

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, June 16, 2026 at (this meeting will begin after a brief break, following the 6:00 pm Budget Hearing meeting)

**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 is generally 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

Speaker(s): Board Chair

1.2. Pledge of Allegiance

Speaker(s): Board Chair

2. **AGENDA APPROVAL**

Speaker(s): Board Chair

2.1. Additional Items

Description: This area will be held to show any additional items added to the agenda after the meeting was published.

2.1.1. For Consent Agenda - Approve Out-of-State Trip to Arizona for Softball

Attachments:

Softball Trip_Arizona

10

2.1.2. For Consent Agenda - Approve District Support Specialist Job Description

1

Attachments:

District Support Specialist DRAFT 12

- 2.1.3. For Consent Agenda - Approve Employment of Shelby Gagnon/Secondary Assistant Principal

Attachments:

06162026_Recommendation to Hire_Shelby Gagnon 15

3. **REPORTS**

3.1. 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.*

Attachments:

Student Report June 2026 16

3.2. SUPERINTENDENT’S REPORT

Speaker(s): Susan Penrod

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

3.3. BUSINESS & FISCAL SERVICES REPORT

Speaker(s): Toni Vandershule

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.*

3.3.1. Revenue & Expenditure by Function

Attachments:

May Function REVISED 25

3.3.2. Revenue & Expenditure by Object

Attachments:

May Object 26

May Object REVISED 27

3.4. 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.*

3.5. 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 6_26 28

3.6. UNION REPORTS

Speaker(s): SEA & OSEA Representatives

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

3.7. STRATEGIC PLAN REPORT

Speaker(s): Susan Penrod

Attachments:

2025-2026 In Review - Strategic Plan Report 32

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**

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 the Minutes of the May 19, 2026 Work Session of the School Board

Attachments:

Seaside SD 05-19-2026 Work Session Meeting Minutes 47

5.2. Approve the May 19, 2026 Minutes of the Regular Meeting of the School Board

Attachments:

Seaside SD 05-19-2026 SB Meeting Minutes 50

5.3. Ratify Employment of Licensed Staff:

- Wendy Crozier/Interim Secondary Principal
- Tiffany Wallin/Secondary SPED Teacher
- Lynda Moore/Middle School Math Teacher
- Sutter Cummings/Secondary Band Director
- Audrey Colburn/Elementary Teacher (5)
- Satchel Stinson/Temporary High School Health & PE Teacher

Attachments:

Wallin, Tiffany - Recommendation to Hire 57

Moore, Lynda - Recommendation to Hire 58

Cummings, Sutter - Recommendation to Hire 59

Colburn, Audrey - Recommendation to Hire 60

Stinson, Satchel - Recommendation to Hire 61

5.4. Approve Seaside High School 2026-2027 Coaching Recommendations:

- Nicole Aydt-HS Volleyball-Head Coach
- Dennis Olstedt-HS Football-Head Coach
- Joel Dierickx-HS Football-Assistant Coach
- Cody Hartsoch-HS Football-Assistant Coach
- Nikita Smith- HS Football-Assistant Coach
- James Nagle-HS Football-Assistant Coach
- Adam Israel-HS Football-Volunteer Coach
- Nathan Daniels-HS Boys Soccer-Head Coach
- Leonardo Luna-HS Boys Soccer-Assistant (0.34 FTE)
- James Lawiie-HS Boys Soccer-Assistant (0.66 FTE)
- Chelsea Archibald- HS Cross Country-Head Coach
- Nina Biasi- HS Cross Country-Assistant Coach

- Victoria Keller- HS Cheer-Head Coach (Fall and Winter)
- Ashley Graffius- HS Cheer-Assistant Coach (Fall and Winter)
- Derek Stephenson- HS Girls Soccer-Head Coach
- Kai Brown- HS Girls Soccer-Assistant Coach
- Audrey Larson- HS Girls Soccer-Assistant Coach
- Jackson Januik- HS Boys Basketball-Head Coach
- Bill Westerholm- HS Boys Basketball-Assistant Coach
- Cody Hartsoch- HS Boys Basketball-Assistant Coach
- Jim Poetsch- HS Boys Basketball-Volunteer Coach
- Aaron Chesnut- HS Boys Basketball-Volunteer Coach
- Marla Olstedt- HS Girls Basketball-Head Coach
- Hailee Wawro- HS Girls Basketball-Assistant Coach
- Sam Heroux- HS Swimming-Head Coach
- Carolyn Heyman- HS Swimming-Volunteer Coach
- Trent Rollins- HS Wrestling-Head Coach
- Mike Magnuson- HS Wrestling-Assistant Coach
- Curtis Cooley- HS Wrestling-Volunteer Coach
- Steven Daily- HS Wrestling-Volunteer Coach
- Briley Reeves- HS Baseball-Head Coach
- Joel Dierickx- HS Baseball-Assistant Coach
- Adam Israel- HS Baseball-Assistant Coach
- Jim Poetsch- HS Boys Golf-Head Coach
- Steve Hinton- HS Boys Golf-Volunteer Coach
- Ed Arden- HS Boys Golf-Volunteer Coach
- Jeff Thomas- HS Girls Golf-Head Coach
- Skyler Archibald- HS Girls Golf-Volunteer Coach
- Chis Corder- HS Softball-Head Coach
- Ellie Magnuson- HS Softball-Assistant Coach
- Jessica Garrigues- HS Softball-Assistant Coach
- Krystal Pike- HS Track-Head Coach
- Jarom Bowels- HS Track-Assistant Head Coach (0.5 FTE) & .5 Track HS Track Assistant (0.5 FTE)
- Kai Brown- HS Track-Assistant Head Coach (0.5 FTE) & .5 Track HS Track Assistant (0.5 FTE)
- Colin Boutin- HS Track-Assistant Coach
- Halie Korf- HS Track-Assistant Coach
- Jeff Kilday- HS Track-Volunteer Coach
- Dan Leary- HS Strength and Conditioning-Volunteer Coach
- Evan Yokoyama- HS Strength and Conditioning-Volunteer Coach

Attachments:

5.5. Approve Seaside Middle School 2026-2027 Coaching Recommendations:

- Chad Clouse-MS Football-Head Coach
- Jake Funk-MS Football-Head Coach
- Luke Miller-MS Football-Assistant Coach
- Donald Zwahlen-MS Football-Assistant Coach
- Renee Meier-MS Volleyball-Head Coach
- Hailee Wawro-MS Volleyball-Assistant Coach
- Luke Miller-MS Boys Basketball-Head Coach
- Donald Zwahlen-MS Boys Basketball-Assistant Coach
- Rafael Sibony-MS Boys Basketball-Head Coach
- Ricardo Corona-MS Boys Basketball-Assistant Coach
- Chad Clouse-MS Girls Basketball-Head Coach
- Jake Funk-MS Girls Basketball-Assistant Coach
- Ashley Flukinger-MS Girls Basketball-Head Coach
- Luke Miller-MS Girls Basketball-Assistant Coach
- Gavin Meyer-MS Boys Wrestling-Head Coach
- Chris Avery-MS Girls Wrestling-Assistant Coach
- Gavin Meyer-MS Girls Wrestling-Head Coach
- Hailey Smith-MS Girls Wrestling-Volunteer Coach
- Cody Hartsoch-MS Track Head-Coach
- Audrey Larson-MS Track Head-Coach
- Nicole Aydtt-MS Track Assistant-Coach
- Colin Boutin-MS Cross Country-Head Coach
- Wally Hamer-MS Boys Basketball-Volunteer Coach

Attachments:

06122026_SEASIDE MIDDLE SCHOOL COACHING RECOMMENDATIONS
2026-27 v2

64

5.6. Approve Request for Disposal of District Property - Technology

Attachments:

06082026_DISPOSAL OF DISTRICT PROPERTY_IT

65

5.7. Approve Request for Disposal of District Property - School Bus

Attachments:

Recommendation to Surplus Swat Van and Forest Truck - June 2026

66

5.8. Approve Out of State Field Trip - Second Graders to Ilwaco, WA

Attachments:

Out of State Field Trip Request

67

5.9. Approve District Office Job Descriptions:

- Business Manager - Revised
- Human Resources Generalist - New

- Executive Assistant - Revised
- Payroll Specialist - Revised
- Accounting Specialist - Revised

Attachments:

Executive Assistant DRAFT	68
Human Resources Generalist DRAFT	72
Payroll Specialist DRAFT	76
Accounting Specialist DRAFT	79
Business Manager DRAFT	82

6. **ACTION ITEMS**

6.1. Resolution #6 - Adopting the Budget and Imposing the Tax

Speaker(s): Board Chair

Attachments:

Resolution #6 - Adopting the Budget_Imposing the Tax	86
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6.2. Resolution #7 - Local Option Levy

Speaker(s): Susan Penrod

Attachments:

Resolution #7 for Local Option Levy 2026 in NOVEMBER	87
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6.3. Designations 2026-2027

Speaker(s): Susan Penrod

Attachments:

Designations 2026-2027	90
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6.4. Authority to Hire

