as provided by ORS 339.388(7).

END OF POLICY

¹ "Disciplinary records" is defined as records related to a personnel discipline action or materials or documents supporting that action.

Legal Reference(s):

ORS 30.178
ORS 339.370 - 339.374

ORS 339.378
ORS 339.388(7),(8),(9)

ORS Chapter 659
ORS Chapter 659A

OR. ATTORNEY GENERAL'S PUBLIC RECORDS AND MEETINGS MANUAL.

First Reading

OSBA Model Sample Policy

Code: GBN/JBA
Adopted:

Sexual Harassment

The district is committed to the elimination of sexual harassment in district schools, activities and programs. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment: of students by staff members, other students or third parties; of staff members by students, other staff members or third parties; and of third parties by staff members and students. This policy applies to third parties who are on or immediately adjacent to school grounds or district property, are at any school-sponsored or district-sponsored activity or program, or are off school or district property, if a student or staff member acts toward the person in a manner that creates a hostile environment for the person while at school or a school-sponsored or district-sponsored activity or program. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes: district facilities; district premises and nondistrict property if the student or staff member is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the jurisdiction of the district; or where the staff member is engaged in district business. [The prohibition also includes off duty conduct which is incompatible with a staff member's district job responsibilities.]

All staff members, students, and third parties are subject to this policy.

Sexual harassment of students, staff members or third parties 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 interferes with a student's educational program or activity or that creates an intimidating, offensive or hostile educational environment; unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with the staff member's ability to perform the job or that creates an intimidating, offensive or hostile work environment; or unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment; and
3. Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

Examples of sexual harassment may include, but not be limited to, ^[1]physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials;

[¹ OAR 581-021-0038 requires that the policy include a "list of examples of harassing behaviors covered by policy". The bracketed list in this policy reflects OSBA's recommendations. The district does have discretion in what is included in this list. If you are listing behaviors not reflected in our recommendations, please make sure that you have your list reviewed by your school district's legal counsel.]

sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance].

All complaints or reports about behavior that may violate this policy shall be promptly investigated.

Any staff member who becomes aware of behavior that may violate this policy shall [immediately] report to a district official so that the district official (and the reporting staff member when the victim of the harassment is a student or third party) may coordinate efforts to take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions that are 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 staff member who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to [immediately] 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.

Upon receipt of a complaint from a student or the student's parents, a staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(5) to the complainant.

The person who initiated the complaint and if applicable the student's parents or person's parents shall be notified when the investigation is initiated and concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal student confidentiality laws.

The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the educational assignments or any terms or conditions of employment or of work or educational environment of the person who initiated the complaint or who participates in the investigation. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, staff members and third parties, posted on the district’s website and published in student/parent and staff handbooks. The district’s policy shall be posted on a sign in ²[all grade 6 through 12 schools] [all schools]. Posted signs shall be at least 8-1/2 inches by 11 inches in size.

The superintendent will establish a process of reporting incidents of sexual harassment.

END OF POLICY

Legal Reference(s):

<u>ORS 243.706</u>	<u>ORS 342.850</u>	<u>ORS 659A.030</u>
<u>ORS 332.107</u>	<u>ORS 342.865</u>	<u>OAR 581-021-0038</u>
<u>ORS 342.700</u>	<u>ORS 659.850</u>	<u>OAR 584-020-0040</u>
<u>ORS 342.704</u>	<u>ORS 659A.006</u>	<u>OAR 584-020-0041</u>
<u>ORS 342.708</u>	<u>ORS 659A.029</u>	

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 (2019).

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

[² Posting in “in grade 6 through 12 schools” is the minimum requirement per ORS 342.700.]

