

**SEASIDE SCHOOL DISTRICT 10**  
2600 Spruce Drive, Suite 100, Seaside, Oregon 97138

**2025-2026 Board of Directors**

Board Chair: Shannon Swedenborg  
Board Vice-Chair: Katherine Davidson  
Board Members: Sondra Gomez, Jason Haag,  
Chuck Mattocks, Coral Sadler and Brian Taylor  
Superintendent: Susan Penrod

**Regular Meeting**

**Tuesday, February 17, 2026 at 6:00 PM**

**Location: Secondary School Library AND Virtual**  
**2600 Spruce Drive, Suite 200**  
**Seaside, OR 97138**

*Meetings may be held in-person only, virtual only, or most commonly, in-person with an option to join virtually. Please check the location above for the specifics of this meeting. Information regarding virtual meeting access is available on our website Meetings page - <https://www.seaside.k12.or.us/meetings>.*

*An opportunity for public comment may be included in meeting agendas. When public comment is included in the agenda, those wishing to speak before the Board will have the opportunity to do so during the designated Public Comment time(s). Speakers may offer objective criticism of school operations and programs; however, the law prohibits the Board from hearing complaints regarding any personally identifiable District staff member. The Board asks anyone wishing to communicate a complaint of this nature to follow the process in Board policy [KL: Public Complaints](#).*

*Persons having requests for special needs and accommodations should contact the School District office at 2600 Spruce Drive, Suite 100, Seaside, OR 97138, 503-738-5591. Speech/hearing impaired individuals may reach the Oregon Relay Service by dialing 711. Requests should be made 48 hours in advance of the event.*

1. **CALL TO ORDER**

**Speaker(s):** Board Chair

1.1. Acknowledgement of Board Members Present

1.2. Pledge of Allegiance

2. **AGENDA APPROVAL**

**Speaker(s):** Board Chair

3. **REPORTS**

3.1. SPOTLIGHT

**Description:** *This item is set aside for informational presentations that are not recurring agenda items. This may include guest speakers and highlights on schools or programs in the District.*

3.1.1. SPECIAL SERVICES REPORT

**Speaker(s):** Jenny Risner

**Attachments:**

Special Education Department Report 2025-26

5

3.2. STUDENT BUSINESS

**Speaker(s):** Student Representative

1

**Description:** *This standing agenda item is for monthly reports from the SSD Student Reps. to the Board and for other requests/reports from students.*

3.3. SUPERINTENDENT’S REPORT

**Speaker(s):** Susan Penrod

**Description:** *This standing agenda item is for the Board to receive a monthly report from the Superintendent.*

**Attachments:**

February 17, 2026, Supt Report 14

3.4. BUSINESS & FISCAL SERVICES REPORT

**Speaker(s):** Susan Penrod

**Description:** *Description: This standing agenda item is for the Board to receive the monthly financial report from the Business Manager and other information relating to that department.*

3.4.1. Revenue & Expenditure by Function

**Attachments:**

January 2026 Board Report- Function 20

3.4.2. Revenue & Expenditure by Object

**Attachments:**

January 2026 Board Report- Object 21

3.5. SCHOOL REPORTS

**Description:** *This standing agenda item is for the Board to receive brief informal monthly reports from each school about business that does not warrant a formal report.*

**Attachments:**

PRE Board Presentation Feb 2026 22

3.6. CANNON BEACH ACADEMY REPORT

**Speaker(s):** MaryEllen Rogozinski

**Description:** *This standing agenda item is for the Board to receive a brief informal monthly report from the Cannon Beach Academy Charter School.*

**Attachments:**

CBA Director’s Report 2\_26 25

3.7. UNION REPORTS

**Description:** *This standing agenda item is to receive regular reports from Licensed and/or Classified union representatives.*

4. **PUBLIC COMMENT**

**Description:** *The meeting will now be opened to receive public comment. We value the time and initiative members of the public take to share their thoughts with the Board. The Board’s role during public comment is not to immediately respond, but to listen. If follow up is necessary, we will direct our Superintendent to do so. Remember that we are all role models for our students, please share your thoughts respectfully. Should any public comment include complaints regarding a personally identifiable staff member, the Board Chair will direct the speaker to the proper administrative process found in Board policy KL: Public Complaints. Speakers will have three minutes to express their thoughts.*

5. **CONSENT AGENDA - Action**

**Speaker(s):** Board Chair

**Description:** *To make more efficient use of meeting time, items that are routine in nature are placed on the Consent Agenda when no debate is anticipated. If discussion is desired, any item placed on the Consent Agenda may be removed to Action items, at the request of any board member, before a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion.*

5.1. Approve Minutes of the January 20, 2026 Regular Meeting of the School Board

<b>Attachments:</b> Seaside SD 01-20-2026 SB Meeting Minutes	27
5.2. Approve Minutes of the February 4, 2026 Special Meeting of the School Board	
<b>Attachments:</b> Seaside SD 02-04-2026 Special Meeting Minutes	33
5.3. Approve the Minutes of the February 9, 2026 Special Meeting of the Board	
<b>Attachments:</b> Seaside SD 02-09-2026 Special Meeting Minutes	34
5.4. POLICY - Second Reading and Adoption	
5.4.1.    KL - Public Complaints	
<b>Description:</b> Recommend to delete old policy and re-adopt new policy.	
<b>Attachments:</b> KL G4 - Public Complaints (New Version)	36
KL D3 - Public Complaints (Old Version)	40
5.5. Approve Coaching Recommendations: Middle School:	
•    Cody Hartsoch/Track & Field/Head Coach	
5.6. High School:	
•    Jarom Bowles/Track & Field/Head Assistant Coach (0.5 FTE) & Assistant Coach (0.5 FTE)	
•    Kai Brown/Track & Field/Head Assistant Coach (0.5 FTE) & Assistant Coach (0.5 FTE)	
•    Colin Boutin/Track & Field/Assistant Coach	
•    Jeff Kilday/Track & Field/Volunteer Coach	
•    Daniel Sturgell/Wrestling/Volunteer Coach	
•    Haile Korff/Track & Field/Assistant Coach	
•    Adam Israel/Baseball/Assistant Coach	
<b>Attachments:</b> Coaching Recommendations_01302026	43
Volunteer Coach_Daniel Sturgell_02022026	44
Coaching Korff_02032026	45
Israel Coaching Rec	46
5.7. Approve Request for Disposal of Football Shoulder Pads	
<b>Attachments:</b> Request for Disposal of Football Pads	47
6. <b><u>ACTION ITEMS</u></b>	
6.1. School Board Vacancy - Zone 4/Position 2 (Gearhart)	
<b>Speaker(s):</b> Shannon Swedenborg	
6.2. Gift Approval/Thomas Briggs/\$2500	
<b>Speaker(s):</b> Shannon Swedenborg	
<b>Attachments:</b> Gift Approval_Thomas Briggs_Feb 2026	48
6.3. Collective Bargaining Agreement between Seaside School District 10 and Oregon School Employees Association Chapter 107	
<b>Speaker(s):</b> Susan Penrod	
<b>Attachments:</b>	

## 7. **BOARD REFLECTIONS/ANNOUNCEMENTS**

**Description:** *This standing agenda item allows the Board to reflect upon statements made during public comment or topics covered and to share announcements or reports of their board-related activities.*

7.1. Reminder: File your Statement of Economic Interest by April 15

**Speaker(s):** Leslie Garvin

## 8. **INFORMATION ONLY**

8.1. Employment Actions:

- Megan River/Elementary Educational Assistant-SPED/Employment
- Roy Sanchez/Middle School Educational Assistant-ELD/Employment
- Sarah Kantzler/Elementary Educational Assistant-PreK/Resignation (effective June 11, 2026)
- Daniel Brough/Volunteer HS Wrestling Coach/Inactive

8.2. Policy AR Updates

8.2.1. KL-AR(1) - Public Complaint Procedure

**Description:** Recommend to delete old AR and implement new AR.

**Attachments:**

KL R 1 G1 - Public Complaint Procedure (new version)

73

KL R 1 D1 - Public Complaint Procedure (old version)

77

## 9. **EXECUTIVE SESSION**

- **Review Probationary Certified Staff**
- **Grievance Hearing**

**Description:**

The Board will now meet in executive session, held pursuant to:

ORS 192.660(2)(a) - To consider the employment of a public officer, employee, staff member or individual agent, and;

ORS 192.660(2)(b) - To consider dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an opening meeting.

Representatives of the news media are allowed to attend. All other members of the audience will be moved to the ZOOM waiting room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No final decision may be made in executive session. At the end of the executive session, we will return to the open session and any waiting participants will be re-admitted to the meeting.

## 10. **ADDITIONAL ACTION ITEMS**

**Description:** This agenda item is held for any items resulting from the Executive Session that require formal action from the Board.

10.1. Resolution #4 - 2025/2026 Certified Employment

**Attachments:**

SeasideSD 02-17-2026 Resolution #4 Employment

80

10.2. Grievance Action

## 11. **ADJOURN**



SEASIDE  
SCHOOL DISTRICT

# Special Education Services

2025-2026

# Special Education

**The Cornerstone: FAPE** (Free Appropriate Public Education). Available to all children with disabilities (ages 3-21), inclusive of those suspended or expelled.



Meaningful Access to General Curriculum



Preparation for Further Education



Employment & Independent Living



Specially Designed Instruction (SDI)

# Special Education Service Continuum



## Elementary Programs (K-5)



Learning Center



Social Emotional Learning  
(SEL) Center



Social Emotional Learning  
& Behavior (SELB) Center



Developmental Program



## Secondary Programs (6-12+)



Secondary Learning Center  
(6-8 and 9-12)



Social-Emotional Learning  
& Behavior (SELB) Center



Autism Support Center



Transition Program (18-21)



## Related Services



Communication  
(Speech-Language)



Occupational Therapy



Physical Therapy



Autism Consultation

# Special Education Numbers

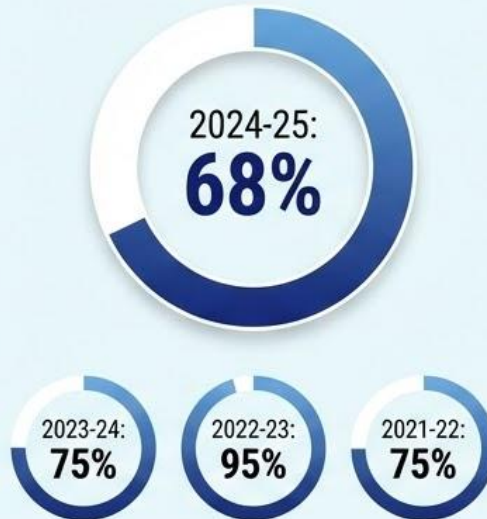
## Special Education Data Overview



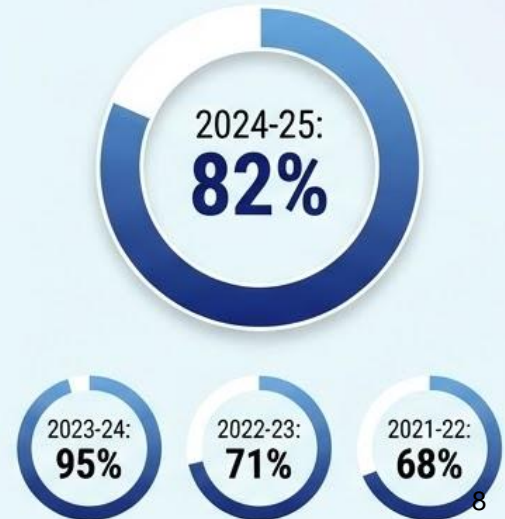
Percent of students on an IEP



On-time graduation rate for students on an IEP



5-year graduation rate for students on an IEP






# Special Education Data

## EVALUATION DATA

CATEGORY	SUB-CATEGORY /	2025-26	2024-25
 Initial Evaluations	August-January	<b>26</b>	<b>24</b>
 Initial Evaluations	February-June	TBD (3)	<b>14</b>
$\Sigma$ Total Initial Evaluations for the Year		TBD (29)	<b>38</b>
 Reevaluations		TBD (70)	<b>79</b>
$\Rightarrow$ In-State Transfers		TBD (9)	<b>13</b>
 Out-of-State Transfers		TBD (6)	<b>6</b>

## INITIAL REFERRALS BY GRADE BAND

GRADE BAND	2025-26	2024-25
 K-5	TBD (17)	<b>28</b>
 6-8	TBD (6)	<b>4</b>
 9-12	TBD (6)	<b>6</b>

# Autism Support Center - Grades 6-12

## Sensory Supports

Embedded Sensory-Focused Learning



## Pre-vocational Skill Building

Training to support independent living and job readiness



## Community Access

Bi-weekly field trips to develop pro-social behaviors in a public setting



## Individualized Academics

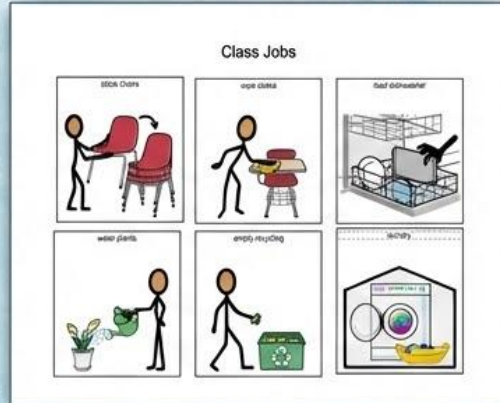
Intensive lessons in a one-on-one or small group setting



# Specialized Learning Materials & Worksheets



Community Field Trip Visuals



Class Jobs Visuals

Write your name: \_\_\_\_\_

Math 3.01.17


**A + B = C** Use manipulatives or objects to solve

Mario and Raj are buying muffins for breakfast with the veterans.

**A** Mario buys 15 muffins.

**B** Raj buys 6 muffins.

**C** How many muffins do they buy altogether?



Write the equation:

A	+	B	=	C

Solve the equation for C.

A + B	=	C

Check your work. Fill in the numbers for A, B and C. Solve.

A	+	B	=	C


Is the equation true? Yes No

Since C = \_\_\_\_\_, they buy \_\_\_\_\_ muffins altogether.


Math Worksheet (Level 3)

# Social Emotional Learning (SEL) Center K-5


I am proud of myself for being kind.




I could do that.




Is it kind?




I am proud of myself for making a good decision.




I should not do that.



Is it unkind?



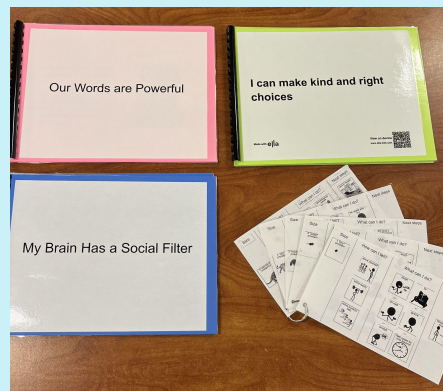
When I see, hear, or think about something.