Speaker(s): Board Chair

6.5. Inter-district Transfer/Admire Enrollment Exception

Speaker(s): Susan Penrod

6.6. Cannon Beach Academy Request for Increased Funding

Speaker(s): Susan Penrod

6.7. Cannon Beach Academy Request to Add Grade 6 for the 2026-2027 School Year

Speaker(s): Susan Penrod

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.*

8. **INFORMATION ONLY**

8.1. BOARD POLICY/FIRST READING:

- BBAA – Individual Board Member’s Authority and Responsibilities, Optional (Delete)
- BBAA – Board Member’s Authority and Responsibilities (New - Adopt)
- BBE – Vacancies on the Board, (Delete)
- BBE – Vacancies on the Board, (Re-Adopt)
- BCB – Board Officers, (Revise)
- BCE – Board Committees, (Delete)
- BCE – Board Committees, (Re-Adopt)
- BCF – Advisory Committees to the Board, Optional, (Delete)

- BD – Board Meetings, Notices and Communications, (New - Adopt)
- BD/BDA – Board Meetings, (Delete)
- BDC – Executive Sessions, (Delete)
- BDC – Executive Sessions, (Re-Adopt)
- BDD – Board Meeting Procedures, (Delete)
- BDD – Board Meeting Procedures, (Re-Adopt)
- BDDC – Board Meeting Agenda, (Delete)
- BDDC – Board Meeting Agenda, (Re-Adopt)
- BDDG – Minutes of Board Meetings, Optional, (Delete)
- BDDG – Recordings and Minutes of Board Meetings, (New - Adopt)
- BDDH - Public Comment (Adopt)
- CBA – Qualifications and Duties of the Superintendent, (Delete)
- CBA – Qualifications and Duties of the Superintendent, (Re-Adopt))
- CBG – Evaluation of the Superintendent, (Revise)
- CEA – Educational Equity Advisory Committee, (Adopt)
- DBEA – Budget Committee, (Revise)
- EBB – Integrated Pest Management, (Revise)
- EBBA - First Aid, (Delete)
- EBBA – Student Health Services (New - Adopt)
- EBBA-AR - First Aid - Infection Control (Delete)
- ECAA – Access to Buildings, (Revise)
- GAA – Personnel Definitions (Delete)
- GBA – Equal Employment Opportunity, (Revise)
- GBA-AR - Veterans' Preference (Delete)
- GBA-AR – Veteran and State Servicemember Preference, (New - Adopt)
- GBN/JBA – Sexual Harassment, (Revise)
- GCBDA/GDBDA - Family Medical Leave (Delete)
- GCBDA/GDBDA - Family and Medical Leave (New - Adopt)
- GCBDA/GDBDA-AR(1) – Federal Family and Medical Leave/State Family Medical Leave (Delete)
- GCBDA/GDBDA-AR(1) – Family and Medical Leave (New - Adopt)
- GCBDA/GDBDA -AR(2) - Application for Family and Medical Leave (Revise)
- GCBDA/GDBDA-AR(3) - Certification of Health Care Provider (Delete)
- GCBDC/GDBDC - Domestic Violence, Harassment, Sexual Assault, or Stalking Leave (Delete)
- GCBDC/GDBDC - Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave (Safe Leave) (New - Adopt))
- GCBDD/GDBDD – Sick Time (Delete)
- GCBDD/GDBDD – Sick Time (Re-Adopt)
- JBA/GBN – Sexual Harassment, (Revise)

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.

Attachments:

BBAA D1 (Delete)	93
BBAA G1 (Re-Adopt)	95
BBE G1 (Delete)	98
BBE G1 (Re-Adopt)	99
BCB G1 (Revise)	101
BCE D1 (Delete)	103
BCE G1 (Re-Adopt)	104
BCF D1 (Delete)	107
BD G1 (Adopt)	109
BD_BDA D1 (Delete)	116
BDC D1 (Delete)	119
BDC G1 (Re-Adopt)	121
BDD D1 (Delete)	125
BDD G1 (Re-Adopt)	126
BDDC D1 (Delete)	128
BDDC G1 (Re-Adopt)	130
BDDG D1 (Delete)	132
BDDG G1 (Re-Adopt)	134
BDDH G1 (Adopt)	137
CBA D3 (Delete)	139
CBA G1 (Re-Adopt)	142
CBG D1 (Revise)	146
CEA G1 (Adopt)	147
DBEA D1 (Revise)	150
EBB D1 (Revise)	152
EBBA D1 (Delete)	156
EBBA G1 (Adopt New)	157
EBBA R D1 (Delete)	160
ECAA D1 (Revise)	163
GAA G1 (Delete)	165
GBA D1 (Revise)	167
GBA R G1 (Delete)	169
GBA R G1 (Re-Adopt)	171
GBN_JBA G1 (Revise)	174
GCBDA_GDBDA D1 (Delete)	183
GCBDA_GDBDA G1 (Re-Adopt)	185
GCBDA_GDBDA R 1 G1 (Delete)	188
GCBDA_GDBDA R 1 G1 (Re-Adopt)	202
GCBDA_GDBDA R 2 D1 (Revise)	218
GCBDA_GDBDA R 3 D1 (Delete)	221
GCBDC_GDBDC G1 (Delete)	223
GCBDC_GDBDC G1 (Re-Adopt)	226
GCBDD_GDBDD D1 (Delete)	230
GCBDD_GDBDD G1 (Re-Adopt)	232
JBA_GBN G1 (Revise)	236

8.2. EMPLOYMENT ACTIONS:

Classified:

- Nathan Vaughn/Food Service Worker/Employed
- Igor Silaev/Substitute Driver/Employed
- Kimberly Simmons/Substitute Driver/Employed
- Jordan Young/Bus Driver/Rescinding of Resignation
- Andrea Ryan/Elementary Educational Assistant/Resignation

8.3. Confidential Resignations:

- Debra Sinclair/Payroll Specialist/Resignation

9. **ADJOURN**



SEASIDE HIGH SCHOOL

GROW, ACHIEVE, SUCCEED

JEFF ROBERTS, PRINCIPAL
JASON BOYD, ASSISTANT PRINCIPAL
CHAD CLOUSE, ATHLETIC DIRECTOR
TRAVIS CAVE, COUNSELOR
RENEE MEIER, COUNSELOR
JANE FORMAN, COUNSELOR

6/12/2026

Superintendent Penrod,

I am seeking board approval to attend an athletic competition in Arizona for the following activity and date.

HS Softball @ Phoenix Arizona March 17th-March 23rd

See attached email for more information

Thank you,

Chad Clouse
Athletic Director

Jeff Roberts
Principal



SEASIDE HIGH SCHOOL

GROW, ACHIEVE, SUCCEED

JEFF ROBERTS, PRINCIPAL
JASON BOYD, ASSISTANT PRINCIPAL
CHAD CLOUSE, ATHLETIC DIRECTOR
TRAVIS CAVE, COUNSELOR
RENEE MEIER, COUNSELOR
JANE FORMAN, COUNSELOR

To whom it may concern,

Seaside Softball is requesting approval to travel to Phoenix, AZ for their annual softball trip Wednesday, March 17th through Tuesday, March 23rd in 2027. This will be another great opportunity for high quality softball experiences, training and competing as well as other learning opportunities during the trip.

This year's spring break falls partially on Easter weekend so we are requesting the first part of the week this coming year versus the latter.

We appreciate your support in our endeavors and look forward to the opportunity.

GO GULLS!

Best,

Chris Corder
Seaside Softball

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

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

Seaside School District Job Description

Job Title: District Support Specialist
Reports To: Business Manager and Director of Curriculum and Instruction
FLSA Status: Non-Exempt

JOB SUMMARY

The District Support Specialist serves as the primary support professional to the Business Manager and the Director of Curriculum and Instruction, providing full spectrum administrative and systems support. This position also serves as the first point of contact in the district office, ensuring a welcoming atmosphere while managing daily office tasks with efficiency and accuracy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follow and maintain knowledge of all District policy(ies) and procedures.
2. Work independently, prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail.
3. Actively demonstrates high levels of employee engagement, accountability, coachability, and responsibility for personal performance and results.
4. Serve as District Office first point of contact, greeting visitors, answering phones, providing information and directing visitors, parents and community members to appropriate contacts.
5. Process and distribute incoming and outgoing mail and maintain postage meter.
6. Provide administrative support to the Business Office and the Curriculum Department including, but not limited to preparation of presentations, mailings, budget documents, calendar management, professional development events, travel and room arrangements, audit support, and a wide variety of correspondence.
7. Support the development of district publications and surveys, drafting, proofreading, formatting and preparing digital and print materials for distribution.
8. Assist in the collection and formatting of data from various district systems in support of district initiatives, special projects, and state and federal reporting.
9. Input and/or upload student program data into the student information system (SIS) as assigned.
10. Assist in the curriculum adoption process, including maintaining a system for accurately tracking budgets, quotes, orders, materials, and distribution.
11. Point of contact for facility and bus rental activities, processing and distributing rental forms, maintaining a calendar, communicating with renters, and coordinating with schools/departments.
12. Assist in monitoring and updating district website content.
13. Support purchasing for assigned departments, input requisitions, track orders, and check in orders.
14. Point of contact for the District student meals program(s) which may include processing of free and reduced meal applications and direct certifications, distribution of notification letters, filing and organizing relevant data, and assisting with verification, reporting and audit processes. Provide support to individuals who have questions regarding the process and/or application status.
15. Point of contact for the Summer Electronic Benefit Transfer (SEBT), providing accurate enrollment data to the state to facilitate distribution of benefits.
16. Collect student and employee accident reports, filing, organizing relevant data, and providing reports.
17. Manage special projects as assigned by the Business Manager and/or Director of Curriculum and Instruction.
18. Complete designated job tasks, special projects, and all other duties as assigned to meet team, department and Seaside School District goals while working cooperatively, efficiently, and productively in a team environment.
19. Receive, interpret, and implement job-related instruction, guidance, coaching, and training while progressively improving skills and overall success in assigned duties.