Special Education - Evaluation and Eligibility Procedures**

1. Request for Initial Evaluation
 - a. Consistent with its child find and parent consent obligations, the district responds promptly to requests initiated by a parent or public agency for an initial evaluation to determine if a child is a child with a disability.
 - b. Upon receiving a request from a parent or public agency for an initial evaluation, the district designates a team to determine whether an initial evaluation will be conducted.
 - (1) The district team includes the parent and at least two professionals, at least one of whom is a specialist knowledgeable and experienced in the evaluation and education of children with disabilities.
 - (a) The team may make the decision to evaluate with or without a meeting.
 - (b) The district documents team members' input, including parents, whether or not the district convenes a meeting.
 - c. If a meeting is held, the district invites parents to participate.
 - d. If the district agency refuses an evaluation requested by the parent, the district provides the parent with prior written notice of its refusal to conduct an evaluation.
 - e. The district acknowledges the parent's rights to challenge its refusal to conduct an evaluation.
2. The initial evaluation consists of procedures:
 - a. To determine if the child has a disability; and
 - b. To identify the child's educational needs.
3. The district conducts the initial evaluation within 60 school days of receiving parental consent for evaluation unless:
 - a. The district and the parents agree in writing to extend the timeline for an evaluation to determine eligibility for specific learning disabilities;
 - b. The child moves from another district during the evaluation, the district is making sufficient progress to ensure a prompt completion of the evaluation, and the parent and the district agree in writing to a specific time when the evaluation will be completed; or
 - c. The parent repeatedly fails or refuses to produce the child for evaluation.
4. Re-evaluation
 - a. The district conducts re-evaluations:
 - (1) When the educational or related services needs, including improved academic achievement and functional performance of the child, warrant an evaluation;
 - (2) When the child's parents or teacher request a re-evaluation; and
 - (3) At least every three years, unless that parent and the district agree that a re-evaluation is unnecessary.
 - b. The district does not conduct re-evaluation more than once a year, unless the parent and district agree otherwise.

5. Evaluation Planning

- a. The district, or designated referral and evaluation agency for preschool children, ensures that, as part of an initial evaluation (if appropriate), and as part of any re-evaluation, the child's individualized education program (IEP) or individualized family service plan (IFSP) team, including the parents and other qualified professionals, as appropriate, must review and document their review of existing evaluation data information on the child, including:
 - (1) Evaluations and information provided by the child's parents;
 - (2) Current classroom-based, local or state assessments and classroom-based observations;
 - (3) Observations by teachers and related service providers; and
 - (4) Medical, sensory, and health information.
- b. On the basis of that review and input from the child's parents, identify what additional data if any is needed to determine:
 - (1) Whether the child has a disability;
 - (2) The child's present levels of academic achievement and related development needs;
 - (3) Whether the child needs, or continues to need, early intervention/early childhood special education (EI/ECSE) or special education and related services; and
 - (4) For re-evaluation, whether the child needs any additions or modifications to the special education and related services or, for a preschool child, any additions or modification to ECSE services:
 - (a) To enable the child to meet the measurable annual goals in the child's IEP or IFSP; and
 - (b) To participate, as appropriate, in the general education curriculum or, for preschool children, appropriate activities.

6. Evaluation Procedures

- a. The district assesses the child in all areas related to the suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
- b. The evaluation is sufficiently comprehensive to identify all of the child's special education and related needs, whether or not commonly linked to the disability category in which the child has been classified.
- c. The evaluation includes information provided by the parent and a variety of assessment tools and strategies to gather relevant functional, developmental and academic information about the child that assist in determining:
 - (1) Whether the child has a disability; and
 - (2) The content of the child's IEP, including information related to enabling the child to be involved in and progress in the general education curriculum (or for a preschool child, to participate in appropriate activities).
- d. The district ensures that assessments and other evaluation materials, including those tailored to assess specific areas of educational need, used to assess a child:
 - (1) Are selected and administered so as not to be discriminatory on a racial or cultural basis;
 - (2) Are provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally and functionally, unless it is clearly not feasible to do so;
 - (3) Are used for the purposes for which the assessments or measures are valid and reliable;

- (4) Are administered by trained and knowledgeable personnel; and
- (5) Are administered in accordance with any instructions provided by the producer of the assessments.

- e. The district selects and administers assessments to ensure that if an assessment is administered to a child with impaired sensory, manual or speaking skills, the assessment results accurately reflect the child's aptitude or achievement level or whatever other factors the test purports to measure, rather than reflecting the child's impaired sensory, manual or speaking skills (unless those skills are the factors that the test purports to measure).
- f. The district uses technically sound instruments that may assess the relative contribution of cognitive factors and behavioral factors in addition to physical or developmental factors.
- g. The district does not use any single measure of assessment as the sole criterion for determining whether a child is a child with a disability and for determining an appropriate educational program for the child.