Our Words are Powerful

I can make kind and right choices

My Brain Has a Social Filter

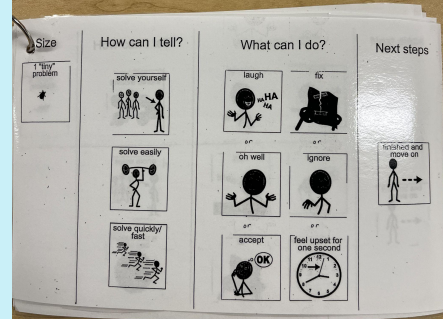







Size

How can I tell?

What can I do?





Next steps



PROBLEM SIZE SCALE			
Animal	Number	How can I tell?	Matching reaction examples...
	1 "tiny"	A problem that you can solve alone, quickly and easily.	- accept it / fix it / ignore it. - frown, sigh, eye roll, laugh at it... - feel upset for a second.
	2 "small"	A problem that you can solve alone that might make you sad but does not involve others.	- accept it / fix it / ignore it. - frown, sigh, eye roll, laugh at it... - feel upset for a minute
	3 "medium"	This involves more people, and is not as quick or easy to solve.	- stay calm and ask for help. - talk about it with frustrated words. - larger sigh; be upset for a bit. - take a break; think of solutions.
	4 "big"	A problem that takes longer to solve, requires help, and can cause damage or hurt feelings.	- cry, act upset, act angry or really worried/ anxious. - go stand by a person in charge. - get help; talk about the problem with another person. - try to fix it over time and with help.
	5 "very big or emergency"	A problem that is very difficult to solve and causes serious harm or damage.	- get help immediately! - run, yell, scream, cry, stomp. - talk with emergency people or someone in charge. - be upset longer; have big emotions. - most likely will require calm down time after resolved; self-care. - take a long break; maybe even days.

Our team provides specially designed instruction and supports for students to be able to learn skills to regulate their sensory system, increase in independence, be included with their peers, and achieve academic success. We are each part of a diverse and inclusive learning community.

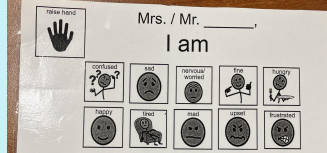
## The ZONES of Regulation

			
<b>Blue Zone</b> Sad Bored Tired Sick	<b>Green Zone</b> Happy Focused Calm Proud	<b>Yellow Zone</b> Worried Frustrated Silly Excited	<b>Red Zone</b> overjoyed/Elated Panicked Angry Terrified

make hand

Mrs. / Mr. \_\_\_\_\_

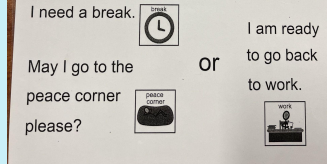
I am



I need a break.

May I go to the peace corner please?

I am ready to go back to work.

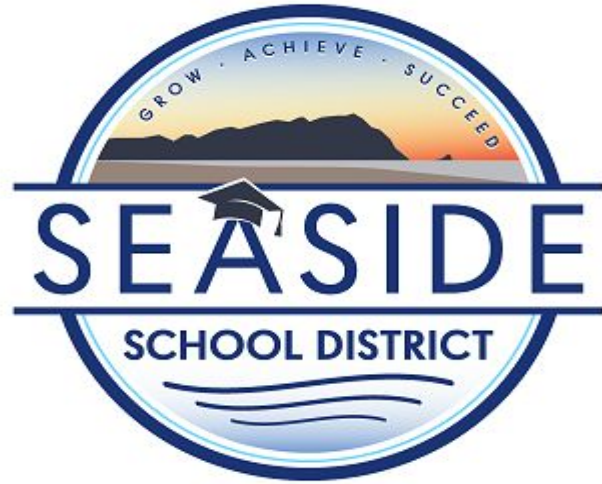



“If they can’t learn the way we teach, we teach the way they learn.”  
-O. Lvar Lovaas

we teach the way they learn.



Jenny Risner  
Director of Special Services  
jrisner@seasidek12.org



Superintendent's Report  
School Board Meeting  
February 17, 2026

# 100th Day of School- February 24th



# Many Thanks To Our Wellness Team



# Legislative Update—Two Bills To Watch

## HB 4112: Outdoor School Funding Restoration



### Restores \$6M for Outdoor School Funding

This is the most sponsored bill of the session and had a public hearing in House Education.

Friends of Outdoor School hosted a lobby day in coordination with the public hearing.

## SB 1581: School Meals For All



Passed  
Senate  
Education



Headed to  
Ways &  
Means

### School Meals For All

It passed out of Senate Education on Tuesday and is headed to Ways & Means.

# Local Option Levy Measure 4-238

Renewal of the Five-Year Local Option Tax for General Operations, 2026-2031

## MEASURE DETAILS



May 19, 2026 ballot



Property tax rate of \$.052 per \$1,000 of assessed value

## IMPACT & NEED



Over \$11,000,000 of additional revenue for district operations



Without this additional revenue, the district would have to reduce staff and services

**Key Communicators needed to spread the word!**



**WorkSource Oregon & CEDR Present:**

# The 12<sup>th</sup> Annual Clatsop County Job & Career Fair



**Tuesday,  
March 3, 2026**



**9:00AM – 1:00PM**



**Seaside Convention Center,  
415 1st Ave, Seaside, OR 97138**

**Seaside School District  
Financial Report  
2025-2026**

For Period Ending January, 2026

**General Fund - Revenue & Expenditures by Function Code**

	Budget	Actual	Encumbrances	% Remaining	Variance
<b>Revenue:</b>					
Local Revenue	\$ 22,598,580	\$ 20,110,775	\$ -	11.01%	\$ (2,487,805)
Intermediate Revenue	1,700,000	238,375	-	85.98%	(1,461,625)
State Revenue	450,000	73,219	-	83.73%	(376,781)
Federal Revenue	48,000	6,477	-	0.00%	(41,523)
Transfers	-	9,999	-	0.00%	9,999
Beginning Fund Balance *	8,396,763	-	-	100.00%	(8,396,763)
<b>Total Revenues</b>	<b>\$ 33,193,343</b>	<b>\$ 20,438,845</b>	<b>\$ -</b>	<b>38.42%</b>	<b>\$ (12,754,498)</b>

<b>Expenditures:</b>					
1000- Instruction	\$ 15,989,324	\$ 6,540,257	\$ 7,812,410	10.24%	\$ 1,636,657
2000- Support Services	10,292,719	5,848,172	3,911,493	5.18%	533,054
5200- Transfers	811,300	-	-	100.00%	811,300
6100- Operating Contingency	6,100,000	-	-	100.00%	6,100,000
<b>Total Expenditures</b>	<b>\$ 33,193,343</b>	<b>\$ 12,388,429</b>	<b>\$ 11,723,903</b>	<b>27.36%</b>	<b>\$ 9,081,011</b>

\*Pending audit completion

For Period Ending January, 2026

**Special Revenue Funds - Revenue & Expenditures by Function Code**

	Budget	Actual	Encumbrances	% Remaining	Variance
<b>Revenue:</b>					
Local Revenue	\$ 1,268,667	\$ 248,313	\$ -	80.43%	\$ (1,020,354)
State Revenue	3,224,199	203,554	-	93.69%	(3,020,645)
Federal Revenue	1,785,752	199,388	-	88.83%	(1,586,364)
Interfund Transfers	195,000	-	-	100.00%	(195,000)
Sale of Fixed Assets	-	-	-	0.00%	-
Beginning Fund Balance *	708,808	-	-	100.00%	(708,808)
<b>Total Revenues</b>	<b>\$ 7,182,426</b>	<b>\$ 651,255</b>	<b>\$ -</b>	<b>90.93%</b>	<b>\$ (6,531,171)</b>

<b>Expenditures:</b>					
1000- Instruction	\$ 4,008,855	\$ 1,316,723	\$ 1,571,813	27.95%	\$ 1,120,319
2000- Support Services	1,695,253	671,140	488,051	31.62%	536,062
3000- Community Services	1,420,900	527,545	559,777	23.48%	333,578
4000- Facilities Acquisition & Const	-	-	-	0.00%	-
5100- Debt Services	28,710	13,770	13,770	0.00%	1,170
7000- Reserved for Next Yr	28,706	-	-	0.00%	28,706
<b>Total Expenditures</b>	<b>\$ 7,182,424</b>	<b>\$ 2,529,178</b>	<b>\$ 2,633,411</b>	<b>28.12%</b>	<b>\$ 2,019,835</b>

\*Pending audit completion

**Seaside School District  
Financial Report  
2025-2026**

For Period Ending January, 2026

**General Fund - Revenue & Expenditures by Object Code**

	Budget	Actual	Encumbrances	Variance
<b>Revenue:</b>				
1111 Current Taxes	\$ 19,241,100	\$ 17,584,849	\$ -	\$ (1,656,251)
1112 Prior Taxes	574,780	269,286	-	(305,494)
1114 PILOT (Payment In Lieu Of Taxes)	20,000	10,484	-	(9,516)
1121 Current Local Taxes	2,100,000	2,010,728	-	(89,272)
1122 Prior Local Taxes	57,000	29,557	-	(27,443)
1190 Interest on Taxes	-	-	-	-
1411 Transportation Fees/Other	-	-	-	-
1510 Interest	450,000	120,467	-	(329,533)
1740 Student Fees	5,700	3,235	-	(2,465)
1910 Rentals	20,000	14,364	-	(5,636)
1920 Contributions & Donations	-	-	-	-
1940 Services Provided To Others	-	-	-	-
1960 Recovery of Expenditures	-	-	-	-
1990 Miscellaneous Revenue	130,000	67,805	-	(62,195)
1991 E-Rate Reimbursement	-	-	-	-
<b>Total Local Revenue</b>	<b>22,598,580</b>	<b>20,110,775</b>	<b>-</b>	<b>(2,487,805)</b>
2101 County School Fund	1,600,000	238,375	-	(1,361,625)
2102 General Education Service District	100,000	-	-	(100,000)
2199 Other Intermediate Sources	-	-	-	-
<b>Total Intermediate Revenue</b>	<b>1,700,000</b>	<b>238,375</b>	<b>-</b>	<b>(1,461,625)</b>
3101 State School Fund Grant	-	-	-	-
3103 Common School Fund	200,000	-	-	(200,000)
3104 State Timber Revenue	250,000	73,219	-	(176,781)
3199 Unrestricted Revenue	-	-	-	-
3204 Driver Education	-	-	-	-
3299 Other Restricted Grants in Aid	-	-	-	-
<b>Total State Revenue</b>	<b>450,000</b>	<b>73,219</b>	<b>-</b>	<b>(376,781)</b>
4300/4500 Federal Revenue	48,000	6,477	-	(41,523)
4801 Federal Forest Fees	-	-	-	-
<b>Total Federal Revenue</b>	<b>48,000</b>	<b>6,477</b>	<b>-</b>	<b>(41,523)</b>
5200 Interfund	-	-	-	-
5300 Other Sources	-	9,999	-	9,999
5400 Beginning Fund Balance *	8,396,763	-	-	(8,396,763)
<b>Total Other Sources</b>	<b>8,396,763</b>	<b>9,999</b>	<b>-</b>	<b>(8,386,764)</b>
<b>Total Revenues</b>	<b>\$ 33,193,343</b>	<b>\$ 20,438,845</b>	<b>\$ -</b>	<b>(12,754,498)</b>

<b>Expenditures:</b>				
100 - Salaries	\$ 13,776,748	\$ 6,303,703	\$ 6,854,408	\$ 618,637
200 - Benefits	8,273,999	3,554,724	4,028,052	691,223
300 - Purchased Services	1,951,753	982,978	511,872	456,903
400 - Supplies & Materials	1,672,050	663,706	217,229	791,115
500 - Capital Outlay	100,000	257,889	112,342	(270,231)
600 - Other Objects	507,493	625,429	-	(117,936)
700 - Transfers	811,300	-	-	811,300
800 - Operating Contingency	6,100,000	-	-	6,100,000
800 - Unappropriated EFB	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 33,193,343</b>	<b>\$ 12,388,429</b>	<b>\$ 11,723,903</b>	<b>\$ 9,081,011</b>

\*Pending audit completion

For Period Ending January, 2026

**Special Revenue Funds - Revenue & Expenditures by Object Code**

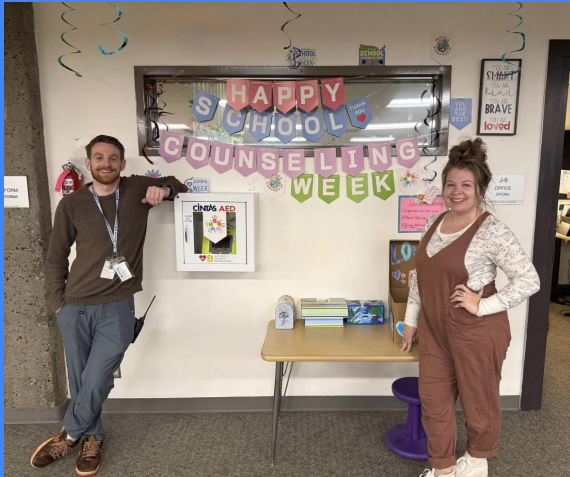
	Budget	Actual	Encumbrances	Variance
<b>Revenue:</b>				
Local Revenue	\$ 1,234,635	\$ 240,288	\$ -	\$ (994,347)
Intermediate Revenue	34,032	8,025	\$ -	(26,007)
State Revenue	3,224,199	203,554	-	(3,020,645)
Federal Revenue	1,785,752	199,388	-	(1,586,364)
Interfund Transfers	195,000	-	-	(195,000)
Sale of Fixed Assets	-	-	\$ -	-
Beginning Fund Balance *	708,808	-	-	(708,808)
<b>Total Revenues</b>	<b>\$ 7,182,426</b>	<b>\$ 651,255</b>	<b>\$ -</b>	<b>(6,531,171)</b>

<b>Expenditures:</b>				
100 - Salaries	\$ 2,688,956	\$ 1,341,146	\$ 1,587,492	\$ (239,682)
200 - Benefits	1,441,427	697,747	878,468	(134,788)
300 - Purchased Services	592,242	246,503	53,184	292,555
400 - Supplies & Materials	2,400,383	142,522	100,497	2,157,364
500 & 600 - Capital & Other Objects	30,710	101,260	13,770	(84,320)
700 - Transits	-	-	-	-
800 - Reserved for Next Yr	28,706	-	-	28,706
<b>Total Expenditures</b>	<b>\$ 7,182,424</b>	<b>\$ 2,529,178</b>	<b>\$ 2,633,411</b>	<b>\$ 2,019,835</b>

\*Pending audit completion



## Recent Happenings at Pacific Ridge! *Jan-Feb 2026*





Pacific Ridge Elementary

# EMPLOYEE SPOTLIGHT



## Laura Stewart

Librarian

- **How long have you been part of our school community?** 12.5 years
- **What's a moment at school that made you smile recently?** I smile when I find good books and when kids are excited to read the books.
- **Favorite Snack or treat?** Chocolate
- **If you could have any superpower at school, what would it be?**  
To make everybody happy.
- **If you weren't working at our school, what would you be doing?** I like to work, but if I wasn't working I would be traveling and taking road trips.
- **If students gave you a nickname, what do you think it would be?**  
"La La"
- **What advice would you give students?**  
Find things you like to read and read.