20. Establish and maintain professional relationships with staff, supervisors, vendors, governmental and private agencies, and the public.
21. Maintain a thorough understanding of general purposes and goals of public education and a willingness to operate within District procedures, School Board policy, and state and federal laws and regulations.
22. Compile and prepare reports for administration or outside agencies while maintaining confidentiality.
23. Appropriately maintains and secures confidential records and inquiries.
24. Create and maintain electronic and physical filing system, including confidential files, in accordance with District policy and state/federal records retention requirements.
25. Provide information, prepare periodic reports, and maintain all necessary records as requested by the Administration, Department of Education, and the District's outside auditors.
26. Prepare materials, attend, and take minutes for meetings as needed.
27. Communicate and collaborate with District administrators and personnel, as well as with outside agencies, to assure timely sharing of information and response to inquiries.
28. Completes data entry work, using District programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
29. Perform a variety of general office duties, including, typing, proofreading, distributing, filing, and sorting.
30. Maintain appropriate certifications and training hours as required.
31. Comply with applicable District, state, local and federal laws, rules and regulations.
32. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings as requested.
2. Attends staff meetings as requested.
3. Troubleshoots office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED). At least one year related experience and/or training preferred. Ability to rapidly and accurately enter and retrieve computerized data. Prior successful experience working in an office and/or school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to multi-task and successfully work with staff, students and parents.
- **Language Skills:** Ability to communicate fluently in English both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students and staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply and solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** General knowledge of computer usage. Ability to proficiently use assigned programs and equipment as applicable to the essential duties of the position. Specialized training may be required.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community and other agencies. Ability to meet timelines and exercise good judgment while working in a dynamic environment. **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card and an Oregon Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit, walk, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel or crouch. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate. The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Board Approved: October 20, 2015, Revised: January 16, 2024, June 16, 2026

I have read and understand this job description.

Signature:

Date:

Recommendation for Hire Form - *submit to HR office*

Individual to Hire: Shelby Gagnon Start date: August 1st Position: Secondary Assistant Principal Job
posting# 26036

Changes to position terms as specified in the job posting:

x FTE Certified Administration ☐ Temporary: term _____

Work schedule: 220-day contract, 8:00 am - 4:00 pm, Monday through Friday

Reasoning for hire: Licensed positions:

Required Endorsements: Administration License

☒ Candidate holds or is eligible to hold the required endorsement(s) as specified in the job posting.

☐ Superintendent and HR have been made aware that the candidate will require District sponsorship for a provisional license (i.e., LCA, Emergency Teaching), and the candidate is aware of the need to work toward obtaining the required license/endorsement.

Additional misc information:

I am pleased to recommend Shelby Gagnon for the position of Assistant Principal at Seaside Secondary School. Shelby is an exceptional educator and leader who consistently demonstrates professionalism, integrity, and a deep commitment to student success. She has earned the respect of students, staff, and families through her strong relationships, collaborative approach, and ability to support both academic and social-emotional growth. Shelby possesses strong instructional knowledge, excellent communication skills, and a solution-oriented mindset that make her well-suited for school leadership. She is highly respected by her colleagues, embraces challenges with a positive attitude, and is committed to continuous growth. I am confident that Shelby will be an outstanding Assistant Principal and a valuable asset to the Seaside Secondary School community.

Does the candidate have already scheduled days (trip, vacation, etc.) that they have indicated they are unable to work? By listing the days below, you, the administrator, are indicating you approve the absences, including the use of unpaid time.

Dates of pre-planned absences: None

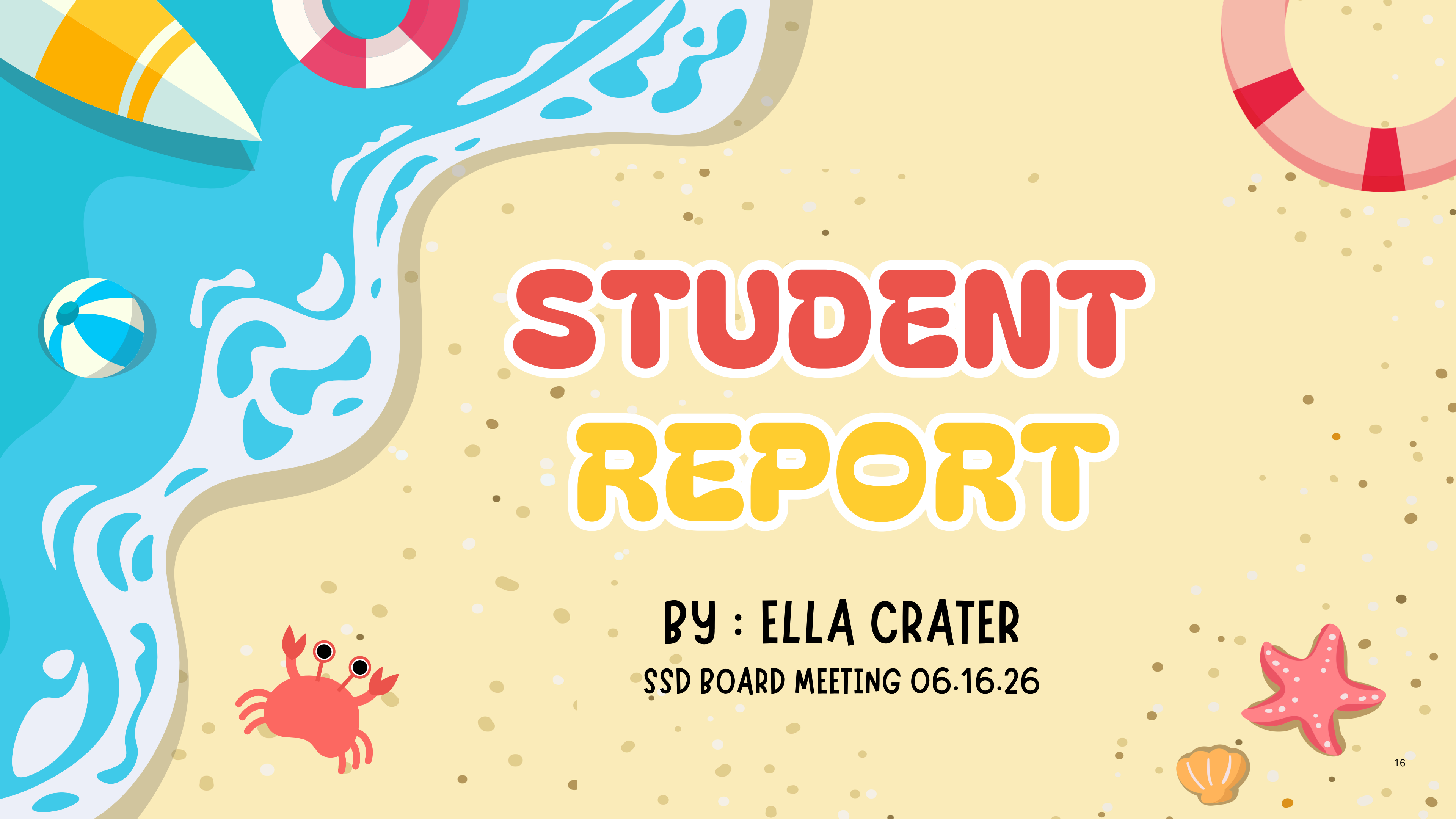
PROGRAM APPROVAL:

Wally Gugin 6-15-26
Administrator/Supervisor Date

FOR OFFICE USE ONLY:
Superintendent Date

Joan Pennel 6/16/26

☐ Submit to School Board for approval ☐ Issue hire letter



STUDENT REPORT

BY : ELLA CRATER
SSD BOARD MEETING 06.16.26

LAST WEEK!



Graduation

Thank you all for coming! Congrats to the Class of 2026!



8th Grade Promotion

Good luck to the Class of 2030!