7. Requirements if Additional Evaluation Data is not Needed to Determine Eligibility

- a. If the child's IEP or IFSP team determines that no additional data is needed to determine whether or not the child is or continues to be a child with a disability, and to determine the child's educational and developmental needs, the district provides prior written notice of that decision, the reasons for it, and the right of parents to request an assessment.
- b. When the IEP or IFSP team determines that no additional data is needed to determine eligibility, the district does not conduct an assessment of the child unless requested to do so by the parents.

8. Evaluation Procedures for Transfer Students

When a child with disabilities transfers from one district to another district in the same school year, the district coordinates with the previous district to complete any pending assessment as quickly as possible.

9. Eligibility Determination

- a. Once evaluation is completed, the district designates an eligibility team to determine whether the child is eligible for special education services.
- b. This team includes:
 - (1) Two or more professionals, one of whom will be knowledgeable and experienced in evaluating and teaching students with the suspected disability; and
 - (2) The student's parent(s).
- c. For consideration of eligibility in the area of specific learning disabilities, the district eligibility team includes:
 - (1) A group of qualified professionals and the parent;
 - (2) The child's regular classroom teacher or, if the child does not have a regular classroom teacher, a regular classroom teacher qualified to teach a child of his or her age, or for a child of less than school age, a preschool teacher; and
 - (3) A person qualified to conduct individual diagnostic examinations of children, such as a school psychologist, speech-language pathologist or other qualified professional.
- d. In interpreting evaluation data, each district team carefully considers and documents information from a variety of sources, including but not limited to, aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background and adaptive behavior and all required elements of the evaluation.

- e. Each eligibility team prepares a written eligibility statement that includes:
- (1) Identification of the evaluation data considered in determining the child's eligibility, including the required evaluation components for the disability under consideration;
 - (2) A determination of whether the child meets the minimum evaluation criteria for one or more of the disability categories in Oregon Administrative Rule;
 - (3) A determination of whether the primary basis for the suspected disability is:
 - (a) A lack of appropriate instruction in reading (including the essential components of reading) or math; or
 - (b) Limited English proficiency.
 - (4) A determination of whether the child's disability has an adverse impact on the child's educational performance;
 - (5) A determination of whether, as a result of the disability, the child needs special education services;
 - (6) The signature of every team member and an indication of whether each agrees with the eligibility determination;
 - (7) For a child suspected of having a specific learning disability, the team's written report includes additional specific documentation as required by Oregon Administrative Rule.
- f. The team does not find a child eligible as a child with a disability if the determinant factor for that eligibility decision is:
- (1) Lack of appropriate instruction in reading, including the essential components of reading instruction or lack of appropriate instruction in math; or
 - (2) Limited English proficiency; and
 - (3) The child does not otherwise meet the eligibility criteria found in Oregon Administrative Rule for the category(ies) of disability under consideration.
- g. The team finds a child eligible if the child has a disability and needs special education and related services, even though the child is advancing from grade to grade.
- h. A child may have disabilities in more than one disability category, but the team needs to find the child eligible in only one category. However, the district evaluates the child in all areas related to the suspected disability or disabilities, and the child's IEP addresses all of the child's special education needs.

OSBA Model Sample Policy

Code: JBA/GBN
Adopted:

Sexual Harassment

The district is committed to the elimination of sexual harassment in district schools, activities and programs. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment: of students by staff members, other students or third parties; of staff members by students, other staff members or third parties; and of third parties by staff members and students. This policy applies to third parties who are on or immediately adjacent to school grounds or district property, are at any school-sponsored or district-sponsored activity or program, or are off school or district property, if a student or staff member acts toward the person in a manner that creates a hostile environment for the person while at school or a school-sponsored or district-sponsored activity or program. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes: district facilities; district premises and nondistrict property if the student or staff member is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the jurisdiction of the district; or where the staff member is engaged in district business. [The prohibition also includes off duty conduct which is incompatible with a staff member's district job responsibilities.]

All staff members, students, and third parties are subject to this policy.

Sexual harassment of students, staff members or third parties 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 interferes with a student's educational program or activity or that creates an intimidating, offensive or hostile educational environment; unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with the staff member's ability to perform the job or that creates an intimidating, offensive or hostile work environment; or unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment; and
3. Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

Examples of sexual harassment may include, but not be limited to, [[¹]]physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials;

[¹ OAR 581-021-0038 requires that the policy include a "list of examples of harassing behaviors covered by policy". The bracketed list in this policy reflects OSBA's recommendations. The district does have discretion in what is included in this list. If you are listing behaviors not reflected in our recommendations, please make sure that you have your list reviewed by your school district's legal counsel.]

sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance].