Interviewed by Brooklyn & Chance



We are grateful for our amazing SRO,  
Corporal Gagnon!  
Thank you for keeping our students safe,  
building positive relationships, and  
always showing up for our Puffins with  
kindness and care.



Pacific Ridge Elementary

# EMPLOYEE SPOTLIGHT



## Ricardo Munoz

Custodian

- **How long have you been part of our school community?** 7 years
- **What is something students might be surprised to know about your job?** I do a lot of cleaning and help supervise lunch.
- **Are you an early bird or a night owl?** I wake up early, and I stay up late.
- **What is your favorite school activity or tradition?** I like Bingo night.
- **If you weren't working at a school, I what would you be doing?**  
Framing houses or working at the jail.
- **What is one thing you can't start the day without?** Coffee
- **What is one thing you love about our school community?** I love working with our students

Interviewed by Byron

Upcoming!





# Director's Report

## MaryEllen Rogozinski

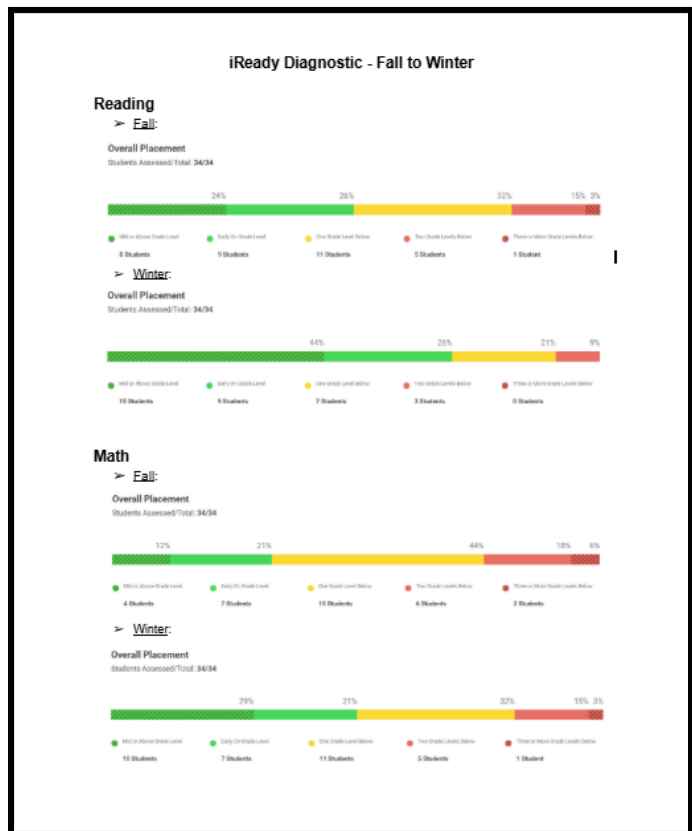
### February 2026

Enrollment: 35 Students, 15 - K/1/2 (New Kindergartener) & 20 - 3/4/5

### iReady Diagnostic Results

We took our 2nd iReady Diagnostic in Math and Reading in January. We are incredibly proud of the progress the students have made so far this school year.

In Reading, the percentage of students schoolwide performing at or above grade level increased from 50% in the fall to 70% in the winter. The percentage of students performing significantly below grade level decreased from 18% in the fall to 9% in the winter. In Math, the percentage of students schoolwide performing at or above grade level increased from 33% in the fall to 50% in the winter. The percentage of students schoolwide performing significantly below grade level decreased from 24% in the fall to 18% in the winter.



### Intervention

4 students, grades 1-3, receive Intervention in Reading. These students are in the 20th percentile or below. These students increased an average of 22 points from fall to winter on their iReady Diagnostic test. 6 students, grades 1-5, receive Intervention in Math. These students are in the 15th percentile or below. All of these students increased an average of 14 points from fall to winter on their iReady Diagnostic test.

## Eco-School Network

We spent our Inservice Day learning about the Eco-School Network and how we will be able to utilize their support and services by being a part of the Network. Several of our staff and volunteers will be taking part in the Quickstart Training on February 23rd and then participate in a 4-session training in the Fall.



We are proud to be the first school on the Coast of Oregon to be an 'Eco-School!'

## Cost Reduction

We have been looking for creative ways to reduce our costs at school. We will be updating our internet service which will be a cost savings of \$100 per month. Being an Eco-School, we will also be focusing on reducing our garbage which will save us about \$80 per month in garbage pick up services. These efforts will help us close the fundraising gap we currently face.

## Upcoming Events

- ♥ February 2 - Teacher Inservice
- ♥ February 6 - Outdoor School Family Meeting
- ♥ February 11 - School Assembly, Topic:  
Top 50 Things I Can Control
- ♥ February 13 - Classroom Valentine Party
- ♥ February 16 - President's Day (No School)
- ♥ February 18 - CBA Board Meeting
- ♥ February 23 - Eco-School Network Training
- ♥ February 28 - Chess Tournament at Neah-Kah-Nie High School





**SEASIDE SCHOOL DISTRICT 10**  
2600 Spruce Drive, Suite 100, Seaside, Oregon 97138

**MINUTES**

Regular Meeting  
Tuesday, January 20, 2026, 6:00 PM

Secondary School Library AND Virtual  
2600 Spruce Drive, Suite 200  
Seaside, OR 97138

Katherine Davidson: Present  
Sondra Gomez: Absent  
Jason Haag: Present  
Kevin LaCoste: Present  
Chuck Mattocks: Present  
Shannon Swedenborg: Present  
Brian Taylor: Present

1. **CALL TO ORDER**

**Speaker(s):** Board Chair

**Discussion:** The meeting was called to order at 6:00 pm.

1.1. Acknowledgement of Board Members Present

**Discussion:** Chuck Mattocks attended via Zoom and Sondra Gomez was absent.

1.2. Pledge of Allegiance

2. **AGENDA REVIEW**

**Action(s):** I move to approve the agenda. This motion, made by Katherine Davidson and seconded by Brian Taylor, Carried.

**Voting Detail:** Katherine Davidson: Yea, Sondra Gomez: Absent, Jason Haag: Yea, Kevin LaCoste: Yea, Chuck Mattocks: Yea, Shannon Swedenborg: Yea, Brian Taylor: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

3. **REPORTS**

3.1. OSEA NEGOTIATION UPDATE

**Speaker(s):** Brian Taylor

**Discussion:** Brian Taylor gave an update regarding mediation between the district and the OSEA.

3.2. ACADEMIC PROGRESS REPORT - SEASIDE MIDDLE SCHOOL

**Speaker(s):** Wendy Crozier and Karolina Gage

**Discussion:** Principal Wendy Crozier, Assistant Principal Karolina Gage, and Student Support TOSA Shelby Gagnon shared a middle school Academic Progress Report.

Katherine Davidson asked about Wayfinder and asked if it could be used at the other schools too. Shelby Gagnon noted that Wayfinder is a District curriculum and is being used in the other schools.

Jason Haag spoke about attendance and noted that as we enter a new budget year, he doesn't want to see us lose momentum. He feels we need to talk about this as we discuss budgeting for next year.

**Attachments:**

MS Data Overview 25\_26

3.3. STAFF SAFETY REPORT

**Speaker(s):** Susan Penrod

**Discussion:** Superintendent Penrod noted that at the last Board meeting there was a request for the Board to have a report on data around staff safety. Penrod shared a Staff Safety report presentation. During the presentation she noted that the majority of the student-to-staff injuries involve our special services students. At the conclusion of the report, Penrod noted that she has asked Special Services Director Jenny Risner to give a report next month about our Special Services programs.

**Attachments:**

\_January 20, 2026, Safety Report (2)

3.4. STUDENT BUSINESS

**Speaker(s):** Student Representative

**Description:** *This standing agenda item is for monthly reports from the SSD Student Reps. to the Board and for other requests/reports from students.*

**Discussion:** Ella Crater shared a student business report.

**Attachments:**

Student Report - January 2026

3.5. SUPERINTENDENT'S REPORT

**Speaker(s):** Susan Penrod

**Description:** *This standing agenda item is for the Board to receive a monthly report from the Superintendent.*

**Discussion:** Superintendent Penrod shared a report presentation.

**Attachments:**

January 20, 2026, Supt Report

3.6. BUSINESS & FISCAL SERVICES REPORT

**Speaker(s):** Susan Penrod

**Description:** *Description: This standing agenda item is for the Board to receive the monthly financial report from the Business Manager and other information relating to that department.*

**Discussion:** Superintendent Penrod reviewed the finance reports, highlighting the disappointing December tax return and revenue coming in more slowly.

3.6.1. Revenue & Expenditure by Function

**Attachments:**

December 2025 Board Report Function 1

3.6.2. Revenue & Expenditure by Object

**Attachments:**

December 2025 Board Report Object 2

3.7. SCHOOL REPORTS

**Speaker(s):** School Administrators

**Description:** *This standing agenda item is for the Board to receive brief informal monthly reports from school administrators regarding general business that does not warrant a formal report.*

**Discussion:** Jeff Roberts reported on various school activities.

Juli Wozniak shared a student video made in honor of School Board Appreciation month.

3.8. CANNON BEACH ACADEMY REPORT

**Speaker(s):** MaryEllen Kiffe

**Attachments:**

Director's Report 1\_26

3.9. UNION REPORTS

**Speaker(s):** Union Representatives

**Description:** *This standing agenda item is to receive regular reports from Licensed and/or Classified union representatives.*

**Discussion:** SEA Brett Duer reported on SEA business.

McKeown reported on OSEA business.

4. **PUBLIC COMMENT**

**Description:** *The meeting will now be opened to receive public comment. We value the time and initiative members of the public take to share their thoughts with the Board. The Board's role during public comment is not to immediately respond, but to listen. If follow up is necessary, we will direct our Superintendent to do so. Remember that we are all role models for our students, please share your thoughts respectfully. Should any public comment include complaints regarding a personally identifiable staff member, the Board Chair will direct the speaker to the proper administrative process found in Board policy KL: Public Complaints. Speakers will have three minutes to express their thoughts.*

**Discussion:** There was no public comment.

5. **CONSENT AGENDA - Action**

**Description:** *To make more efficient use of meeting time, items that are routine in nature are placed on the Consent Agenda when no debate is anticipated. If discussion is desired, any item placed on the Consent Agenda may be removed to Action items, at the request of any board member, before a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion.*

**Action(s):** I move to approve the Consent Agenda as presented. This motion, made by Brian Taylor and seconded by Kevin LaCoste, Carried.

**Voting Detail:** Katherine Davidson: Yea, Sondra Gomez: Absent, Jason Haag: Yea, Kevin LaCoste: Yea, Chuck Mattocks: Yea, Shannon Swedenborg: Yea, Brian Taylor: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

5.1. Approve Minutes of the December 11, 2025 Regular Meeting of the School Board

**Attachments:**

Seaside SD 12-15-2025 SB Meeting Minutes

5.2. Employment of Will Griffin - HS Natural Resources Assistant Advisor

**Attachments:**

## 6. **ACTION ITEMS**

### 6.1. Adoption of 2025-2026 Budget Calendar

**Speaker(s):** Susan Penrod

**Action(s):** I move to approve the 2025-2026 Budget Calendar as presented. This motion, made by Brian Taylor and seconded by Jason Haag, Carried.

**Voting Detail:** Katherine Davidson: Yea, Sondra Gomez: Absent, Jason Haag: Yea, Kevin LaCoste: Yea, Chuck Mattocks: Yea, Shannon Swedenborg: Yea, Brian Taylor: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

**Discussion:** Superintendent Penrod reviewed the Budget Calendar document.

**Attachments:**

Budget Calendar 2025-2026

### 6.2. NWRESD Local Service Plan Report and Authorization

**Speaker(s):** Susan Penrod

**Action(s):** I move to approve Resolution #3 authorizing the Northwest Regional ESD Local Service Plan for 2026-2027. This motion, made by Brian Taylor and seconded by Katherine Davidson, Carried.

**Voting Detail:** Katherine Davidson: Yea, Sondra Gomez: Absent, Jason Haag: Yea, Kevin LaCoste: Yea, Chuck Mattocks: Yea, Shannon Swedenborg: Yea, Brian Taylor: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

**Discussion:** Superintendent Penrod reviewed a NWRESD Local Service Plan presentation. Discussion ensued.

**Attachments:**

Resolution #3 - NWRESD 2026-27 LSP.docx

Seaside Comprehensive Local Service Plan 2026-27 Packet

### 6.3. District Calendar 2026-2027

**Speaker(s):** Susan Penrod

**Action(s):** I move to approve the 2026-2027 District Calendar as presented. This motion, made by Brian Taylor and seconded by Katherine Davidson, Carried.

**Voting Detail:** Katherine Davidson: Yea, Sondra Gomez: Absent, Jason Haag: Yea, Kevin LaCoste: Nay, Chuck Mattocks: Yea, Shannon Swedenborg: Yea, Brian Taylor: Yea

**Voting Summary:** Yea: 5, Nay: 1, Absent: 1

**Discussion:** Superintendent Penrod noted that this is a year when Labor Day is really late. She explained that she began conversations with the Leadership Team and the unions early this year. Both unions surveyed their staff, and they were both in favor of the pre-Labor Day start. Penrod noted that it is unusual for us to start school before Labor Day, so we wanted to get this approved early so that people can plan.

**Attachments:**

2026-2027 SSD District Calendar - dual language

### 6.4. Resignation of School Board Member Kevin LaCoste

**Speaker(s):** Kevin LaCoste and Susan Penrod

**Action(s):** I move to accept Kevin LaCoste's resignation from his position as a School Board member. This motion, made by Brian Taylor and seconded by Jason Haag, Carried.

**Voting Detail:** Katherine Davidson: Yea, Sondra Gomez: Absent, Jason Haag: Yea, Kevin LaCoste: Yea,

Chuck Mattocks: Yea, Shannon Swedenborg: Yea, Brian Taylor: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

**Discussion:** Kevin LaCoste explained that he has had a hard year with some major medical events, as well as embarking on some out-of-state business that will take him out of town, and he feels it is time to say goodbye. He expressed his appreciation to the Board. Chair Swedenborg thanked LaCoste for his service on the Board; other members concurred.