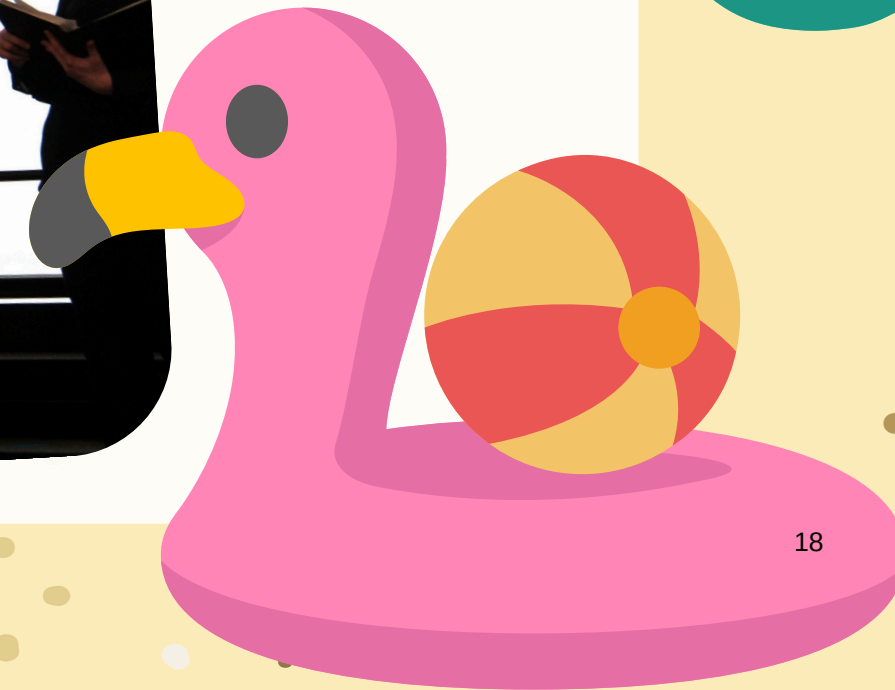


Assemblies & More!

Happy Summer!



ARTS!



SPORTS- FALL



SPORTS-WINTER



SPORTS- SPRING





CLUBS!



NHS!



Tabletop!



Robotics!



Trio!



GSA!



Ridgeline!



Key Club!



Writing Club!



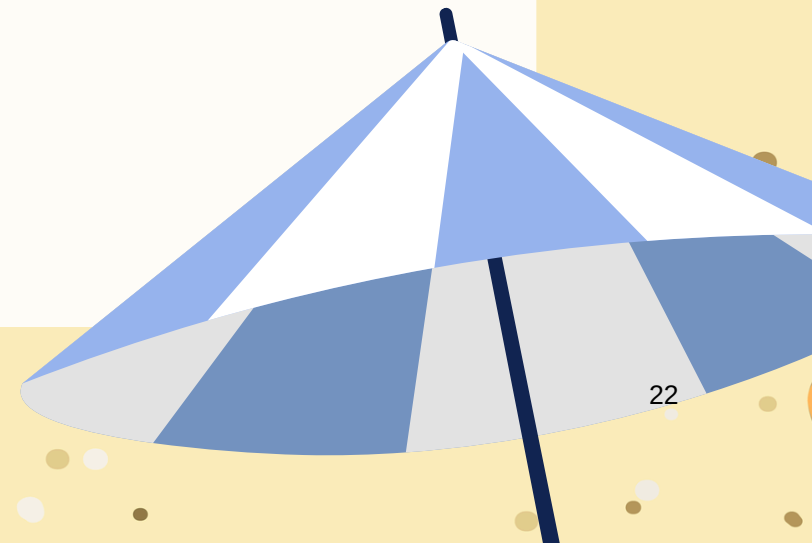
Chess!



FBLA!



Multicultural Club!





FAVORITE MOMENTS- STUDENT ACTIVITIES



Playoffs!



Snoball!



Coin Clash!



Homecoming!



Slime!



Prom Court!



Prom Assembly!





**THANK
YOU!**

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

For Period Ending May, 2026

General Fund - Revenue & Expenditures by Function Code

	Budget	Actual	Encumbrances	% Remaining	Variance
Revenue:					
Local Revenue	\$ 22,598,580	\$ 21,118,825	\$ -	6.55%	\$ (1,479,755)
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	14,187	-	0.00%	(33,813)
Transfers	-	9,999	-	0.00%	9,999
Beginning Fund Balance *	8,396,763	-	-	100.00%	(8,396,763)
Total Revenues	\$ 33,193,343	\$ 21,454,605	\$ -	35.36%	\$ (11,738,738)

Expenditures:					
1000- Instruction	\$ 15,989,324	\$ 11,924,098	\$ 3,384,700	4.26%	\$ 680,526
2000- Support Services	10,292,719	9,255,106	1,485,313	-4.35%	(447,700)
5200- Transfers	811,300	-	-	100.00%	811,300
6100- Operating Contingency	6,100,000	-	-	100.00%	6,100,000
Total Expenditures	\$ 33,193,343	\$ 21,179,204	\$ 4,870,013	21.52%	\$ 7,144,126

*Pending audit completion

For Period Ending May, 2026

Special Revenue Funds - Revenue & Expenditures by Function Code

	Budget	Actual	Encumbrances	% Remaining	Variance
Revenue:					
Local Revenue	\$ 1,268,666	\$ 301,616	\$ -	76.23%	\$ (967,050)
State Revenue	3,224,199	1,818,682	-	43.59%	(1,405,517)
Federal Revenue	1,785,752	1,187,738	-	33.49%	(598,014)
Interfund Transfers	195,000	-	-	100.00%	(195,000)
Sale of Fixed Assets	-	-	-	0.00%	-
Beginning Fund Balance *	708,808	-	-	100.00%	(708,808)
Total Revenues	\$ 7,182,425	\$ 3,308,036	\$ -	53.94%	\$ (3,874,389)

Expenditures:					
1000- Instruction	\$ 4,008,854	\$ 2,317,802	\$ 720,402	24.21%	\$ 970,650
2000- Support Services	1,695,255	1,044,487	458,316	11.35%	192,452
3000- Community Services	1,420,900	1,033,360	159,913	16.02%	227,627
4000- Facilities Acquisition & Const	-	-	-	0.00%	-
5100- Debt Services	28,710	22,950	4,590	0.00%	1,170
7000- Reserved for Next Yr	28,706	-	-	0.00%	28,706
Total Expenditures	\$ 7,182,425	\$ 4,418,599	\$ 1,343,221	19.78%	\$ 1,420,605

*Pending audit completion

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

For Period Ending May, 2026

General Fund - Revenue & Expenditures by Object Code

	Budget	Actual	Encumbrances	Variance
Revenue:				
1111 Current Taxes	\$ 19,241,100	\$ 18,300,797	\$ -	\$ (940,303)
1112 Prior Taxes	574,780	363,373	-	(211,407)
1114 PILOT (Payment In Lieu Of Taxes)	20,000	10,484	-	(9,516)
1121 Current Local Taxes	2,100,000	2,092,593	-	(7,407)
1122 Prior Local Taxes	57,000	40,286	-	(16,714)
1190 Interest on Taxes	-	-	-	-
1411 Transportation Fees/Other	-	-	-	-
1510 Interest	450,000	122,902	-	(327,098)
1740 Student Fees	5,700	3,235	-	(2,465)
1910 Rentals	20,000	17,449	-	(2,551)
1920 Contributions & Donations	-	-	-	-
1940 Services Provided To Others	-	-	-	-
1960 Recovery of Expenditures	-	-	-	-
1990 Miscellaneous Revenue	130,000	167,706	-	37,706
1991 E-Rate Reimbursement	-	-	-	-
Total Local Revenue	22,598,580	21,118,825	-	(1,479,755)
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	-	-	-	-
Total Intermediate Revenue	1,700,000	238,375	-	(1,461,625)
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	-	-	-	-
Total State Revenue	450,000	73,219	-	(376,781)
4300/4500 Federal Revenue	48,000	14,187	-	(33,813)
4801 Federal Forest Fees	-	-	-	-
Total Federal Revenue	48,000	14,187	-	(33,813)
5200 Interfund	-	-	-	-
5300 Other Sources	-	9,999	-	9,999
5400 Beginning Fund Balance *	8,396,763	-	-	(8,396,763)
Total Other Sources	8,396,763	9,999	-	(8,386,764)
Total Revenues	\$ 33,193,343	\$ 21,454,605	\$ -	\$ (11,738,738)
Expenditures:				
100 - Salaries	\$ 13,776,748	\$ 11,367,684	\$ 2,490,397	\$ (81,333)
200 - Benefits	8,273,999	6,344,176	1,449,997	479,826
300 - Purchased Services	1,951,753	1,662,442	278,811	10,500
400 - Supplies & Materials	1,672,050	907,100	543,054	221,896
500 - Capital Outlay	100,000	258,830	101,085	(259,915)
600 - Other Objects	507,493	638,972	6,669	(138,148)
700 - Transfers	811,300	-	-	811,300
800 - Operating Contingency	6,100,000	-	-	6,100,000
800 - Unappropriated EFB	-	-	-	-
Total Expenditures	\$ 33,193,343	\$ 21,179,204	\$ 4,870,013	\$ 7,144,126

*Pending audit completion

For Period Ending May, 2026

Special Revenue Funds - Revenue & Expenditures by Object Code

	Budget	Actual	Encumbrances	Variance
Revenue:				
Local Revenue	\$ 1,234,635	\$ 296,379	\$ -	\$ (938,256)
Intermediate Revenue	34,032	5,237	-	(28,795)
State Revenue	3,224,199	1,818,682	-	(1,405,517)
Federal Revenue	1,785,752	1,187,738	-	(598,014)
Interfund Transfers	195,000	-	-	(195,000)
Sale of Fixed Assets	-	-	-	-
Beginning Fund Balance *	708,808	-	-	(708,808)
Total Revenues	\$ 7,182,426	\$ 3,308,036	\$ -	\$ (3,874,390)
Expenditures:				
100 - Salaries	\$ 2,688,956	\$ 2,453,751	\$ 624,898	\$ (389,693)
200 - Benefits	1,441,427	1,281,447	338,710	(178,730)
300 - Purchased Services	592,242	327,589	44,029	220,624
400 - Supplies & Materials	2,400,383	245,122	63,938	2,091,323
500 & 600 - Capital & Other Objects	30,710	110,690	271,646	(351,626)
700 - Transits	-	-	-	-
800 - Reserved for Next Yr	28,706	-	-	28,706
Total Expenditures	\$ 7,182,424	\$ 4,418,599	\$ 1,343,221	\$ 1,420,604

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*Pending audit completion



Director's Report

MaryEllen Rogozinski

June 2026

Enrollment: 35 Students, 16 - K/1/2 & 19 - 3/4/5

Variety Show

We held our first CBA Variety Show on Friday, May 29th at the city park. The show featured performances from both classes, with each class presenting musical numbers both individually and together, including a Spanish song. The program showcased a wide range of talents, including boomwackers, poi spinning, ukulele, gymnastics, a skit, rapid fire country naming, dancing, and solo performances.