All complaints or reports about behavior that may violate this policy shall be promptly investigated.

Any staff member who becomes aware of behavior that may violate this policy shall [immediately] report to a district official so that the district official (and the reporting staff member when the victim of the harassment is a student or third party) may coordinate efforts to take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions that are 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 staff member who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to [immediately] 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.

Upon receipt of a complaint from a student or the student's parents, a staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(5) to the complainant.

The person who initiated the complaint and if applicable the student's parents or person's parents shall be notified when the investigation is initiated and concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal student confidentiality laws.

The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the educational assignments or any terms or conditions of employment or of work or educational environment of the person who initiated the complaint or who participates in the investigation. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, staff members and third parties, posted on the district’s website and published in student/parent and staff handbooks. The district’s policy shall be posted on a sign in ²[all grade 6 through 12 schools] [all schools]. Posted signs shall be at least 8-1/2 inches by 11 inches in size.

The superintendent will establish a process of reporting incidents of sexual harassment.

END OF POLICY

Legal Reference(s):

<u>ORS 243.706</u>	<u>ORS 342.850</u>	<u>ORS 659A.030</u>
<u>ORS 332.107</u>	<u>ORS 342.865</u>	<u>OAR 581-021-0038</u>
<u>ORS 342.700</u>	<u>ORS 659.850</u>	<u>OAR 584-020-0040</u>
<u>ORS 342.704</u>	<u>ORS 659A.006</u>	<u>OAR 584-020-0041</u>
<u>ORS 342.708</u>	<u>ORS 659A.029</u>	

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 (2019).

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

[² Posting in “in grade 6 through 12 schools” is the minimum requirement per ORS 342.700.]

OSBA Model Sample Policy

Code: JHH
Adopted:

Student Suicide Prevention**

The district shall develop a comprehensive student suicide prevention plan for students in kindergarten through grade 12.

The district may consult with local, state ~~or~~ and national suicide prevention organizations, the Oregon Department of Education (ODE), school-based mental health professionals, ~~parents, guardians, employees, students, administrators and school boards associations when developing the required plan~~ and others in the development of this plan.

The plan shall include, at a minimum:

1. Procedures relating to suicide prevention, intervention and activities that reduce risk and promote healing after a suicide;
2. Identification of the school officials responsible for responding to reports of suicidal risk;
3. A procedure by which a person may request the district to review the actions of a school in responding to suicidal risk;
4. Methods to address the needs of high-risk groups, including:
 - a. Youth bereaved by suicide;
 - b. Youth with disabilities, mental illness or substance abuse disorders;
 - c. Youth experiencing homelessness or out of home settings, such as foster care; and
 - d. Lesbian, gay, bisexual, transgender, queer and other minority gender identity and sexual orientation, Native American, Black, Latinx, and Asian students.
5. A description of, and materials for, any training to be provided to employees as part of the plan, which must include:
 - a. When and how to refer youth and their families to appropriate mental health services; and
 - b. Programs that can be completed through self-review of suitable suicide prevention materials.
6. Supports that are culturally and linguistically responsive;
7. Procedures for reentry into a school environment following a hospitalization or behavioral health crisis¹; and

¹ “Behavioral health crisis” as defined by Oregon Administrative Rule (OAR) 581-022-2510, means a disruption in an individual’s mental or emotional stability or functioning resulting in an urgent need for immediate treatment to prevent a serious deterioration in the individual’s mental or physical health.

8. A process for designating staff to be trained in an evidence-based suicide prevention program.²

The plan must be written to ensure that a district employee acts only within the authorization and scope of the employee's credentials or licenses.

The plan must be available annually to the community of the district, including district students, their parents and guardians, and employees and volunteers of the district, and readily available at the district office and on the district website.

END OF POLICY

Legal Reference(s):

ORS 332.107

ORS 339.343

OAR 581-022-2510

² ODE will provide a list of available programs.