**Attachments:**

Resignation\_Kevin LaCoste\_Jan 2026

#### 6.5. Process and Timeline for Appointing a New School Board Member

**Speaker(s):** Susan Penrod

**Action(s):** I move that the Board approve the proposed timeline & schedule as presented with a Work Session to be determined, for the full Board to review applications. This motion, made by Brian Taylor and seconded by Jason Haag, Carried.

**Voting Detail:** Katherine Davidson: Yea, Sondra Gomez: Absent, Jason Haag: Yea, Kevin LaCoste: Yea, Chuck Mattocks: Yea, Shannon Swedenborg: Yea, Brian Taylor: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

**Discussion:** Superintendent Penrod reviewed the proposed process for filling the Board vacancy left by Kevin LaCoste. Discussion ensued.

**Attachments:**

School Board Vacancy 2026 Timeline

Seaside School District 2026 School Board Vacancy Application - Google Forms

### 7. **BOARD REFLECTIONS/ANNOUNCEMENTS**

**Description:** *This standing agenda item allows the Board to reflect upon statements made during public comment or topics covered and to share announcements or reports of their board-related activities.*

**Discussion:** Kevin LaCoste noted that someone commented at a recent Board meeting that three minutes for public comment may not be enough and he thinks it should be reviewed. LaCoste also suggested that time parameters be added to our agendas. Penrod stated that it is very common for public comment to be limited to three minutes.

### 8. **INFORMATION ONLY**

#### 8.1. Classified Employment Actions

Employment:

- Sophia Spotts/Substitute Custodian

#### 8.2. Inactive Board Approved Volunteer Coaches:

- Paul Silka - Volunteer Coach/Swimming
- Johnathon Kenenounis - Volunteer Coach/HS Wrestling

#### 8.3. BOARD POLICY/FIRST READING

**Speaker(s):** Susan Penrod

**Description:** These policy actions were recommended by the Oregon School Board Association (OSBA) as part of their Policy Plus service, typically as a result of new legislation or to revise outdated language. They are presented for a first reading and will be brought back in the following month for a second reading and adoption as needed.

##### 8.3.1. KL - Public Complaints

**Description:** Recommend to delete old policy and re-adopt new policy.

**Attachments:**

KL G4 - Public Complaints (New Version)

KL D3 - Public Complaints (Old Version)

8.3.2. KL-AR(1) - Public Complaint Procedure

**Description:** Recommend to delete old policy and re-adopt new policy.

**Attachments:**

KL R 1 G1 - Public Complaint Procedure (new version)

KL R 1 D1 - Public Complaint Procedure (old version)

9. **ADJOURN**

**Discussion:** The meeting was adjourned at 8:01 pm.



**SEASIDE SCHOOL DISTRICT 10**  
2600 Spruce Drive, Suite 100, Seaside, Oregon 97138

## MINUTES

Special Meeting  
Wednesday, February 4, 2026, 2:00 PM

School District Office and Virtual for the Public  
2600 Spruce Drive  
Suite 100  
Seaside, OR 97138

Katherine Davidson: Present  
Sondra Gomez: Present  
Jason Haag: Present  
Chuck Mattocks: Present  
Shannon Swedenborg: Present  
Brian Taylor: Present

### 1. **CALL TO ORDER**

**Discussion:** The meeting was called to order at 2:01 pm.

#### 1.1. Acknowledgement of Board Members Present

**Discussion:** All board members were present via Zoom meeting.

### 2. **WORK SESSION**

#### 2.1. Review of Applications for School Board Vacancy Zone 4/Position 2 (Gearhart)

**Discussion:** Discussion ensued regarding the five applications received for the school board vacancy. There was discussion about whether to conduct interviews.

**Attachments:**

Public Seaside School District 2026 School Board Vacancy Application (Responses) - Form Responses 1

#### 2.2. Next Steps

**Discussion:** Interviews will be scheduled for Monday, February 9, 2026, beginning at 7:00 pm. Wednesday, February 11 was designated as a backup date if necessary. Members expressed a strong preference for in-person attendance, with a virtual option if necessary. Leslie will contact applicants to schedule interviews. The three questions used last time there were interviews for a vacancy will be emailed to members who will reply if they have input regarding the questions.

### 3. **ADJOURN**

**Discussion:** The meeting was adjourned at 2:21 pm.



**SEASIDE SCHOOL DISTRICT 10**  
2600 Spruce Drive, Suite 100, Seaside, Oregon 97138

**MINUTES**

Special Meeting  
Monday, February 9, 2026, 7:00 PM

School District Office and Virtual for the Public  
2600 Spruce Drive  
Suite 100  
Seaside, OR 97138

Katherine Davidson: Present  
Sondra Gomez: Present  
Jason Haag: Present  
Chuck Mattocks: Present  
Shannon Swedenborg: Present  
Brian Taylor: Present

1. **CALL TO ORDER**

**Discussion:** The meeting was called to order at 7:00 pm.

1.1. Acknowledgement of Board Members Present

2. **WORK SESSION**

2.1. School Board Vacancy - Zone 4/Position 2 - Applicant Interviews

**Discussion:** Chair Swedenborg noted that the Board is interviewing candidates tonight, but will not be taking any action. She also noted that Trissa Como has withdrawn her application for this position.

**Attachments:**

Public Seaside School District 2026 School Board Vacancy Application (Responses) - Form Responses 1

2.1.1. 7:00 pm - Coral Sadler

**Discussion:** The interview with Coral Sadler began at 7:01 pm. Sadler responded to the interview questions.

2.1.2. 7:20 pm - Kelsey Betts

**Discussion:** The interview with Kelsey Betts began at 7:10 pm. Betts responded to the interview questions.

2.1.3. 7:40 pm - Derek Urbach

**Discussion:** The interview with Derek Urbach began at 7:23 pm. Urbach responded to the interview questions.

2.1.4. 8:00 pm - Justin Whitaker

**Discussion:** Justin Whitaker withdrew his application for the School Board vacancy.

2.1.5. 8:20 pm Trissa Como

**Discussion:** Trissa Como withdrew her application for the School Board vacancy.

2.2. Recognizing Staff

**Discussion:** 7:35 - Discussion ensued about how the Board might recognize and celebrate staff.

2.3. School Reports (written vs. verbal)

**Discussion:** 7:50 pm — Discussion ensued regarding school reports, and union reports, and whether the Board would like oral or written reports (or a combination). Superintendent Penrod will speak with administrators and with union leadership about what their preferences are and report back to the Board.

3. **ADJOURN**

**Discussion: Good of the Order**

Jason Haag spoke about a student walk-out last Friday and asked about what our policies are. Susan said we do have policies, and she is preparing a message to send out to students. She noted that she will also send information out to the Board.

Next steps for appointing a new member at the February 17th Regular Meeting of the Board were discussed.

The meeting was adjourned at 8:08 pm.

# OSBA Model Sample Policy

Code: KL

Adopted:

## Public Complaints \*/\*\*

(Version 4)

(This version of sample policy KL does not need an accompanying administrative regulation, it is a stand-alone policy. If this policy is chosen by the Board, recommend delete any other existing complaint procedure.)

*{Highly recommended policy. OAR 581-022-2370 requires districts to have a complaint procedure.}*

Board members recognize that complaints about schools may be voiced by {employees,} {students,} parents of students who attend a school in the district{,} and persons who reside in the district. {When such complaints are made to a Board member, the Board member shall refer the person making the complaint to the superintendent or designee. A Board member shall not attempt to respond, review, handle or resolve such complaints as the individual board member has no authority to do so.}

A complaint of retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation, should be made to the superintendent.

A person may initiate a complaint by discussing the matter with the {administrator}{principal}. That {administrator}{principal} shall attempt to resolve the complaint within {10} working days of initiation of the complaint with the {administrator}{principal}. If the complainant is dissatisfied, the complainant may file a written complaint with the superintendent within {10} working days of the decision from the {administrator}{principal}. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved after {10} working days of receipt of the complaint by the superintendent, the complainant may appeal to the Board. A written complaint referred to the Board may be considered{ at the next regularly scheduled or special Board meeting}. A final written decision regarding the complaint shall be made by the Board within {20} days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board chooses not to hear the complaint, the superintendent's decision is final. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

The timelines may be extended upon written agreement between the district the complainant. ~~{1}~~

~~{The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.}~~

Complaints against the principal should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within {10} working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda {at the next regularly scheduled or special Board meeting}. The Board may use executive session if the subject matter

<sup>1</sup> ~~{For district information. The district's timeline established by each step of the district's complaint procedure for alleging a violation found in OAR 581-002-0003 must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. However, the district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)}~~

qualifies under Oregon law. The Board shall decide, ~~within [20] days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within [3+0] days of receipt of the request to place the complaint on a Board meeting agenda. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. 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 may use executive session if the subject matter qualifies under Oregon law. The Board shall decide, ~~within [20] days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within [3+0] days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. 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 shall decide, ~~within [20] days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within [3+0] days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair should be made directly to ~~[district counsel]~~ [the Board vice chair] on behalf of the Board. The ~~[district counsel]~~ [Board vice chair] shall present the complaint to the Board in a Board meeting. 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 shall decide, ~~within [20] days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within [3+0] days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

~~[~~A complainant must file a complaint within the later of either time limit set below, in accordance with State law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the district.]

The district's final decision for a complaint processed under this Board policy that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant is a ~~[student,]~~ parent or guardian of a student attending school in the district or a person that resides in the district, and the

complaint is not resolved through the complaint process above, the complainant may file an appeal<sup>2</sup> to the Deputy Superintendent of Public Instruction under OAR 581-002-0001 – 581-002-0023 [(See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction)].

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

~~[The district Board, [through its charter agreement with [name of public charter school sponsored by the district board]] [through a board resolution] [through this policy], will review an appeal of a decision reached by the Board of [name of public charter school] on a complaint alleging a violation of ORS 339.285 – 339.303 or OAR 581-021-0550 – 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards). A complainant may appeal and will submit such appeal to the [superintendent] [Board chair] on behalf of the district Board within [30] days of receipt of the decision from the public charter school board. A final decision reached by the district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 – 581-002-0023.]~~

OR

[The district Board, [through its charter agreement with [name of public charter school sponsored by the district board]] [through a board resolution] [through this policy], will not review an appeal of a decision reached by the Board of the Cannon Beach Academy[name of public charter school] on a complaint alleging a violation of ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards), for which the district Board has jurisdiction, and recognizes a decision reached by the Board of the Cannon Beach Academy [name of public charter school] as the district Board’s final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.]

### ~~[[3]]~~ Review Process for a Public School Board Complaint Decision

The appeal of a complaint from a public charter school to be reviewed by the district Board will be presented by the Board chair and reviewed by the Board at a Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board will review the appeal and make a decision about appropriate action, which may include, but is not limited to, holding a hearing, requesting information, and recognizing the decision reached by the public charter school board. A decision will be reached, within [20] days, in open session, unless allowed in executive session. A final written decision regarding the appeal shall be issued by the district Board within [10] days. The written decision of the district Board will address each allegation in the complaint and include reasons for the district Board’s decision.]

END OF POLICY

---

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

<sup>3</sup> [If the district Board elects to hear appeals on public charter school complaints for which the district Board has jurisdiction, as decided by statements in the charter agreement, Board policy, or a board resolution, this language is recommended for this policy to delineate the process.]

**Legal Reference(s):**

[ORS 192.660](#)  
[ORS 332.107](#)

[ORS 659.852](#)  
[OAR 581-002-0001 - 002-0005](#)

[OAR 581-022-2370](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).  
Connick v. Myers, 461 U.S. 138 (1983).

# Seaside School District 10

Code: KL  
Adopted: 6/18/19  
Revised/Readopted: 4/19/22  
Orig. Code: KL

## Public Complaints\*\*

Parents of students who attend school in the district, persons who reside in the district, staff, and students are encouraged to make their complaints known to the district and to give the district an opportunity to review those concerns and respond to them. Complaints about instructional or learning materials, staff members, discipline, alleged violation of Division 22 Standards, restraint and/or seclusion or retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation, should approach the principal and, if possible, resolve the complaint at this level.

The complainant must follow the complaint procedure as outlined in administrative regulation KL-AR(1) - Public Complaint Procedure.

Complaints about Board policy or administrative regulations should be referred directly to the superintendent.

Complaints against the principal should be filed with the superintendent.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board.

Complaints against the Board chair should be referred directly to the Board vice chair on behalf of the Board.

When a complaint is made directly to the Board or to an individual Board member, it will generally be referred to the superintendent for evaluation and possible investigation. A Board member shall not attempt to consider such complaints in any official capacity acting as an individual Board member.

If a complaint is not resolved in any step of the complaint process, the complainant may request that it be moved on to the next step in accordance with the established procedure.

The superintendent shall develop administrative regulations designed to encourage the timely resolution of public complaints while providing a system of review which will allow both the complainant and other affected parties an opportunity to be heard.

If a complainant, who is a parent or guardian of a student who attends school in the district, a student or a person who resides in the district, alleges a violation of Oregon Administrative Rules, Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion) or ORS 659.852 (Retaliation) and the complaint is not

resolved through the complaint process, the complainant may appeal<sup>1</sup> the district's final decision to the Deputy Superintendent of Public Instruction under OAR 581-002-0001 – 581-002-0023 (See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction).

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

The district Board, through this policy, will not review an appeal of a decision reached by the Board of the Cannon Beach Academy on a complaint alleging a violation of ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards), for which the district Board has jurisdiction, and recognizes a decision reached by the Board of Cannon Beach Academy as the district Board's final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.

END OF POLICY

---

#### **Legal Reference(s):**

[ORS 192.660](#)

[ORS 332.107](#)

[ORS 659.852](#)

[OAR 581-002-0001 – 002-0005](#)

[OAR 581-022-2370](#)

---

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

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).  
Connick v. Myers, 461 U.S. 138 (1983).

**Cross Reference(s):**

AC - Nondiscrimination

ACB - All Students Belong

IIA - Instructional Resources/Instructional Materials Adoption



**SEASIDE HIGH SCHOOL**  
**SEASIDE MIDDLE SCHOOL**

GROW, ACHIEVE, SUCCEED

JEFF ROBERTS, PRINCIPAL  
WENDY CROZIER, ASSOCIATE PRINCIPAL  
JASON BOYD, ASSISTANT PRINCIPAL  
KAROLINA GAGE, ASSISTANT PRINCIPAL  
CHAD CLOUSE, ATHLETIC DIRECTOR

January 30th, 2026

Susan Penrod, Superintendent  
Seaside School District  
2600 Spruce Dr. Suite 100  
Seaside, OR 97138

Dear Supt. Penrod:

I would like to recommend the following people for Seaside School District Athletic positions for the 2025-2026 school year.