Mo's Fundraiser

Mo's in Cannon Beach generously hosted a Pancake Breakfast fundraiser on Saturday, June 6th, donating 100% of the proceeds to support our school. The kids helped serve coffee, orange juice, and all you can eat

pancakes, bacon, and sausage. The room was filled with lots of smiles and full bellies. It was a heartfelt event that highlighted the strong community spirit surrounding our students and the work we do.

Running Club

7 of our Running Club kids ran in the Run on the River 5K in Astoria on Saturday, May 30th. This was a first for 6 of those 7 runners. Throughout the event, they encouraged one another, set personal goals, and demonstrated resilience as they moved along the course. This event marked the fourth year our Running Club has participated in the 5K, and we're especially proud that one of our fifth grade runners has taken part every single time.

We wrapped up our season with a beach run to Suzy Scoops on Tuesday, June 2nd—an annual tradition that has become a fun and meaningful way to celebrate the year together.



Jog-a-Thon

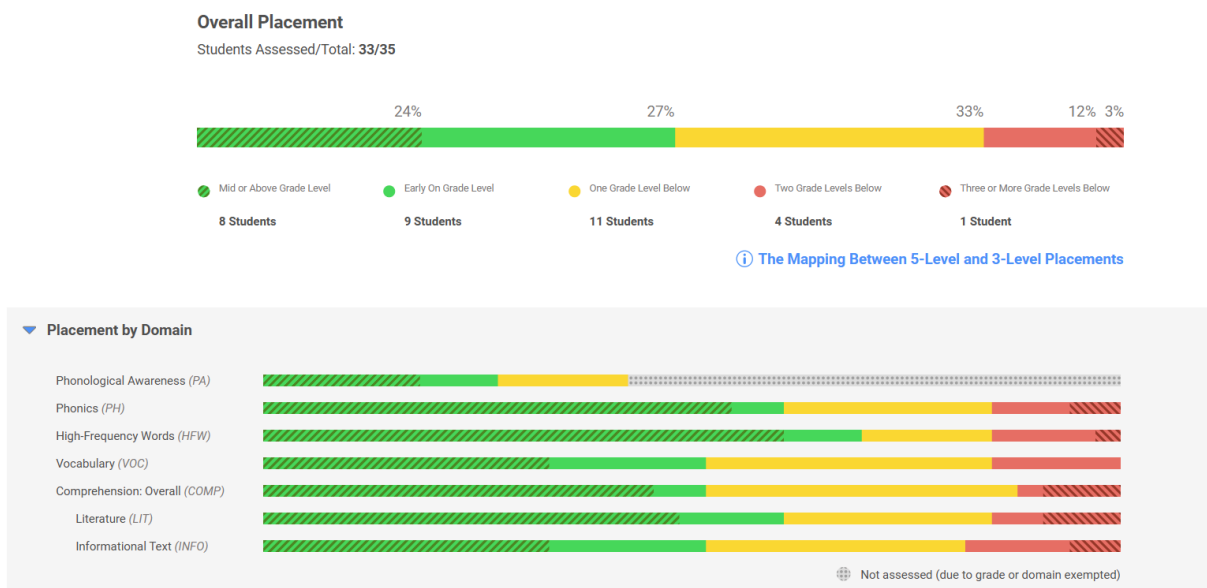
We held our first Annual Jog-a-Thon on the beach on Friday, June 5th. The course was $\frac{1}{4}$ of a mile loop. For 30 minutes, they ran, jogged, and walked with enthusiasm, encouraging one another and celebrating each lap along the way. By the end, there were lots of proud smiles and some sweaty heads—clear signs of just how hard they worked and how much fun they had participating in the event.



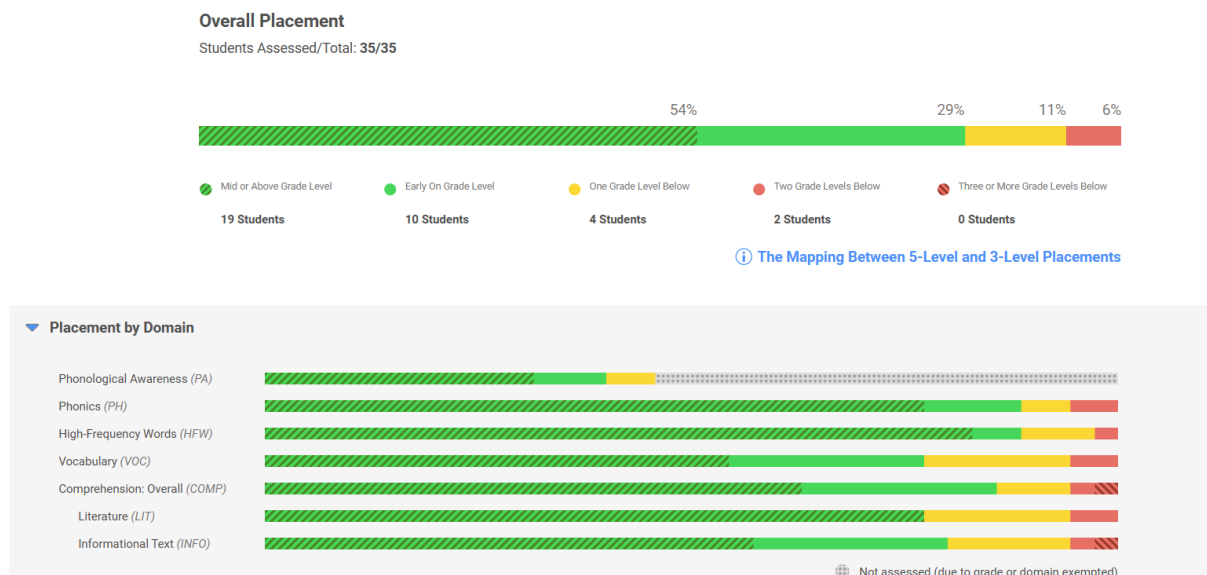
iReady Diagnostic

We wrapped up our final (3rd) iReady Diagnostic in Reading and Math. Included are comparison charts showing student performance from the first Diagnostic in the fall through the end of the year. It is exciting to see the significant growth our students have made, and their hard work and perseverance are reflected in the progress shown across both subjects.

iReady Reading Diagnostic - Beginning of Year



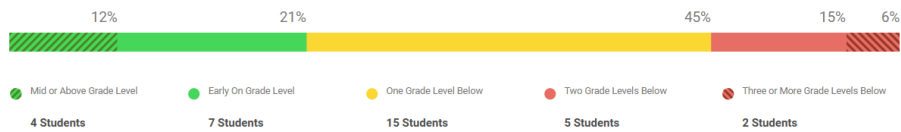
iReady Reading Diagnostic - End of Year



iReady Math Diagnostic - Beginning of Year

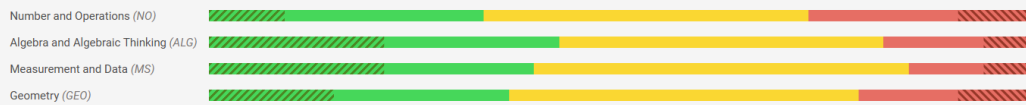
Overall Placement

Students Assessed/Total: 33/35



[The Mapping Between 5-Level and 3-Level Placements](#)

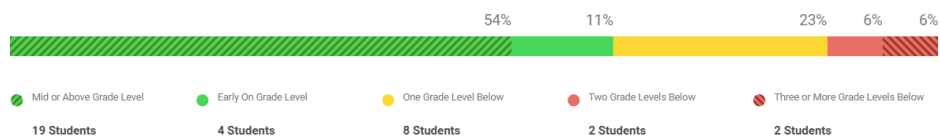
Placement by Domain



iReady Math Diagnostic - End of Year

Overall Placement

Students Assessed/Total: 35/35



[The Mapping Between 5-Level and 3-Level Placements](#)

Placement by Domain



Upcoming Events

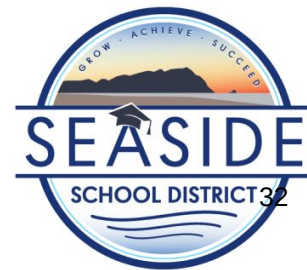
- ☀ Pool Party at NCRD in Nehalem - June 10
- ☀ Field Day - June 11
- ☀ Last Day of School - June 11
- ☀ Term 3 Report Cards Due - June 12
- ☀ 5th Grade Party at Astoria Armory - June 12



Kindergarten Grads

2025-2026 In Review

Seaside School District



Seaside School District

Strategic Plan

2025-2028

Updated: July 2025

GROW, ACHIEVE, SUCCEED!