OSBA Model Sample

Code: GBN/JBA-AR
Revised/Reviewed:

Sexual Harassment Complaint Procedure

[Principals,] [the compliance officer] [and the superintendent] [has] [have] responsibility for reports, complaints and investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Step 1 Any sexual harassment information (i.e., reports, complaints, rumors, etc.) shall be presented to district officials, this includes officials such as the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

1. The rights of the student, student's parents, staff member, person or person's parents who filed the complaint;
2. Information about the internal complaint processes available through the school or district that the student, student's parents, staff member, person or person's parents may pursue, including the person designated for the school or district for receiving complaints;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or district including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the student, student's parents, staff member, person or person's parents and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment; and
7. Notice that students who report information 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.

This written notification must:

1. Be written in plain language that is easy to understand;
2. Use print that is of the color, size and font that allow the notification to be easily read; and
3. Be made available to students, students' parents, staff members and members of the public at each school office, at the district office and on the school or district website.

Step 2 The district official receiving the information or complaint shall promptly initiate an investigation and will notify the complainant when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within ~~five~~ 10 working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The official conducting the investigation shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter provided in step 1 and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If a complainant is not satisfied with the decision at step 2, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within [10] working days.

Step 4 If a complainant is not satisfied with the decision at step 3, the complainant may submit a written appeal to the Board. Such appeal must be filed within [10] working days after receipt of the step 3 decision. The Board shall, within [20] working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

Complaints against the principal may start at step 3 and may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed and the notice to the complainant when the investigation is initiated. The superintendent will investigate the complaint and will notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within [10] working days of receipt by the superintendent, the complainant may appeal to the Board in step 4.

Complaints against the superintendent may start at step 4 and should be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed and the notice to the complainant when the investigation is initiated. The Board chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide, within [20] days, in open session what action, if any, is warranted.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

**Klamath County School District
2845 Greensprings Drive
Klamath Falls, OR 97601
541-883-5000**

SEXUAL HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

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

Signature: _____

Date: _____

**Klamath County School District
2845 Greensprings Drive
Klamath Falls, OR 97601
541-883-5000**

WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

Any Other Information: _____

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

Signature: _____

Date: _____



OSBA Model Sample

Code: JBA/GBN-AR
Revised/Reviewed:

Sexual Harassment Complaint Procedure

[Principals,] [the compliance officer] [and the superintendent] [has] [have] responsibility for reports, complaints and investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Step 1 Any sexual harassment information (i.e., reports, complaints, rumors, etc.) shall be presented to district officials, this includes officials such as the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

1. The rights of the student, student's parents, staff member, person or person's parents who filed the complaint;
2. Information about the internal complaint processes available through the school or district that the student, student's parents, staff member, person or person's parents may pursue, including the person designated for the school or district for receiving complaints;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or district including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the student, student's parents, staff member, person or person's parents and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment; and
7. Notice that students who report information 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.

This written notification must:

1. Be written in plain language that is easy to understand;
2. Use print that is of the color, size and font that allow the notification to be easily read; and
3. Be made available to students, students' parents, staff members and members of the public at each school office, at the district office and on the school or district website.

Step 2 The district official receiving the information or complaint shall promptly initiate an investigation and will notify the complainant when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within ~~[five]~~ 10 working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The official conducting the investigation shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter provided in step 1 and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If a complainant is not satisfied with the decision at step 2, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within [10] working days after receipt of the step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within [10] working days.

Step 4 If a complainant is not satisfied with the decision at step 3, the complainant may submit a written appeal to the Board. Such appeal must be filed within [10] working days after receipt of the step 3 decision. The Board shall, within [20] working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

Complaints against the principal may start at step 3 and may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed and the notice to the complainant when the investigation is initiated. The superintendent will investigate the complaint and will notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within [10] working days of receipt by the superintendent, the complainant may appeal to the Board in step 4.

Complaints against the superintendent may start at step 4 and should be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed and the notice to the complainant when the investigation is initiated. The Board chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide, within [20] days, in open session what action, if any, is warranted.

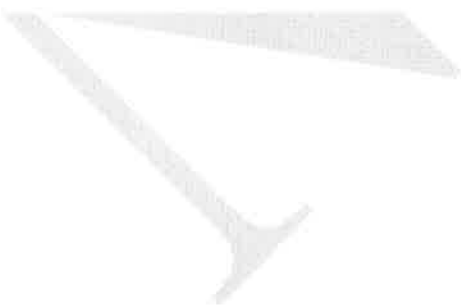
Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.