- Cody Hartsoch- MS Track- Head Coach
- Jarom Bowles- .5 HS Track- Head Assistant & .5 HS Track- Assistant
- Kai Brown- .5 HS Track- Head Assistant & .5 HS Track- Assistant
- Colin Boutin- HS Track- Assistant Coach
- Jeff Kilday- HS Track- Volunteer

Sincerely,

Jeff Roberts  
Principal

Chad Clouse  
Athletic Director



**SEASIDE HIGH SCHOOL**  
**SEASIDE MIDDLE SCHOOL**

GROW, ACHIEVE, SUCCEED

JEFF ROBERTS, PRINCIPAL  
WENDY CROZIER, ASSOCIATE PRINCIPAL  
JASON BOYD, ASSISTANT PRINCIPAL  
KAROLINA GAGE, ASSISTANT PRINCIPAL  
CHAD CLOUSE, ATHLETIC DIRECTOR

February 2nd, 2026

Susan Penrod, Superintendent  
Seaside School District  
2600 Spruce Dr. Suite 100  
Seaside, OR 97138

Dear Supt. Penrod:

I would like to recommend the following people for Seaside School District Athletic positions for the 2025-2026 school year.

Daniel Sturgell- HS Wrestling- Volunteer

Sincerely,

Jeff Roberts  
Principal

Chad Clouse  
Athletic Director



**SEASIDE HIGH SCHOOL**  
**SEASIDE MIDDLE SCHOOL**

GROW, ACHIEVE, SUCCEED

JEFF ROBERTS, PRINCIPAL  
WENDY CROZIER, ASSOCIATE PRINCIPAL  
JASON BOYD, ASSISTANT PRINCIPAL  
KAROLINA GAGE, ASSISTANT PRINCIPAL  
CHAD CLOUSE, ATHLETIC DIRECTOR

---

February 3rd, 2026

Susan Penrod, Superintendent  
Seaside School District  
2600 Spruce Dr. Suite 100  
Seaside, OR 97138

Dear Supt. Penrod:

I would like to recommend the following people for Seaside School District Athletic positions for the 2025-2026 school year.

Haile Korff- HS Track- Assistant Coach

Sincerely,

Jeff Roberts  
Principal

Chad Clouse  
Athletic Director



**SEASIDE HIGH SCHOOL**  
**SEASIDE MIDDLE SCHOOL**

GROW, ACHIEVE, SUCCEED

JEFF ROBERTS, PRINCIPAL  
WENDY CROZIER, ASSOCIATE PRINCIPAL  
JASON BOYD, ASSISTANT PRINCIPAL  
KAROLINA GAGE, ASSISTANT PRINCIPAL  
CHAD CLOUSE, ATHLETIC DIRECTOR

February 11th, 2026

Susan Penrod, Superintendent  
Seaside School District  
2600 Spruce Dr. Suite 100  
Seaside, OR 97138

Dear Supt. Penrod:

I would like to recommend the following people for Seaside School District Athletic positions for the 2025-2026 school year.

Adam Israel- HS Baseball- Assistant Coach

Sincerely,

Jeff Roberts  
Principal

Chad Clouse  
Athletic Director



**SEASIDE HIGH SCHOOL**  
**SEASIDE MIDDLE SCHOOL**

GROW, ACHIEVE, SUCCEED

JEFF ROBERTS, PRINCIPAL  
WENDY CROZIER, ASSOCIATE PRINCIPAL  
JASON BOYD, ASSISTANT PRINCIPAL  
KAROLINA GAGE, ASSISTANT PRINCIPAL  
CHAD CLOUSE, ATHLETIC DIRECTOR

---

February 5, 2026

Dear Board of Directors:

Seaside Secondary School is requesting the disposal of 24 sets of football shoulder pads. The various Riddell and Schutt shoulder pads are well over 10-15 years old and no longer meet industry standards. They are of zero dollar value and should not be used by any person for safety reasons.

Regards,

Jeff Roberts

2600 SPRUCE DR SUITE 200 • SEASIDE, OR 97138 • 503-738-5586 • FAX 503-738-5589

[HTTPS://SHS.SEASIDEK12.ORG](https://shs.seasidek12.org)

[HTTPS://SMS.SEASIDEK12.ORG](https://sms.seasidek12.org)

GIFT APPROVAL

Donor: Thomas Briggs / Charles Schwab

Proposed Gift: \$2500.00 Student enrichment activities:

Value: \$2500.00 example - Love of Reading Week, Book Nook, etc.

To Site/School: Pacific Ridge Elem.

Location on Site: N/A

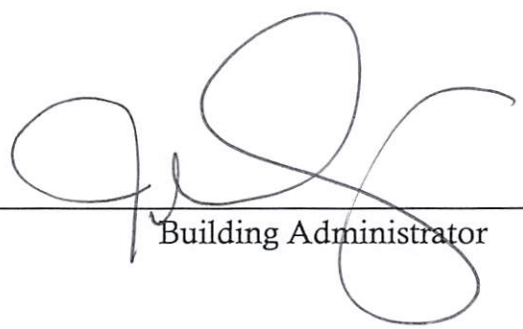
Safety Concerns: none

Related Cost

Installation:  
Plumbing \_\_\_\_\_  
Electrical \_\_\_\_\_  
Storage \_\_\_\_\_  
Structural \_\_\_\_\_

Operation:  
Electricity \_\_\_\_\_  
Water \_\_\_\_\_  
Manpower \_\_\_\_\_

Serial # \_\_\_\_\_ Model \_\_\_\_\_ Make \_\_\_\_\_

  
\_\_\_\_\_  
Building Administrator

  
\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
School Board Action

**Collective Bargaining Agreement**

**between**

**Seaside School District 10**

**and**

**Oregon School Employees Association Chapter 107**

**2025-2028**



## Table of Contents

<i>Article</i>	<i>Page</i>
Signatures .....	1
Article 1 — Recognition .....	2
Article 2 — Management Rights .....	2
Article 3 — Association Dues Check Off.....	3
Article 4 — Vacancies .....	4
Article 5 — Association Rights .....	5
Article 6 — Workweek.....	6
Article 7 — Seniority/Layoff/Recall.....	6
Article 8 — Personnel Records.....	8
Article 9 — Salary .....	8
Article 10 — Grievant Procedure .....	9
Article 11 — Benefits .....	10
Article 12 — Insurance .....	12
Article 13 — Leaves .....	13
Article 14 — Emergency Closing of Schools .....	15
Article 15 — Transportation Activity Runs.....	16
Article 16 — Evaluation .....	17
Article 17 — Meal and Rest Breaks .....	17
Article 18 — Just Cause.....	17
Article 19 — Working Conditions.....	18
Categories — .....	19
Appendix A 2025-2028 Salary Schedule .....	20
Appendix B Sick Leave Bank .....	21

CONTRACT  
Between  
SEASIDE SCHOOL DISTRICT NO. 10  
And  
OREGON SCHOOL EMPLOYEES ASSOCIATION CHAPTER 107

This contract is made and entered into this July 1, 2025 by the Oregon School Employees Association Chapter 107, Classified School Employees, District No. 10, and the Board of Seaside School District No. 10, hereinafter referred to as the "Board".

Now, therefore, the parties hereto agree to be bound by the covenants as set forth in this contract. The duration of this contract shall be for the period from July 1, 2025 until June 30, 2028 provided, however, that it shall be renewed automatically on its termination date for another one (1) year, in the form in which it has been written and amended or supplemented during its life; unless one party gives written notice to the other party before its current expiration date of its intention to terminate, amend or modify the contract. It is intended by the parties that a renewed contract shall have the same effect as an original contract between the parties.

IN WITNESS WHEREOF, the parties hereto hereby affix their signatures as of the date first written above.

\_\_\_\_\_  
President  
OSEA Chapter 107

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

\_\_\_\_\_  
Board Chair  
Seaside School District 10

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

\_\_\_\_\_  
Field Representative  
OSEA Chapter 107

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

\_\_\_\_\_  
Superintendent  
Seaside School District 10

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

## **Article 1 — Recognition**

---

1.1 The District recognizes the Oregon School Employees Association Chapter #107 as the exclusive bargaining representative with respect to wages, hours and conditions of employment for all full-time and part-time non-licensed personnel employed by the District except substitute, temporary, supervisory and confidential employees.

### **1.2 Exclusions**

Specifically excluded from this Agreement are all supervisory and confidential employees, temporary employees, and substitute employees.

- A. A temporary employee is defined as a person hired on a time or funding specific schedule, which hiring shall not exceed one year. This category shall also include seasonal employees.
- B. A substitute employee is defined as an employee hired to replace or perform a regular employee's job responsibilities when regular employee is absent or unable to perform their regularly scheduled job.
- C. A confidential employee is defined as one who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining.
- D. A supervisory employee is defined as a salaried employee who performs management duties within the organization, such as overseeing other employees and/or departments, and regularly exercises authority to make decisions of significance.

## **Article 2 — Management Rights**

---

2.1 The District, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights and authority, duties and responsibilities conferred upon and invested in it by the laws and Constitution of the State of Oregon. Such powers, rights, authority, duties and responsibilities shall include but are not limited to the right to:

- A. The executive management and administrative control of the school system and its properties and facilities.
- B. Hire all employees and the right to determine their qualifications and the conditions of their continued employment or their discipline, suspension, dismissal, demotion, promotion or transfer except as limited by this agreement.
- C. The unqualified right of assignment and direction of work of all of its personnel, and to determine the number of shifts and hours of work and starting times and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement, and the right to establish, modify or change any work or business hours or days.
- D. The unqualified right to establish the school calendar.
- E. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, methods and processes of carrying on the work including automation thereof or changes therein, the institution of new and/or improved methods or changes therein.

- F. Adopt reasonable rules and regulations.
- G. Determine the qualifications of employees, and set out those qualifications in a job description.
- H. Determine the location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
- I. Determine the placement of operations, production, services, maintenance or distribution of work and the source of materials and supplies.
- J. Determine the financial policies, including all accounting procedures and all matters pertaining to public relations.
- K. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization.
- L. Determine the policy affecting the selection, testing or training of employees providing such selection shall be based upon lawful criteria, except as limited by this agreement.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District shall be limited only by the specific, written terms of this Agreement and then only to the extent that such terms are in conformance with the Constitution and the laws of the State of Oregon.

- 2.2 The District agrees that for the duration of this agreement it shall not contract or subcontract out bargaining unit work. The District may still employ temporary workers. Temporary workers will be defined as being for a specific predetermined period of time, and for a particular reason, such as filling a gap in the workforce, assisting with a special project, or managing increased demand during busy seasons. This provision shall not affect the District's ability to employ substitutes.

### **Article 3 — Association Dues Check Off**

---

- 3.1 Any member of the bargaining unit may authorize the District to deduct from their pay the amount of dues, fees and/or assessment charged by the Union. This authorization must be in writing and provided to Payroll. Authorizations for payroll deduction under this Article shall remain valid until revoked by the employee in writing.
- 3.2 The amounts deducted by the District shall be remitted, together with the OSEA dues statement, to the Association by the fifth day of the month after such deductions are made.
- 3.3 The District agrees to furnish the Association, and the Chapter President, each month with a list of all newly hired employees covered by this Agreement and any employees covered by this Agreement who terminate employment. Changes in job status for bargaining unit employees will be furnished quarterly to the Association and Chapter President. Such lists shall contain the name of the employee, job classification(s) and work location(s).
- 3.4 The Association agrees that it will indemnify, defend and hold the District harmless from all suits, actions, proceedings or claims against the District involving application of this Article.

## Article 4 — Vacancies

---

- 4.1 Posting of Job Vacancies - The District shall provide to the Association President a list of job openings created or change in staff in the bargaining unit. The District will post all job vacancy announcements for a minimum of five (5) calendar days and will interview a minimum of two (2) qualified in-District applicants for each position, if that many have applied. The posting shall include the range or wage scale, and indicate that a job description is available upon request. The posting shall be sent to all classified employees email.
- 4.2 When skills, qualifications, and abilities are determined to be equal, as judged by the District, then seniority shall prevail; provided, however, that any appeal of a decision under this Article may be appealed under the grievance procedure starting at Step Three - Superintendent.
- 4.3 Re-Employment of Retired Employees
- A. Bargaining unit members who retire from Seaside School District may be rehired to complete the current school year after retirement at the sole discretion of the District.
1. These employees shall remain in the bargaining unit.
  2. No PERS or OPSRP contributions will be made after the retirement date, unless required by law.
  3. The employee will retain their current placement on the salary schedule for the remainder of the current school year.
  4. Sick leave will be in accordance with ORS 332.507 and Article 13 of this Agreement. Accumulated unused sick leave reported to PERS at retirement is not available for use thereafter. Sick leave bank shall not be available.
  5. Longevity Pay and Paid Vacation: the employee will maintain current placements through the end of the current school year.
- B. If a bargaining unit member is hired subsequent to the school year in which they retire, they will be part of the bargaining unit if they meet the requirements of Article 1 – Recognition.
1. Employees will continue to receive the benefits under Article 12 – Insurance.
  2. Salary will be determined in the same manner as a newly hired employee as per Article 9 - Salary.
  3. For employees who have retired from the District and are subsequently re-hired, seniority shall commence with their first day of actual service following the re-hire.
  4. Sick leave will be in accordance with ORS 332.507 and Article 13 – Leaves of this contract. Accumulated unused sick leave reported to PERS at retirement is not available for use thereafter.
  5. Longevity Pay and Paid Vacation: seniority shall restart from the most recent date of hire post retirement.

## Article 5 — Association Rights

---

- 5.1 The Association has the right to reasonable use of school facilities, email, and office equipment for the conduct of Association business, provided that meetings do not interfere with employer operations or community use.
- 5.2 Material created on any District equipment shall not be detrimental to community-District-classified relations nor defamatory to any individual.
- 5.3 The District shall provide the Association with reasonable bulletin board space for the use of the Association in communicating with classified employees. The Association shall have the right to post notices of activities and matters of concern to classified employees.
- 5.4 The District shall include the Association's Chapter President(s) among those who regularly receive the official minutes of the Board meetings, Board information packet, and agendas of upcoming Board meetings.
- 5.5 Use of District facilities, equipment, and bulletin boards under this article shall comply with all applicable laws and board policies.
- 5.6 The District shall allow a designated union representative to engage in the following activities during work hours and at the District's facilities, without loss of compensation or benefits:
  - A. Investigate and process grievances and other workplace related complaints.
  - B. Attend investigatory meetings, hearings, and other due process proceedings.
  - C. Participate in, or prepare for, proceedings that arise from a dispute involving the collective bargaining agreement, including arbitration proceedings, administrative hearings and other proceedings before the Employment Relations Board.
  - D. Engage in collective bargaining, if scheduled during work hours.
  - E. Attend labor-management meetings, safety committee meetings, and any other meetings between representatives of the District and OSEA to discuss employment relations, if scheduled during work hours.
  - F. Testify in a legal proceeding in which the designated union representative has been subpoenaed as a witness.
- 5.7 The District will grant designated union representatives time to meet with newly hired bargaining unit employees within thirty (30) calendar days from the date of hire for a period of up to thirty (30) minutes, for a new employee orientation at individual or group meetings that may take place during work hours, without loss of compensation or benefits. At the beginning of each school year, during staff orientation, the District will schedule a one (1) hour period for the Association to meet with all classified staff.