Seaside School District Core Values

The Seaside School District is committed to providing equitable, safe learning environments, an engaging, well-rounded education, and a focus on collective wellness and community partnerships.

Seaside School District Mission Statement

Strengthening community, inspiring possibility, ensuring opportunity.

Seaside School District Vision Statement

In partnership with our coastal community, all of our students pursue excellence as passionate, empowered, lifelong learners.



Goal 1 - *All students will be on track to graduate with a plan beyond high school.*

Goal 2 - *All students will develop the social and emotional skills to be positive members of the community.*

Seaside School District's Framework for Educational Equity



*Strengthening community,
inspiring possibility,
ensuring opportunity.*

Guaranteed and Viable Curriculum

We are committed to educating every student with high quality materials that are grounded in grade level and content standards. We empower our teachers through Collaborative Teams and Instructional Coaching

Staff, Student, and Community Wellness

We are committed to the social emotional wellbeing of all staff and students, strengthening school to family relationships, and expanding community partnerships

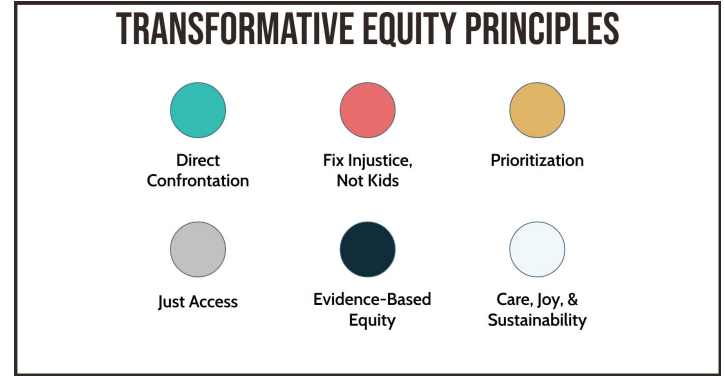
Effective Teaching in Every Classroom

We are committed to an Instructional Model that embeds English Language Development, focuses on literacy instruction in all subjects, and using proven teaching strategies

GROW, ACHIEVE, SUCCEED!

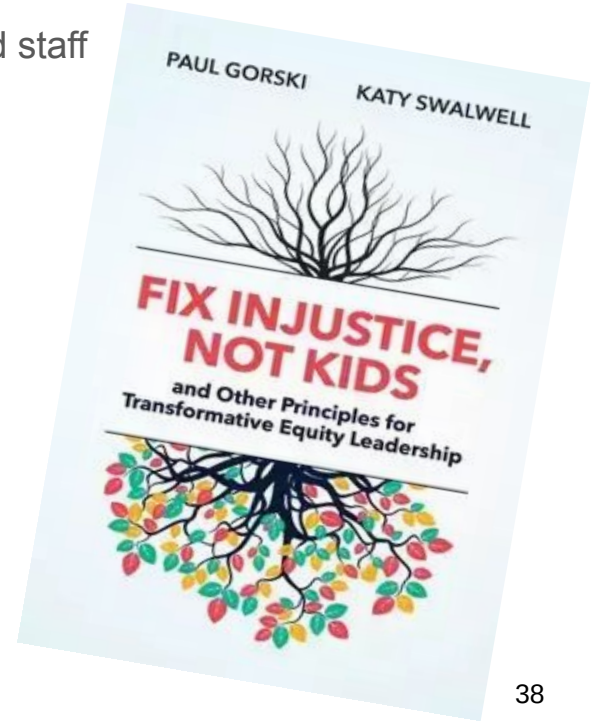
Our 2025-2026 Focus

1. Equity
 - a. Equity Advisory Committee
 - b. Building-level Action Plans
2. Attendance
 - a. District-wide Improvement Campaign
 - b. Build-level Implementation Plans
3. Collaborative Teams
 - a. District-wide Systems and Protocols
 - b. Accountability
4. Continuation of Instructional Framework
 - a. Effective Teaching In Every Classroom



Equity Work In Action

- Equity Advisory Committee meets monthly-students, parents and staff
- Quarterly onsite trainings with the leadership team
- and a staff cohort of both certified and classified staff
- Monthly data reviews to look for disparities in the
- areas of:
 - Demographics
 - Extracurriculars
 - Attendance
 - Discipline
 - Academics



DATA CYCLE
SEASIDE SCHOOL DISTRICT

September

Demographic Data

[PRE - Demographic](#)

[SMS - Demographic](#)

[SHS - Demographic](#)

October

Fall Extracurricular

[PRE - Extracurricular](#)

[SMS - Extracurricular](#)

[SHS - Extracurricular](#) & [Co-Curricular/Clubs](#)

November

Discipline and Attendance

[PRE - Discipline and Attendance](#)

[SMS - Discipline and Attendance](#)

[SHS - Discipline and Attendance](#)

December

Academic

[PRE - Academic](#)

[SMS - Academic](#)

[SHS - Academic](#)

January

Winter Extracurricular

[PRE - Extracurricular](#)

[SMS - Extracurricular](#)

[SHS - Extracurricular](#) & [Co-Curricular/Clubs](#)

February

Discipline and Attendance

[PRE - Discipline and Attendance](#)

[SMS - Discipline and Attendance](#)

[SHS - Discipline and Attendance](#)

March

Academic

[PRE - Academic](#)

[SMS - Academic](#)

[SHS - Academic](#)

April

Discipline and Attendance

[PRE - Discipline and Attendance](#)

[SMS - Discipline and Attendance](#)

[SHS - Discipline and Attendance](#)

May

Spring Extracurricular

[PRE - Extracurricular](#)

[SMS - Extracurricular](#)

[SHS - Extracurricular](#) & [Co-Curricular/Clubs](#)