[Name of District]
[Address] | [Phone]

SEXUAL HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

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

Signature: _____ Date: _____

[Name of District]
[Address] | [Phone]

WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

Any Other Information: _____

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

Signature: _____

Date: _____



Sexual Harassment

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff members, or third parties who are on or immediately adjacent to school grounds, at any district-sponsored activity, on any district-provided transportation or at any official district bus stop, by other students, staff members, Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes: district facilities; district premises and nondistrict property if the student or staff member is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the control jurisdiction of the district; or where the staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students, staff members or third parties shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff members;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with a staff member's ability to perform job responsibilities; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students, staff members or third parties.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any students, staff members or third parties who has knowledge of conduct in violation of this policy or feels they are a victim of sexual harassment must immediately report their concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Upon receipt of a complaint by a student, student's parents, a staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(4) to the complainant.

The student and/or the student's parents, the staff member or the third party who initiated the complaint shall be notified that the investigation has been concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal confidentiality laws.

The initiation of a complaint in good faith about behavior that may violate this policy shall may not adversely affect the educational assignments or educational environment of a student complainant, any terms or conditions of employment or work environment of the staff member complainant or any terms or conditions of employment or of work or educational environment of a third-party complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, staff members and third parties, posted on the district's website and published in student/parent and staff handbooks. The district's policy shall be posted on a sign in all grade 6 through 12 schools. Posted signs shall be by a sign of at least 8-1/2 inches by 11 inches in size.

The superintendent will establish a process of reporting incidents of sexual harassment.

END OF POLICY

Legal Reference(s):

ORS 243.706
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
HB 4150 (2018)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2014).

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

Cross Reference(s):

GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing – Staff

JBA/GBN - Sexual Harassment

JFCF - Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence - Student

Sexual Harassment

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff members, or third parties who are on or immediately adjacent to school grounds, at any district-sponsored activity, on any district-provided transportation or at any official district bus stop, by other students, staff members, Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes: district facilities; district premises and nondistrict property if the student or staff member is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the control jurisdiction of the district; or where the staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students, staff members or third parties shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff members;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with a staff member's ability to perform job responsibilities; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students, staff members or third parties.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any students, staff members or third parties who has knowledge of conduct in violation of this policy or feels they are a victim of sexual harassment must immediately report their concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Upon receipt of a complaint by a student, student's parents, a staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(4) to the complainant.

The student and/or the student's parents, the staff member or the third party who initiated the complaint shall be notified that the investigation has been concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal confidentiality laws.

The initiation of a complaint in good faith about behavior that may violate this policy shall may not adversely affect the educational assignments or educational environment of a student complainant, any terms or conditions of employment or work environment of the staff member complainant or any terms or conditions of employment or of work or educational environment of a third-party complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, staff members and third parties, posted on the district's website and published in student/parent and staff handbooks. The district's policy shall be posted on a sign in all grade 6 through 12 schools. Posted signs shall be by a sign of at least 8-1/2 inches by 11 inches in size.

The superintendent will establish a process of reporting incidents of sexual harassment.

END OF POLICY

Legal Reference(s):

ORS 243.706
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
HB 4150 (2018)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2017).

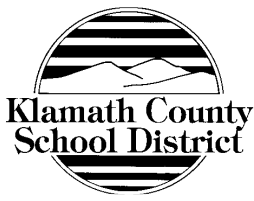
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

Cross Reference(s):

GBN/JBA - Sexual Harassment

JFCF - Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence - Student



**RESOLUTION NO. 21-01
KLAMATH COUNTY SCHOOL DISTRICT
2020-2021 PERSONNEL DESIGNATIONS**

WHEREAS, the Klamath County School District designates the following personnel for the 2020-2021 school year for the responsibilities and functions as outlined below:

ORS 332.515

Chief Administrative Officer and School Clerk	Glen Szymoniak
Director of Business Services/Deputy Clerk	Dennis Clague

ORS 328.441; ORS 328.445

Klamath County School District Custodian of Funds	Dennis Clague
Facsimile Signature on Checks	Dennis Clague

ORS 294.331

Budget Officer	Dennis Clague
----------------	---------------

ORS 294.805-294.895

Depository for School Funds	Bank of NY Mellon, Klamath County Treasurer, Local Government Investment Pool, 1 st Interstate Bank, Bank of America, Pacific Crest Federal Credit Union, Rogue Federal Credit Union, Umpqua Bank, U S Bank, USB Financial Services, Washington Federal, Wells Fargo Bank
-----------------------------	--