## Article 6 — Workweek

---

- 6.1 A workweek shall consist of forty (40) hours per week, unless specifically designated to be less. Work beyond forty hours per week shall be compensated at time and one-half of the employee's regular rate of pay. The workweek shall be from 12:01 A.M. Sunday through midnight the following Sunday.
- 6.2 All work time will be calculated on the quarter hour, rounded up.
- 6.3 Trade Time: With pre-approval from supervisor, an employee may take trade time in exchange for time worked. Time worked must be performed prior to trade time being taken.
- 6.4 Special Education EAs assigned to supervise on student transportation will be provided with a schedule at least ten (10) working days in advance. In the event of a schedule change necessitated by staff absences or program changes, a good faith effort will be made to identify and select volunteers to fill vacant shifts. If this duty results in the employee working in excess of their regular FTE, the additional time will be time carded.

## Article 7 — Seniority/Layoff/Recall

---

- 7.1 Seniority shall be defined as the total length of service as a classified employee within the District from the most recent date of hire. Job classification seniority shall be defined as the total length of continuous service within a designated job classification. For accounting purposes, all authorized paid leave will be counted towards seniority; authorized, unpaid leaves of absence, in excess of thirty (30) working days, will not count towards seniority, but will not break seniority. Classified employees who are laid off and subsequently recalled shall retain cumulative seniority for all periods worked except for the period of layoff.
- 7.2 When the District determines that reduction in staff positions are necessary, the Association and those employees affected will be notified, at least forty five (45) calendar days in advance.
  - A. Layoff of bargaining unit employees will be based upon job classification seniority, and such layoff will occur by classification. However, the District may take into consideration program needs such as special training or lead responsibilities. A laid off employee may, at the employee's own expense, continue insurance coverage as per Federal Law (COBRA).
  - B. Laid off employees will be able to "bump" less senior employees at equal or lesser codes within job classifications, as established in Article 7.4 of this agreement.
  - C. A laid off employee who previously worked in a different classification for one year within the last five years for the District (within the definition of seniority in Paragraph A), may "bump" an employee in the other classification as long as the laid off employee has greater District seniority than the person to be bumped. The laid off employee must provide the District with a written request to bump, within five (5) workdays of notice of layoff, and specify the job classification to which they wish to bump.

### 7.3 Recall

Recall rights shall exist for twenty-seven (27) months from the date of layoff. Any laid off employee not recalled according to this procedure within the twenty-seven (27) months will be deemed to have been terminated in good standing.

- A. Whenever the District determines that a regular vacancy exists within a classification which has experienced a layoff (within the last 27 months), laid off employees from that classification will be recalled in reverse order of layoff provided the employee recalled be physically capable of satisfactorily performing the duties of the position. The recall notice will be sent by certified mail, email, and phone, to the last address and phone number the District has on record for the laid off employee. The laid off employee will have ten (10) workdays to respond to the recall notice. Refusal of recall to a position not equal in hours to the position held prior to lay off shall not constitute voluntary termination and the employee shall remain on the recall list. Recall rights will be forfeited if:
1. The employee fails to respond within ten (10) workdays of the time the notice was mailed/emailed.
  2. The employee waives recall rights in writing.

Forfeiture of recall rights per the above will be deemed to be equivalent to a resignation from District service.

- B. If no laid off employee has responded to the recall by classification, within ten (10) workdays, or if no further laid off employees exist from the classification, all other laid off employees may apply for the regular vacancy. Such application shall not prejudice the employee's rights to recall in the employees own classification.

7.4 For the purpose of administering this Article, laid off employees will be able to “bump” less senior employees at equal or lesser codes within job classifications.

C. ***Job Classifications***

- a. Mechanic & Bus Driver
- b. Van Driver
- c. District Maintenance/Custodian/Groundskeeper/Head Custodian
- d. Head Cook/ Food Service Worker
- e. Head Secretary
- f. Assistant Secretary
- g. Registrar/Counseling Secretary
- h. District Special Services Secretary
- i. Secondary Bookkeeper/Athletic Secretary
- j. Library Assistant
- k. Preschool & Kindergarten Assistant
- l. General Educational Assistant
- m. Special Education Assistant
- n. English Language Development Assistant
- o. Alternate Education Assistants
- p. Health Assistant
- q. Technology Support Specialist
- r. Attendance Assistant
- s. Graduation Support Specialist
- t. Family Resource & Community Partnerships Liaison
- u. Translator-Interpreter
- v. Counseling Support Specialist
- w. Preschool Lead Teacher (non-licensed)

## Article 8 — Personnel Records

---

- 8.1 Such files are confidential to the extent allowable under law. Employees will have the right, upon request, to review the contents of their personnel files. Employees may obtain a copy of their file on a limited basis, without charge. The personnel records of any employee in the bargaining unit shall not have any information of a critical nature that does not bear the employee's signature or initials indicating that the employee has been shown the material, or a statement by a supervisor that the employee has been shown the material and has refused to sign or initial such information.
- 8.2 An employee will have the right to indicate those documents and/or other materials in the employees file which the employee believes to be obsolete or otherwise inappropriate for retention. Said documents will be reviewed by the Human Resources Director or designee and if the Human Resources Director or designee agrees, the documents will be destroyed. Employees will have the right to appeal the decision to the Superintendent. The Superintendent will make the final decision regarding the retention or destruction of challenged documents and such decision shall be final and binding without recourse to the grievance procedure.

## Article 9 — Salary

---

- 9.1 Salaries for the classified employees in the bargaining unit shall be increased by the following percentages as set forth on Exhibit A, which is attached hereto and such, and by this reference, incorporated herein.
- 2025-2026: 3.75%  
2026-2027: 3.75%  
2027-2028: 3.0%
- 9.2 The salaries of the classified employees in the bargaining unit who are eligible to move shall be increased one (1) step on the vertical scale of the attached salary schedules annually on July 1.
- A. New employee hired after February 1 will be advanced on July 1 of the following year.
- B. Employees who work less than sixty percent of their scheduled work days in a school year will not be advanced until July 1 of the following year. Protected leave types are considered days worked.
- 9.3 A permanent change in position involving new duties with greater responsibilities shall be accomplished by moving the employee affected to an hourly wage that provides a rate higher than the employee was receiving prior to the change.
- 9.4 New employees of the District will be placed on Step 1 of the Salary Schedule. Additional steps for placement may be granted as follows: the newly hired employee makes the request in writing; same or similar work experience is verified; and the initial placement does not exceed Step 4.
- 9.5 Employees shall be compensated a two-hour minimum for all after-hour call-ins.
- 9.6 Payroll will be distributed by direct deposit. Staff that would like to opt out of direct deposit must provide a written request prior to the first day of any calendar month. Employees who receive equal payments will receive all summer payments in June. Employee's final wages upon termination may be ineligible for direct deposit.

- 9.7 Employees may designate a representative to pick up paychecks or other sensitive documents by providing the District with handwritten, signed consent.
- 9.8 Employees will be paid actual hours worked, including holidays, each pay period. Employees whose work calendar is two-hundred (200) days or more may request in writing to have their pay divided into eleven (11) or twelve (12) equal payments. Any overtime accrued during a pay period will be paid in addition to regular monthly salary.

## Article 10 — Grievant Procedure

---

- 10.1 **Purpose:** The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems relating to the administration of this agreement, which may from time to time arise. The District, employee, and Association will maintain the confidentiality of proceedings when confidentiality is integral to ensuring a fair grievance proceeding.

10.2 **Definitions**

*Grievance:* A "grievance" is a claim by an employee of a violation of this agreement.

*Grievant:* A "grievant" is the person or the Association making the claim.

10.3 **Time Limits**

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum, and every effort should be made to expedite the process. Time limits shall not be extended or modified except by written agreement of the parties hereto. The failure of the District to respond within time limits set forth herein will constitute a rejection of the grievance at that level and thereby allow the Association to take the grievance up at the next step within the time limit specified therein, if applicable. Failure of the Association to comply with a time limit set forth herein shall constitute acceptance of the District's position on the matter.

10.4 **Representation**

The grievant may be represented by themselves, or at the grievant's option, by a representative of the Association. No grievance shall be submitted to binding arbitration except by the Association.

10.5 **Procedure**

*Step One - Supervisor:* A grievant, as defined above shall within ten (10) working days of knowledge of the grievance, discuss it with the supervisor, with the objective of resolving the matter informally. The supervisor shall have ten (10) working days from the discussion in which to respond to the grievance. The response must be given in writing to the grievant.

*Step Two - Superintendent:* If the grievant is not satisfied with the disposition of the grievance at Step One, the grievant may file the grievance in writing with the Superintendent within ten (10) working days after receipt of the supervisor's written answer. The written grievance shall specify the management action or inaction being grieved, the contract article or articles and sections or paragraphs thereof alleged to have been violated, and the specific remedy sought. The Superintendent shall have ten (10) working days from date of receipt in which to respond in writing to the grievance.

**Step Three - School Board:** If the grievant is not satisfied with the decision of the Superintendent, the grievance may be presented to the Board by filing all correspondence presented or received at prior steps with a cover letter with the Superintendent within ten (10) working days of receipt of the Superintendent's written answer. The School Board will hold a hearing to discuss the matter no later than their next regularly scheduled School Board meeting or a time decided by mutual agreement. The Board will make a written response to the grievance within ten (10) working days after hearing the grievance.

**Step Four - Arbitration:** If the Association is not satisfied with the decision of the Board, the matter may be submitted to binding arbitration by submission of written notice to the District Superintendent of intent to arbitrate within ten (10) working days of completion of Step 3 procedures. Upon receipt of such notification, the parties shall have ten (10) working days in which to mutually agree upon an arbitrator. If none is selected, either party may, within ten (10) additional working days, request arbitration from the Employment Relations Board. The parties shall then be bound by the Voluntary Labor Arbitration Rules of the AAA in selecting an arbitrator. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue their decision. The arbitrator's decision shall be in writing and shall set forth their findings of fact, reasoning, and conclusions on the issue submitted. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on both parties. The arbitrator shall only have the authority to hear a grievance filed and processed in full compliance with the procedure outlined herein and shall not be empowered to add to, expand, or detract from the specific and express terms of this Agreement.

## 10.6 Miscellaneous Provisions

- A. Grievance meetings and hearings will be private, unless mutually agreed or as provided in law.
- B. Each party shall bear all costs of producing their own witnesses, preparation of exhibits and other materials to include the production of a record or transcript of the proceeding unless such record or transcript is desired by both parties. The fee and expenses of the arbitrator and the cost of the hearing room shall be borne equally by both parties.

## Article 11 — Benefits

---

### 11.1 Holidays for employees in the bargaining unit shall be:

- A. Employees who are entitled in accordance with 11.1.D:
  - Veterans' Day
  - Memorial Day
  - Presidents' Day
  - Thanksgiving Day
  - Juneteenth
  - Labor Day
- B. In addition, twelve-month employees:
  - Independence Day
  - New Year's Day
  - Christmas Day

- C. Employees in the bargaining unit shall be compensated for holidays as though they worked a regular schedule for the day.
- D. Holiday pay shall be available to an employee who is on the payroll of the District at the time of the holiday.

"On the payroll" is interpreted to mean paid status before and after the holiday. "Paid status" means regular wages, sick leave, vacation, jury duty, etc., not receiving health and welfare contribution alone during the summer. Normally paid status would be the scheduled work day before and the scheduled work day after the holiday exclusive of weekends.

11.2 **Vacation** time earned by employees in the bargaining unit shall be granted as indicated in the following outline:

- A. For twelve-month employees:
  - 1 year inclusive = 5 days
  - 2-5 years inclusive = 10 days
  - 6-10 years inclusive = 15 days
  - 11 years on up = 20 days
- B. Employees will receive five (5) days of vacation during the first year of employment provided they begin their employment on July 1. Employees hired after July 1 will have their vacation prorated for that year.
- C. Twelve-month employees may begin using vacation time after the first ninety (90) days of employment in a 12-month position.
- D. Employees who leave the District prior to the completion of the fiscal year will have their vacation balance prorated based on time worked.
- E. When employment is terminated mid-school year, staff who have used more vacation leave than earned will be required to reimburse the District within thirty (30) days of severance.
- F. Vacation days shall be granted at the beginning of the employee's work year. Requests for vacation shall be reviewed on a first come, first served basis.
  - 1. If an employee makes a request for vacation leave for days when school is in session, and the request is made at least thirty (30) calendar days before the vacation leave commences, the request shall be approved unless one of the following is true:
    - a. If approving the leave request would result in having more than one employee from the classification on any leave during the requested time.
    - b. If the supervisor has, in good faith, attempted to arrange for a substitute to cover the employee's job duties during the requested vacation leave and has been unable to secure a substitute.
  - 2. If a substitute has been arranged and the vacation has been approved, it will not be subject to subsequent cancellation by the District.

- 11.3 For acts of vandalism damaging an employee's vehicle on school property, the District agrees to pay the deductible on the employee's insurance coverage to a maximum of \$500.00.
- 11.4 Requests for professional development workshops and conferences that relate to the employee's responsibilities shall be made to the building principal/Supervisor. If approved, the District agrees to fund the cost of any tuition. The District will pay examination fee for one assessment that is required because of Federal or State mandate. Any employee taking an assessment examination and failing said examination will be responsible for all further costs associated with the examination.
- 11.5 **Longevity:** A 2% one-time lump sum after ten (10) years and a 2% one-time lump sum after fifteen (15) years, and a 2% one-time lump sum after twenty (20) years. The amount remains the same and is added to the gross salary each year.

## Article 12 — Insurance

---

- 12.1 The District's primary medical, vision and dental coverage insurance premium contribution for employees will be based on the employees District assigned regularly scheduled hours worked. District assigned regularly scheduled hours does not include extra, substitute or temporary hours. The schedule is as follows:

30 hours/week = 100% of negotiated amount  
 17.5 to 29 hours/week = 75% of negotiated amount

If the District reduces an employee's hours, the employee's benefits will be commensurate with the new hours. Any employee hired prior to July 1, 2011 will be granted the following exception: A full time classified employee who works thirty (30) hours or more per week will be entitled to 100% of the negotiated insurance benefit contribution even if the employee's work hours are reduced by the Administration.