June

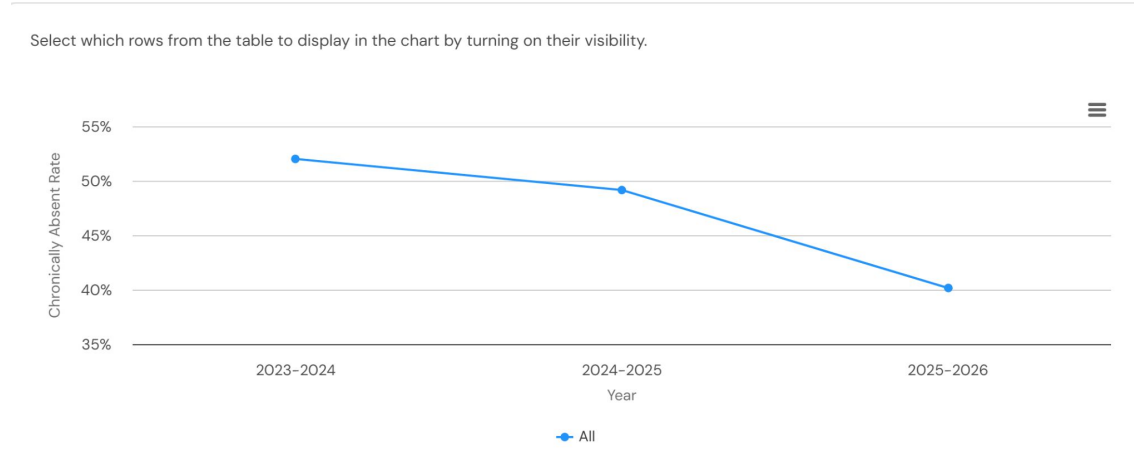
Data Deep Dive

Attendance

Created Attendance Teams in buildings

Made over 100 personal family connections a month

Decreased K-12 chronic absenteeism by 12 percentage points



District-Wide Collaborative Teams

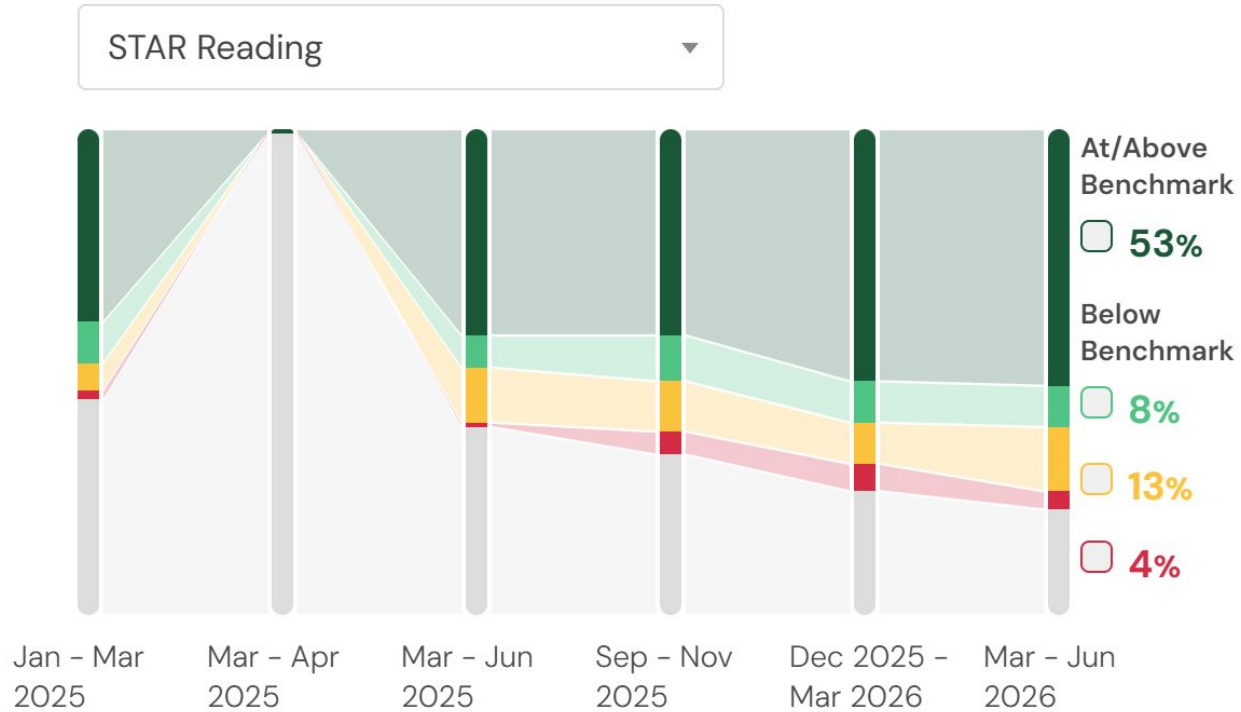
- Grade-level or content- area teams
- Teams meet regularly with a detailed focus:
 - Curriculum
 - Instruction
 - Assessment
 - Achievement
- Participate in 3 short learning walks per trimester to learn from each other

Collaborative Team Agenda			
Date:		Team:	
Housekeeping (7-10 Minutes)			
Who	What	Notes	
Quick Links		Grade Team Meeting Notes	
Strategy Panorama Equity Lens	PBI Shared Drive PBI Standards and Maps Equity Lens - Instruction	Clever Team Links	
Pacific Ridge Elementary Norms - Confidentiality - Be fully present. - Come prepared to engage with your team. - Wait to check emails, and leave additional work in your room. - Share airtime (three before me). - Join in all discussions and activities.		Collaborative Team Norms The team will agree on 6-10 norms	
2025-2026 School Year Focus: Effective Teaching in Collaborative Teams			
Feedback Providing and Communicating Clear Learning Goals 3. Celebrating success Assessment 4. Informal Assessment	Content Conducting Direct Instruction Lessons 7. Processing content Using Strategies That Appear in All Types of Lessons 16. Highlighting critical information 22. Organizing students to interact	Context Using Engagement Strategies 24. Increasing response rates, accountability 25. Using Physical Movement Building Relationships 38. Using verbal and nonverbal behaviors that indicate affection for students	
Using SSD Priority Marzano NASOT Framework	Category	Design Area	Element
Trimester 1 ▾	Feedback ▾	Providing an... ▾	3. Celebratin... ▾
		Strategy	

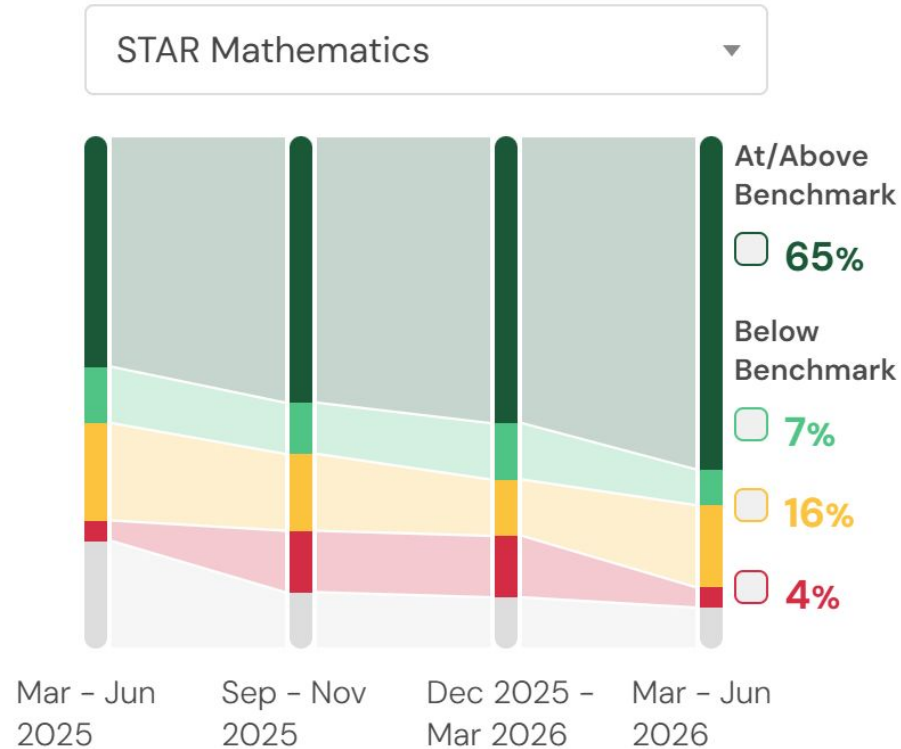
Model of Instruction

Seaside School District 2025/2026 Model of Instruction		
Feedback	Content	Context
<i>Providing and Communicating Clear Learning Goals</i> 3. Celebrating success <i>Assessment</i> 4. Informal Assessment	<i>Conducting Direct Instruction Lessons</i> 7. Processing content <i>Using Strategies That Appear in All Types of Lessons</i> 16. Highlighting critical information 22. Organizing students to interact	<i>Using Engagement Strategies</i> 24. Increasing response rates 25. Using Physical Movement <i>Building Relationships</i> 38. Using verbal and nonverbal behaviors that indicate affection for students

Third Grade Reading



8th Grade Math



Class of 2026

93 Students Graduated

5 Students Earned a Seal of Biliteracy

23 Members of the National Honors Society

30+ to 4 Year University

18+ to Community College

5 Military



A place where Students Belong.

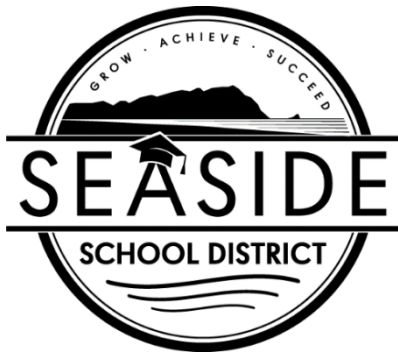
Building the Seaside Education Foundation Performing Arts Center

For some students, the arts are enrichment.

For others, they are lifelines.

Help us create a permanent, community-anchored space
where students are seen, heard, and supported, on stage
and beyond.

[TAKE OUR COMMUNITY SURVEY](#)



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

MINUTES

Work Session
Tuesday, May 19, 2026, 5:00 PM

Secondary School Library-Rm B203A AND Virtual
2600 Spruce Drive
Suite 100
Seaside, OR 97138

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

1. **CALL TO ORDER**

Speaker(s): Board Chair

Discussion: The meeting was called to order at 5:00 pm. The Cannon Beach Academy Board asked to call their meeting to order as well, and did so.

1.1. Acknowledgement of Board Members Present

Discussion: All Board Members were present, along with Cannon Beach Academy representatives Phillip Vincent, Alec Holser, Olivia Triller, MaryEllen Rogozinski, and Barb Knop.

2. **AGENDA REVIEW**

Speaker(s): Board Chair

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

Voting Detail: Katherine Davidson: Yea, Sondra Gomez: Yea, Jason Haag: Yea, Chuck Mattocks: Yea, Coral Sadler: Yea, Shannon Swedenborg: Yea, Brian Taylor: Yea

Voting Summary: Yea: 7, Nay: 0

3. **CANNON BEACH ACADEMY**

Discussion: Susan welcomed Cannon Beach Academy staff and Board members.

Attachments:

CBA Work Session Document

Cannon Beach Academy Routing Analysis.docx

Final CHARTER SCHOOL AGREEMENT 2023-2028 Signed (1)

3.1. Sponsoring a Public Charter School (5 minutes)

- What is a public charter school
- Requirements

Speaker(s): Susan Penrod/Cate Blakesley

Discussion: Susan Penrod briefly reviewed what a charter school is and what the requirements are for a charter school.

3.2. Charter School Agreement with Cannon Beach Academy (5 minutes)

- Inception
- Current agreement

Speaker(s): Susan Penrod/Cate Blakesley

Discussion: Penrod reviewed information about the inception of Cannon Beach Academy, as well as the current charter agreement.

3.3. Request for Changes to the Charter Agreement (15 minutes)

- Increase the district's contribution from 80% to 90%
- Addition of 6th grade beginning with the 2026-2027 school year
- Addition of 7th and 8th grade
- Provide transportation for all students
- Collaboration with Special Education department
- Professional development involvement
- Share ELD curriculum

Speaker(s): Cannon Beach Academy Team

Discussion: Phil Vincent, Board Chair at Cannon Beach Academy (CBA), introduced the other CBA board members who were present. He stated that we are all here in the best interest of students. Vincent then reviewed the CBA Charter Amendment Positions document and discussion ensued.