ORS 297.405; ORS 328.465

Official Auditors	KDP Certified Public Accountants, LLP
-------------------	---------------------------------------

Legal Counsel

Melvin D. Ferguson, Attorney at Law
Garrett, Hemann, Robertson, Jennings, Comstock & Trethewey, P.C.
Graham Hicks Law
Hornecker, Cowling, Hassen & Heysell
Hawkins, Delafield & Wood, LLP
The Hungerford Law Firm, LLP
Stoel Rives LLP

Local Education Agency Designate

Americans with Disabilities Act Review Officer	Mark Greif
Asbestos	Dennis Zullo
Attendance Officer	Jeff Bullock
Chief Information Security Officer	Kiran Malakar
Local Contract Review Board	KCSD Board of Directors
Safety Officer	Steve Johnson
Seek State and Federal Grants	Glen Szymoniak/Jeff Bullock/Dennis Clague/Laura Blair/Jennifer Cole
Title IX Coordinator	Mark Greif



TO: Jill O'Donnell, Board Chair
Members of the School Board

THROUGH: Glen Szymoniak, Superintendent

FROM: Denise Reid, District Accountant

DATE: July 8, 2020

SUBJECT: Grant and Donation Approval

Policy, Strategic Plan Goal or law:

Monthly Acceptance of Grants and Donations as required by Board Policy DD and KH.

Background:

According to Board Policy DD.... The Board reserves the right to reject funds associated with any grant which has been approved. The Board shall, before an acceptance of such funds, consider the districts obligations, expectations or encumbrances when the grant ceases.

Additionally, Board Policy KH Gifts Accepted shall be used for the purpose for which they were donated.

Recommendation:

Administration recommends the Board approve the Grant Awards and Donations as presented.

Motion by _____ Seconded by _____

Advisory Vote _____ Vote _____

Klamath County School District
Grant Approval List
Board Meeting
7/1/2020-6/30/2021

<u>Fund</u>	<u>Grant Title</u>	<u>Monitor</u>	<u>Amount</u>	<u>Purpose</u>
278	Post School Outcomes (PSO) Interviews	Laura Blair	\$465.00	Interview youth who are no longer in secondary school and who had an IEP when they left school.
280	Kara Kaefring	Steve Morosin/Stephanie Harris	\$105.00	Mazama High School Viking Boutique
280	OEA Foundation Grant	Callie Bissonnette/Janell Preston	\$300.00	Food, clothing gift card for needy students
271	Nike Innovation Grant Funds	Steve Prock	\$7,500.00	AVID or College and career-readiness programs in the 2020-2021 school year
271	Nike Innovation Grant Funds	Scott Preston	\$7,500.00	AVID or College and career-readiness programs in the 2020-2021 school year
282	Oregon Farm to School Grant	Meghan Miller/Jamie Ongman	\$10,000.00	3 tower gardens, 1 larger FarmBot and greenhouse coverings
282	ODE CNP Transportation Mini Grant	Candace Gracik/Dennis Clague	\$5,000.00	Start-up and Expansion Grant Transportation for summer meals program.
282	FFAVORS	Candace Gracik/Dennis Clague	\$3,000.00	Additional commodities for summer produce
280	Donors Choose	Dena Morosin/Randy Rose	163.51	Help me give my students new graphic novels and new books for the library.
280	Donors Choose	Ashley Quinowski/Randy Rose	154.71	Help me give my students online digital resources while we are figuring out this online learning for the first time!
280	Donors Choose	Georgia O'Brien/Jamie Ongman	2837.73	Help me give my students full access to the material in a socially distancing classroom. currently, three teachers are unable to maximize our available space and need to be able to mirror any content display through second screens.
280	Donors Choose	Anna Monteil/Kelley Fritz	506.2	Help me give my students snacks such as popcorn, dried fruits, jerky, and granola bars, so they can focus on learning.
280	Donors Choose	Dena Morosin/Randy Rose	959.51	Help me give my students new chrome books to support their learning at home and at school.
280	Donors Choose	Sarah Bandfield/Steve Morosin	403.92	Help me give my students a set of how to read literature so they can gain the power to read between the lines and discover the real symbols in their literature!
Total July 2020			\$38,895.58	