- 12.2 Employees eligible for a District insurance contribution, but who choose not to obtain insurance coverage, may "opt out" in accordance with the underwriting rules and regulations as set forth by the carrier(s) in the policy/policies retained by the policyholder.
  - A. Employees choosing to opt out must show written proof that they maintain coverage under another employer-sponsored group medical benefit plan. Medicare, OHP and VA are not considered another employer-sponsored group medical benefit plan.
  - B. There shall be an annual open enrollment period each year to allow eligible employees the opportunity to opt out of insurance coverage. If an eligible employee chooses to opt out or waive insurance coverage, that waiver shall be effective until the next open enrollment period. If an employee loses group insurance through a spouse or domestic partner, they must notify the District and immediately re-enroll for insurance coverage.
  - C. An eligible employee who opts out of insurance by meeting the above requirements shall receive a monthly stipend of \$800.00. This stipend will be considered taxable income under section 125 benefits.

- 12.3 Commencing with formal ratification and continuing through the 2028 insurance year, the District will provide a contribution toward primary medical, dental, and vision insurance of up to:
- 2025-2026: \$1875.00  
 2026-2027: \$1900.00  
 2027-2028: \$1925.00
- 12.4 If the amount contributed by the District towards premiums for the purchase of primary medical, dental, and vision insurance for each eligible employee is less than the actual cost of that insurance, then each affected employee shall pay the difference through payroll deduction.
- When an employee chooses a healthcare plan that costs less than the District provided benefit dollars, the District will contribute 100% of the excess benefit dollars to an employer funded Section 125 flexible spending account (FSA), HRA/VEBA, or HSA. Eligibility is limited to employees with excess benefit dollars provided by the employer.
- 12.5 The benefit program(s) identified herein shall be provided in accordance with the underwriting rules and regulations as set forth by the carrier(s) in a policy (policies) retained by the policyholder. The District shall not pay for any additional medical, dental, and/or vision expenses not covered by the insurance carrier(s). Such expenses shall be the sole obligation of the employee(s) incurring them.
- 12.6 The District shall provide each eligible employee \$25,000 group term life insurance with accidental death and dismemberment benefits as allowable by law.
- 12.7 The Association will notify the District by the OEBC deadline annually of any plan changes it elects. If the District does not receive notification, the most current plans will remain in effect.
- 12.8 When an employee is doing approved student teaching within the Seaside School District, their insurance coverage will continue uninterrupted, not to exceed six (6) months.

## **Article 13 - Leaves**

---

- 13.1 Two (2) days for **personal leave** each year for use of personal business that cannot be accomplished under otherwise normal circumstances. Employees contracted to work two-hundred (200) days or more will receive three (3) personal leave days. Personal leave must have the approval of supervisor and cannot be used for vacations. Twelve-month employees will receive three (3) personal leave days each year under the same provisions as the other classified employees. No more than the earned days per year can be taken in any one-year. Unused personal leave will accumulate, and at severance, a payment will be made to the employee based on current wages but not to exceed \$150.00 per day. Accumulated personal leave will only be available for qualifying Family Medical Leave issues.
- 13.2 Employees are eligible for the equivalent of one (1) **sick day** per month which is based on the number of contract months and hours worked for their regularly established job classification. Extra, substitute or temporary hours are not eligible for the sick leave calculation. Sick leave may accumulate indefinitely. It may be taken for absence due to illness of dependent children under 18 who live in the same home of the employee, for up to five (5) days per year.
- 13.3 For staff not working a full contract work year, sick and personal leave will be pro-rated. When employment is terminated mid-school year, staff who have used more paid leave than earned will be required to reimburse the District within thirty (30) days of severance.

## 13.4 Sick Leave Bank

- A. **Purpose:** The purpose of the Sick Leave Bank shall be to extend to those sick leave bank members, additional sick leave days should an illness or injury cause an employee to exhaust the employees sick leave days. Only requests for an individual employee's personal illness will be eligible for the sick leave bank.
- B. **Structure:**
1. The governing body shall be composed of three (3) Association employees and two (2) Administrators.
  2. Members of the governing body shall be appointed by the group they represent.
  3. Appointment of the governing body will be established on a need basis when a request is submitted.
- C. **Function:**
1. The governing body shall make the decision to award or to deny a member additional sick leave days from the bank.
  2. The governing body shall have the right to terminate the use of sick leave days from the member should an investigation by the governing body show misuse on the part of the member.
  3. Set procedures.
- D. **Membership:**
1. Membership can only be obtained between Labor Day and September 30 of the same year, with the exception of those employees who start their employment with the District at some time other than the beginning of the school year. These people would be eligible during the first thirty (30). days of employment.
  2. Members shall be effective immediately upon joining and be effective until termination.
  3. Each potential member will be notified that donated sick leave days become ineligible for use in figuring PERS retirement formula. To join, each member must donate two (2) days of sick leave the first year and one day each successive year of membership. Contract part time employees who are at least half time employees will contribute in the same ratio as their work day. A half time employee would be contributing two (2) half days the first year and would contribute one half day per year thereafter.
  4. When an employee has contributed the total number of five days to the Sick Leave Bank, the employee shall then become a permanent life member of the bank. No further days need be contributed by life members unless the Sick Leave Bank reserve falls below 100 days (800 hours), at which time each life member named will be assessed one day of sick leave for that year.
- E. **Termination of membership** shall be by:
1. Written request of member to be terminated.
  2. End of employment with the District.
  3. Termination by a governing body under Article 13.4.C.2.
- F. Should membership be terminated, previously donated days shall remain in the bank.

- G. Termination of membership shall be effective June 30 of the school calendar year. Termination under Article 13.4.C.2 shall be immediate following decision of the governing body.
  - H. See Appendix B for more information about Sick Leave Bank procedures and for the Sick Leave Bank application form.
- 13.5 **Other Leave:** Leaves of absence (paid or unpaid) for good cause may be granted by the District. Leaves of absence longer than six (6) months shall not be authorized. It is understood and agreed that granting a leave in no way sets a precedent, past practice or standard for approval of future leaves. Leaves may or may not be granted at the discretion of the District except as provided by law.
- 13.6 **Bereavement Leave:** Up to five (5) days bereavement leave will be granted for each occurrence of death in the family, with three (3) of the days being paid. A family member is defined by the Oregon Family Leave Act (OFLA), the Family Medical Leave Act (FMLA), or as approved by the Superintendent.
- 13.7 **Funeral Leave:** When an employee serves as a pallbearer or in some other way participates in a funeral ceremony, the employee will be granted time off to perform such duty up to one (1) day. Additional time may be granted at the discretion of the Superintendent.
- 13.8 **Witness/Appearance Leave:** If an employee is subpoenaed as a disinterested witness, or in a District-related case, or called as a juror, the District shall authorize such absence without loss of pay, provided that if the employee receives a fee for these services, the fee, less mileage and subsistence, shall be deposited with the District's payroll clerk in order for the employee to receive a full paycheck for the period involved, and provided further, that a copy of the subpoena of the employee's notice shall be filed with the employee's immediate supervisor with the request for leave. This provision shall not apply to classified employees who are the claimant or plaintiff against the District in personal litigation.
- 13.9 **Family and Medical Leave:** Eligible employees of the bargaining unit shall be entitled to benefits contained in the Oregon Family Leave Act (OFLA), Paid Leave Oregon (PLO), and Family Medical Leave Act (FMLA). Employees able to exercise rights under such programs will be allowed to use accrued sick, vacation, and personal leave if available, as per the law and Board policy.

## **Article 14 – Emergency Closing of Schools**

---

- 14.1 The closing of school because of inclement weather or other emergencies will be announced during an early hour on the District wide alert system, or by the contact procedure in each school or department.
- 14.2 All Head Secretaries, Head Custodians, Technology Support Specialists, Family Liaisons, Translators, Groundskeepers, and Mechanics, will be expected to report for work, WHEN THEY CAN SAFELY DO SO, when schools are closed because of inclement weather or other emergencies unless they are notified differently by the Superintendent or designee. Administrators and/or Supervisors will adjust work schedules, including working less hours than normally worked, to suit the circumstances if school has been closed.
- 14.3 All other classified employees not listed in Article 14.2 will not be required to report for work on those days when schools are closed.
- 14.4 In the event of a school delay (late start) or closure employees will be compensated at their current FTE (hours worked in a regular work day).

- 14.5 Essential employees, or employees whose assigned shift has started before the announcement of closure/delay, who work at least fifty percent (50%) of their FTE (hours worked in a day) on an emergency closure day will be paid a \$100 emergency closure stipend.

## **Article 15 — Transportation Activity Runs**

---

- 15.1 It is agreed that the District shall use bus drivers on activity runs where the buses of the District are used. The District, however, reserves the right to use small vans for the purpose of movement of small numbers of students for activity runs without the necessity of hiring a school bus driver, and a parent or other driver may be selected by the District for such transportation needs.
- 15.2 In the event of an activity run cancellation, the assigned driver shall be paid two (2) hours regular pay unless notified prior to the employees' departure from place of residence to the bus garage. If cancellation of activity run keeps driver waiting past the one (1) hour minimum, the driver will be paid for additional hours. In the event of a cancellation that causes the driver to unwillingly lose the employees' normal route, the driver will be compensated two (2) hours.
- 15.3 **Bus/Van Drivers:** Activity run drivers shall receive their regular hourly wage for drive time/non-drive time, with overnight layover/recovery time paid at 2/3 regular salary. Driver will be allowed to take their breaks and lunches as per this agreement.
- A. Drive time shall be defined as time actively performing driving duties during an activity trip, including student loading/unloading time.
  - B. Non-Drive time shall be defined as time actively supporting the trip while not performing driving duties, including pre-trip, post-trip, waiting for students/staff, being on-call and available away from the vehicle, or time required to stay with the vehicle.
  - C. Overnight layover/recovery time shall be defined as the time between arrival and departure at motel, free from student and transportation responsibilities.
  - D. Motel at cost and meals at cost are to be paid for on overnight trips. Meals at cost are to be paid for on activity trips lasting six (6) hours or more. Motel and meal costs not to exceed per diem rates.
- 15.4 **Bus Driver Training and Licensing:** Bus drivers will be compensated as follows:
- A. Current hourly rate for required check-rides outside of the times normally covered by their route assignments.
  - B. At the employee's hourly rate for District sponsored training sessions, up to eight (8) hours per year, additional time must be approved by the supervisor.

The District will pay fees not covered by District-provided medical insurance for required physical examinations for regular drivers and the entire fee for approved substitute drivers.

- 15.5 The District shall pay for Drug Testing required by the Omnibus Transportation Employees Testing Act (1994) Section 382.103 et al., as well as the time needed to complete testing.

## Article 16— Evaluation

---

- 16.1 Board Policy for Evaluation of Classified Staff is GDN and GDN-AR.
- 16.2 If an employee would like a hard copy of the policies above, they may request a hard copy from their supervisor.

## Article 17— Meal and Rest Breaks

---

- 17.1 The District will follow BOLI guidelines in regard to meal and rest breaks.

For each 8-hour work shift you get these breaks free from work responsibilities:

- Two 10 minute paid rest breaks
- One 30 minute unpaid meal break
- Every effort will be made to schedule rest periods as nearly as possible in the middle of the work segment

Shift Length	Rest Breaks	Meal Breaks
2 hrs or less	0	0
2 hrs 1 min – 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min – 10 hrs	2	1
10 hrs 1 min – 13 hrs 59 min	3	1
14 hrs	3	2
14 hrs 1 min – 18 hrs	4	2
18 hrs 1 min – 21 hrs 59 min	5	2
22 hrs	5	3
22 hrs 1 min – 24 hrs	6	3

## Article 18 — Just Cause

---

- 18.1 The District shall not, for disciplinary reasons, suspend without pay, reduce in basic compensation, or dismiss any classified employee without just cause.
- 18.2 The parties agree that if Senate Bill 286 is changed or overturned, this article may be reopened for renegotiation.

## Article 19 – Working Conditions

---

19.1 Senate Bill 756 requires school district employees assigned to work with students with specialized needs to have access to specified records related to students, and to be consulted when the education plan for students is reviewed or revised and to be provided with adequate training.

19.2 **From Senate Bill 756:**

(2)(a) Subject to federal laws related to the confidentiality of educational or health records, all school district employees assigned to work with a student with specialized needs to assist the student with the educational, behavioral, medical, health or disability-related support needs of the student must:

(A) Have access to the individualized education program, 504 Plan, behavior intervention plan, medical support protocols or any other documentation related to the school district employee's responsibilities to assist with the student's educational, behavioral, medical, health or disability-related support needs.

(B) Be consulted with when the education plan for the student is being developed, reviewed or revised, including being invited to, and compensated for attending, meetings regarding:

(i) The student's individualized education program, 504 Plan or behavior intervention plan; or

(ii) The student, when the decisions made and issues discussed are related to the responsibilities of the school district employee to support the student or when the school district employee has unique information about the student's needs and present level of performance.

(3) All school district employees assigned to work with a student with specialized needs to carry out duties related to the implementation of an individualized education program, 504 Plan, behavior intervention plan or medical support protocol must be provided by the school district with adequate training to safely carry out each of the specialized duties assigned to the school district employee.

19.3 It is agreed by the parties that the District shall maintain a safe work environment and that the District shall take immediate corrective action to ensure the safety of all employees. Further, the District shall comply with all provisions of OR-OSHA and Safety Committees shall function in accordance with OR-OSHA Administrative rules. The District shall reserve a seat for an OSEA representative on all safety committees. OSEA will appoint representatives to serve on school and district-level safety committees.

Any employee who is required to work in any hazardous situation shall receive proper training and equipment for such duties and/or situations. Training and any associated costs including travel, lodging, per diem and overtime shall be paid for by the District in accordance with state and federal law.

In the event that a work task is deemed unsafe by the employee, they will immediately request support. Employees may pause the work task until discussion with an administrator/supervisor but shall not leave students unsupervised. Employees shall wait until coverage arrives. After discussion the administrator/supervisor may direct the employee to complete the work task.

In the event any bargaining unit employee suffers an injury or experiences a significant safety event, the employee shall be provided an accident report form that is available on the District website. At employee request, a union representative and administrator/supervisor shall meet with the employee within ten (10) workdays to reach a reasonable solution following the incident.

Any incident as described in the preceding section shall be reported to the Safety Committee.

## 2025- 2028 CATEGORIES

---

<b>TITLE</b>	<b>CODE</b>
<b>SECRETARIES</b>	
Head Secretary	12
Assistant Secretary	10
Registrar/Counseling Secretary	12
District Special Services Secretary	12
Secondary Bookkeeper/Athletics Secretary	12
<b>MAINTANANCE</b>	
District Maintenance	10
Head Custodian	11
Custodians	10
Groundskeeper	10
<b>EDUCATIONAL ASSISTANTS</b>	
Library Assistants	10
Preschool & Kindergarten Assistants	10
General Education Assistants	8
Title I Education Assistants	8
<b>SPECIAL SERVICES ASSISTANTS</b>	
English Language Development Assistants	10
Special Education Assistants	10
Health Assistant	8
Alternate Education Assistant	10
Transportation Aide	8
<b>FOOD SERVICES</b>	
Head Cook	10
Food Service Worker	8
<b>TRANSPORTATION</b>	
Mechanic	12
Driver Trainer	12
Bus Driver	11
Van Driver	10
<b>TECHNOLOGY</b>	
Technology Support Specialist	12
<b>OTHER</b>	
Attendance Assistant	8
Graduation Support Specialist	11
Family Resource & Community Partnerships Liaison	11
Translator/Interpreter	10
Counseling Support Specialist	9
Preschool Lead Teacher	12

**APPENDIX A**

<b>2025-2026 Salary Schedule</b>							
	1.0375						
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
CODE 6	\$17.00	\$17.88	\$18.71	\$19.64	\$20.63	\$21.60	\$22.62
CODE 7	\$17.88	\$18.71	\$19.64	\$20.63	\$21.60	\$22.62	\$23.79
CODE 8	\$18.71	\$19.64	\$20.63	\$21.60	\$22.62	\$23.79	\$24.96
CODE 9	\$19.64	\$21.09	\$21.60	\$22.62	\$23.79	\$24.96	\$26.13
CODE 10	\$21.27	\$22.33	\$23.41	\$24.53	\$25.77	\$27.04	\$28.38
CODE 11	\$23.82	\$25.01	\$26.27	\$27.58	\$28.96	\$30.40	\$31.92
CODE 12	\$25.78	\$27.08	\$28.46	\$29.88	\$31.37	\$32.96	\$34.56
<b>2026-2027 Salary Schedule</b>							
	1.0375						
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
CODE 6	\$17.64	\$18.55	\$19.41	\$20.38	\$21.40	\$22.41	\$23.47
CODE 7	\$18.55	\$19.41	\$20.38	\$21.40	\$22.41	\$23.47	\$24.68
CODE 8	\$19.41	\$20.38	\$21.40	\$22.41	\$23.47	\$24.68	\$25.90
CODE 9	\$20.38	\$21.88	\$22.41	\$23.47	\$24.68	\$25.90	\$27.11
CODE 10	\$22.07	\$23.16	\$24.28	\$25.45	\$26.74	\$28.05	\$29.44
CODE 11	\$24.71	\$25.95	\$27.25	\$28.61	\$30.04	\$31.54	\$33.12
CODE 12	\$26.75	\$28.09	\$29.53	\$31.00	\$32.55	\$34.20	\$35.86
<b>2027-2028 Salary Schedule</b>							
	1.03						
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
CODE 6	\$18.17	\$19.10	\$19.99	\$20.99	\$22.04	\$23.08	\$24.17
CODE 7	\$19.10	\$19.99	\$20.99	\$22.04	\$23.08	\$24.17	\$25.42
CODE 8	\$19.99	\$20.99	\$22.04	\$23.08	\$24.17	\$25.42	\$26.68
CODE 9	\$20.99	\$22.54	\$23.08	\$24.17	\$25.42	\$26.68	\$27.93
CODE 10	\$22.73	\$23.86	\$25.01	\$26.21	\$27.54	\$28.89	\$30.32
CODE 11	\$25.46	\$26.73	\$28.07	\$29.47	\$30.94	\$32.48	\$34.11
CODE 12	\$27.55	\$28.94	\$30.41	\$31.93	\$33.53	\$35.22	\$36.93

**APPENDIX B**

---

[Sick Leave Bank Application to be inserted here]

# OSBA Model Sample Policy

Code: KL-AR{(1)}

Revised/Reviewed:

## Public Complaint Procedure

*{Highly Recommended AR. OAR 581-022-2370 requires districts to have a complaint procedure.}*

A parent or guardian of a student attending a school in the district[, or] a person who resides in the district[, a staff member] [, or a student] who wishes to express a concern should discuss the matter with the school employee involved.

### {1} The {Administrator}{Supervisor}: Step One

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the {administrator}{supervisor} within {five} working days of the employee's response. The {administrator}{supervisor} shall evaluate the complaint and render a decision within {five} working days after receiving the complaint. (A form is available, but is not required.)

### The Superintendent: Step Two

If Step One does not resolve the complaint, within {10} working days of the written response from the {administrator}{supervisor}, the complainant may file a written, signed complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy.

The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, prepare a report of their findings and conclusion, and provide the report <sup>{2}</sup>{in writing or in an electronic form} to the complainant within {10} working days after receiving the written complaint.

### The Board: Step Three

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within {five} working days of receiving the superintendent's decision. The Board will review the findings and conclusion of the superintendent in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision as

---

<sup>{1}</sup> [For district information. The district's timeline established by each step of the district's complaint procedure for alleging a violation found in OAR 581-002-0003 must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. However, the district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)]

<sup>2</sup> [If the Board chooses to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).]

the district's final decision. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues.

If the Board chooses not to hear the complaint, the superintendent's decision in Step Two is final<sup>{3}</sup>.

~~The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.~~

The complainant shall be informed in writing or in electronic form of the Board's decision within ~~{20}~~<sup>{4}</sup> days from the hearing receipt of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

The timelines may be extended upon written agreement between the district and the complainant.

The district's final decision for a complaint processed under this administrative regulation that alleges a violation of Oregon Administrative rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant, who is a [student,] parent or guardian of a student attending school in the district or a person that resides in the district, and this complaint is not resolved through the complaint process, the complainant may appeal<sup>5</sup> the district's final decision to the Deputy Superintendent of Public Instruction under Oregon OARs 581-002-0001 – 581-002-0023.

Complaints against the principal should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within {10} working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda[ at the next regularly scheduled or special Board meeting]. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide, ~~within [20] days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within ~~{30}~~ days of receipt of the request to place the complaint on the Board agenda. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. 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 shall decide, ~~within [20] days,~~ in open session what action, if any, is warranted. The Board may use executive session if the subject matter qualifies under Oregon law. A final written decision regarding the complaint shall be issued by the Board within ~~{30}~~ days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

---

<sup>3</sup> [If the Board choose to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).]

<sup>4</sup> In a complaint process with more than one step, a written decision should be issued within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step.}

<sup>5</sup> An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. 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 shall decide, ~~within [20] days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within [3+0] days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair may be referred directly to the ~~[district counsel]~~ [Board vice chair] on behalf of the Board. The ~~[district counsel]~~ [Board vice chair] shall present the complaint to the Board in a Board meeting. 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 shall decide, ~~within [20] days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within [3+0] days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

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

The appeal of a complaint from a public charter school to be reviewed by the district Board will be presented by the Board chair and reviewed by the Board at a Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board will review the appeal and make a decision about appropriate action, which may include, but is not limited to, holding a hearing, requesting information, and recognizing the decision reached by the public charter school board. A decision will be reached, ~~within [20] days,~~ in open session, unless allowed in executive session. A final written decision regarding the appeal shall be issued by the district Board within [3+0] days of receipt of the complaint. The written decision of the district Board will address each allegation in the complaint and include reasons for the district Board's decision.]

---

<sup>6</sup> If the district Board elects to hear appeals on public charter school complaints for which the district Board has jurisdiction, as decided by statements in the charter agreement, Board policy, or a board resolution, this language is recommended for this administrative regulation to delineate the process.

[Name of District]

**COMPLAINT FORM**

To:  Employee\*  Administrator/Supervisor\*  Superintendent  Board chair  Board vice chair

\* Form available but is not required.

Person Making Complaint \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Nature of Complaint \_\_\_\_\_

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

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

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

Suggested solution/resolution/outcome: \_\_\_\_\_

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

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

.....

**Office Use**

Disposition of Complaint: \_\_\_\_\_

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

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

cc: District Office

# Seaside School District 10

Code: KL-AR(1)  
Revised/Reviewed: 6/18/19; 4/19/22  
Orig. Code: KL-AR(1)

## Public Complaint Procedure

### Step One

Any member of the public who wishes to express a concern should discuss the matter with the school employee involved. The employee shall respond within five working days.

### The Administrator: Step Two

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator within five working days of the employee's response. The administrator shall evaluate the complaint and render a decision within five working days after receiving the complaint. (A form is available, but is not required.)

### The Superintendent: Step Three

If Step Two does not resolve the complaint, within 10 working days of the written response from the administrator, the complainant may file a written, signed complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. (A form is available, but is not required.)

The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, prepare a report of their findings and conclusion, and provide the report in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

### The Board: Step Four

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board will review the findings and conclusion of the superintendent in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision as the district's final decision. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues.

If the Board chooses not to hear the complaint, the superintendent's decision in Step Three is final<sup>1</sup>. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

---

<sup>1</sup> If the Board choose to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).

The complainant shall be informed in writing or in electronic form of the Board's decision within 20 days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

The timelines may be extended upon written agreement between the district and the complainant.

The district's final decision for a complaint processed under this administrative regulation that alleges a violation of Oregon Administrative rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion) or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant, who is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and this complaint is not resolved through the complaint process, the complainant may appeal<sup>2</sup> the district's final decision to the Deputy Superintendent of Public Instruction under Oregon OARs 581-002-0001 – 581-002-0023.

Complaints against the principal should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide, within 30 days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. 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 shall decide, within 30 days, in open session what action, if any, is warranted. The Board may use executive session if the subject matter qualifies under Oregon law. A final written decision regarding the complaint shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. 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 shall decide, within 30 days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair may be referred directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. 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 shall decide, within 30 days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

---

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

**Seaside School District**  
**COMPLAINT FORM**

To:  Employee\*  Administrator/Supervisor\*  Superintendent  Board chair  Board vice chair  
\* Form available but is not required.

Person Making Complaint \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_\_

Nature of Complaint \_\_\_\_\_

---

---

---

---

---

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

---

---

---

---

Suggested solution/resolution/outcome: \_\_\_\_\_

---

---

---

---

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

---

Office Use: Disposition of Complaint: \_\_\_\_\_

---

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

cc: District Office

SEASIDE SCHOOL DISTRICT 10  
Clatsop County, Oregon  
2600 Spruce Drive, Suite 100  
Seaside, Oregon 97138

Resolution #4 – 2025-2026

RESOLVED: That the Board authorizes the Superintendent to offer employment contracts to the following staff:

1) Contract teachers/school counselors for the period of July 1, 2026 to June 30, 2028:

<u>Seaside High School</u>	Candace Carver	Sarah Collins
Chelsea Archibald	Jane Crater	Therese DeBartolo
Susan Baertlein	Natalie Dyroff-Mallory	Shiqi Dotson
Jarom Bowles	Katherine Ethridge	Emily Downes
Travis Cave	Jane Forman	Brett Duer
Chad Clouse	Jake Funk	Jennifer Edwards
Joel Dierickx	Shelby Gagnon	Kelley Flory
Josiah Glaser	Jennifer Gooch	Erica Hiatt
Julie Greene	Brian Habecker	Tonja Johnson
Tina Hess	Karma Herd	Renee Kujala
Matt Johnson	Kate Manship	Betsy Mahoney
Victoria Keller	Melissa Rigby	Erin Meyer
Matthew Klosterman	Kristi Roberts	Erin Miller
Suzanna Kruger	Rebecca Seybold	Luke Miller
Renee Meier	Jeff Thomas	Brynn Ripley
Trent Rollins	Erin Thompson	Katie Saso
Amber Schwegman	Corey Tobias	Lori Simonsen
Ann Susee	Hailee Wawro	Mackenzie Skyles-Blake
Michael Verhulst		Amy Spunaugle
Bill Westerholm	<u>Pacific Ridge Elementary</u>	Hunter Svec-Orr
Kriste York	Erica Acton	Emma Utti
Donald Zwahlen	Anders Erik Anderson	Dan Van Nortwick
	Ashley Beaudoin	Ashley Verhulst
<u>Seaside Middle School</u>	Tammy Bowles	Suzy Wintjen
Nicole Ayd	Ann Brown	Tracey Wright
Angela Bice	Kai Brown	Christina Young
Cory Blecha	Grace Brunke	Kathryn Zacher

2) Second-year (who qualify per HB 2900) and Third-year probationary teachers/school counselors (2025-2026) offered initial two-year contract from July 1, 2026 to June 30, 2028:

<u>Second-year</u>	<u>Third-year</u>
Jackie Bergerson	Corinne Capodiagli
Erin Lowther	Ethan Guzman
Danielle Nelson (nurse)	Cynthia Hendrickson
	Anna Martinez
	Danielle Nielsen
	Kaley Waldemar

- 3) Contract administrators for the period of July 1, 2026 to June 30, 2029:  
 Wendy Crozier  
 Jenny Risner  
 Jeff Roberts  
 Juliann Wozniak
  
- 4) Third –year probationary administrators (2025-2026) offered initial three-year contract from July 1, 2026 to June 30, 2029:  
 Cate Blakesley  
 Karolina Gage
  
- 5) Probationary administrators offered one-year contract from July 1, 2026 to June 30, 2027:  
 Jason Boyd (re-hired after retirement)  
 Desiree Graetz  
 Ellie Irish-Jones
  
- 6) Probationary teachers (and others as noted) offered one-year contract from July 1, 2026 to June 30, 2027:

Second-year (2026-2027)

Jeff Bilyeu  
 Jacob Brien  
 Haley Brown  
 Leticia Campos Spulveda  
 Hadley Cupp  
 Justin Dickau  
 Cody Hartsoch  
 Judith Herson  
 AlmaLee Ingram-Jones  
 Jennifer James  
 Halie Korff  
 Laurie Lavins  
 Rebecca Miller  
 Julie Morrill  
 James Nagel  
 Skyler Neyenhuis  
 Dennis Olstedt  
 Robyn Valov

Third-year (2026-2027)

Sherry Allen  
 Colin Boutin (counselor)  
 Patrick Dehler  
 Sara Beth Godell  
 Rachel Goette  
 Amy Larson  
 Lacy Ledbetter (school psychologist)  
 Claire Martinez  
 Jenna Winn  
 Chris Wojturski

- 7) Temporary teachers for non-renewal:  
 Victoria Corona  
 Tiffany Wallin

Attest: \_\_\_\_\_ Signed: \_\_\_\_\_  
 Susan Penrod, Superintendent Shannon Swedenborg, School Board Chair

Date: February 17, 2026