During the discussion, it was clarified that the Seaside School District (SSD) is not part of the state school fund. It was also noted that over the years, SSD has sometimes provided transportation to CBA, when it works with existing SSD routes.

MaryEllen Rogpzinski, Director of CBA spoke about the desire to expand to add 6th grade next year. She stated that a grant from the City of Cannon Beach would pay for construction of a wall to create a new classroom. Vincent spoke about attracting students from south of Clatsop County. It was noted that the SSD does not receive any funding for students from outside our district.

CBA board members spoke about wanting to provide an option for families who want a small school experience.

Member Jason Haag asked what the cost would be to add a 6th grade class. Discussion ensued regarding

the CBA budget.

CBA board member Alec Holser acknowledged that the transportation issues are complex. Because of timing, a morning bus probably does not work. An afternoon bus seems like it could make sense in terms of the timing. Penrod noted that students who go to CBA come from all over our catchment area, so it is not as simple as one bus route taking care of CBA. There was a request to research what it would cost to pick up and drop off at a centralized location.

Rogozinski spoke about special education services. She spoke about working with a case manager when she was first hired at CBA as an intervention teacher. She said this model worked well. She stated that two students at CBA have IEPs and are receiving services. There are also five students on 504s. She would like to know how CBA and SSD can work together to provide services, so students are getting what they need. Penrod noted that CBA students are getting SPED services. She also noted that 504 services are required to be provided by the charter school. It was confirmed that students with IEPs are being supported with services from SSD.

3.4. Responses and Questions from Seaside School District (15 minutes)

- Increase the district's contribution from 80% to 90%
- Addition of 6th grade beginning with the 2026-2027 school year
- Addition of 7th and 8th grade
- Provide transportation for all students
- Collaboration with Special Education department
- Professional development involvement
- Share ELD curriculum

Speaker(s): Seaside Team

3.5. Discussion/Questions (15 minutes)

3.6. Closing/Next Steps (5 minutes)

Discussion: Chair Swedenborg noted that there are just five minutes left. She suggested continuing these discussions in June.

4. **ADJOURN**

Discussion: The meeting was adjourned at 5:59 pm.



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

MINUTES

Regular Meeting

Tuesday, May 19, 2026, (this meeting will begin after a brief break, following the 6:00 pm Budget Committee meeting)

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

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

1. **CALL TO ORDER**

Speaker(s): Board Chair

Discussion: The meeting was called to order at 7:53 pm.

1.1. Acknowledgement of Board Members Present

1.2. Pledge of Allegiance

2. **AGENDA APPROVAL**

Speaker(s): Board Chair

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

Voting Detail: Katherine Davidson: Yea, Sondra Gomez: Yea, Jason Haag: Yea, Chuck Mattocks: Yea, Coral Sadler: Yea, Shannon Swedenborg: Yea, Brian Taylor: Yea

Voting Summary: Yea: 7, Nay: 0

2.1. Additional Items

Description: This area will be held to show any additional items added to the agenda after the meeting was published.

3. **AUDIT REVIEW (and Action)**

Action(s): I move to approve the audit report as presented. This motion, made by Brian Taylor and seconded by Sondra Gomez, Carried.

Voting Detail: Katherine Davidson: Yea, Sondra Gomez: Yea, Jason Haag: Yea, Chuck Mattocks: Yea, Coral

Sadler: Yea, Shannon Swedenborg: Yea, Brian Taylor: Yea

Voting Summary: Yea: 7, Nay: 0

Discussion: Brian Thompson, Audit Team Lead with Pauly Rogers, reviewed the audit process and report. An unqualified clean opinion was given for this audit.

Attachments:

Seaside School District Board Letter

Seaside School District - Financial Statement

4. **REPORTS**

4.1. 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.*

4.1.1. Oregon School Nurse of the Year - Dani Nelson

Discussion: Chair Swedenborg congratulated Daniel 'Dani' Nelson RN for being awarded the Oregon School Nurse of the Year! Dani spoke about receiving this award and about her career as a school nurse. Jeff Roberts spoke about how instrumental Dani has been in changing young people's lives.

4.1.2. Middle School Student Council:

- Oregon Student Council Advisor of the Year - Shelby Gagnon
- Statewide Award for Excellence in Student Leadership

Discussion: Shelby Gagnon, Student Support TOSA, spoke about receiving the Oregon Student Council Advisor of the year award. Wendy Crozier, Middle School Associate Principal, spoke about the excellent work Shelby is doing as an advisor and leader.

Attachments:

2026 Advisor Of The Year Media Release - Mid-Level _ Shelby Gagnon

2026 Council Award Media Release - Seaside Middle School

4.2. 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 presentation report.

Attachments:

Student Report_May 2026

4.3. SUPERINTENDENT'S REPORT

Speaker(s): Susan Penrod

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

Discussion: Superintendent Penrod shared about our MAC survey (Medicaid Administrative Claiming), explaining that several of our staff complete this survey each year. Penrod noted that the result of this survey is that the district is reimbursed for qualifying services. This year we have received \$69,441.62.

Penrod announced the staff End of the Year BBQ lunch which will be on June 11 at 1:00 pm.

4.4. BUSINESS & FISCAL SERVICES REPORT

Speaker(s): Toni Vandershule

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: Business Manager Toni Vandershule reviewed fiscal services reports.

4.4.1. Revenue & Expenditure by Function

Attachments:

April 2026 Board Report- Function

4.4.2. Revenue & Expenditure by Object

Attachments:

April 2026 Board Report- Object

4.5. 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.*

Discussion: Ellie Irish-Jones reported for Pacific Ridge Elementary.

Jeff Roberts reported for Seaside High School. He thanked the Board and expressed that he is excited to begin his work as Superintendent.

Wendy Crozier reported for Seaside Middle School.

Attachments:

PRE_May 2026 Board Report

4.6. 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.*

Discussion: MaryEllen Kiffe shared a Cannon Beach Academy report.

Attachments:

Director's Report 5_26 (1)

4.7. UNION REPORTS

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

Discussion: Brett Duer reported for the SEA. Duer brought up payroll issues that have been occurring for the last six years. He noted that district has been very good at trying to fix this, but it has gotten to a point where it is an added stress for teachers. Duer requested that a plan for a solution be put in place.

Meghan McKeown reported for OSEA. McKeown noted that classified staff received retro pay in April. She also spoke about the payroll issues affecting staff and noted that this has been a problem for some time now. McKeown also noted stress in the secondary building around the budget shortfall and the local option levy election - just as the board is nervous, staff are nervous too.

Haag asked what the plan is for payroll. Penrod explained that there are systematic changes that need to be put into place and noted the high turn over in that position. She said this is a priority.

Haag requested to know from the unions how many instances are coming up regularly. Duer stated that it is 5-10 per month. McKeown said about 5 per month, and 15 more since the new contract was signed.

5. **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.

6. **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 Coral Sadler and seconded by Katherine Davidson, Carried.

Voting Detail: Katherine Davidson: Yea, Sondra Gomez: Yea, Jason Haag: Yea, Chuck Mattocks: Yea, Coral Sadler: Yea, Shannon Swedenborg: Yea, Brian Taylor: Yea

Voting Summary: Yea: 7, Nay: 0

6.1. Approve the Minutes of the April 21, 2026 Regular Meeting of the School Board

Attachments:

Seaside SD 04-21-2026 SB Meeting Minutes

6.2. Approve the minutes of the April 27, 2026 Special Meeting of the School Board

Attachments:

Seaside SD 04-27-2026 Special Meeting Minutes

6.3. **Ratify Licensed Resignations/Retirements:**

- Josiah Glaser/Secondary Band Teacher
- Kate Manship/Secondary SPED Teacher
- Ethan Guzman/Secondary Instructional Coach TOSA

Attachments:

Glaser, Josiah - Resignation

Manship, Kate _Resignation

Guzman, Ethan - Resignation

6.4. **Ratify Licensed Employment Transfers:**

- Amy Larson, Middle School PE/Health Teacher, from Elementary Building Support TOSA
- Corinne Capodagli, to Elementary SPED Teacher, from Elementary Teacher (Kindergarten)
- Mackenzie 'Kenzie' Skyles-Blake, to Elementary Teacher (Kindergarten), from Elementary Teacher (Grade 1)
- Laurie Lavins, to Secondary SPED Teacher, from Elementary SPED Teacher

- Ashley Verhulst, to [District] Instructional Coach TOSA, from Elementary Instructional Coach TOSA

Attachments:

Larson, Amy - to MS PE, from Elem TOSA
 Skyles, Kenzie, Transfer Letter
 Capodagli, Corinne, Transfer Letter
 Ashley Verhulst, Transfer Letter
 Lavins, Laurie, Transfer Letter

6.5. Ratify Employment of New Licensed Staff:

- Alissa Lindeman/Elementary Teacher (Grade 4)
- Lindsay Symonds/Elementary Teacher (Kindergarten)
- Lily Hamm/Elementary Teacher (Grade 1)
- Remy Icenogle/Elementary Teacher (Grade 3)
- Carolyn Peterson/Middle School Science Teacher
- Brett Pfeifer/High School Science Teacher

Attachments:

Lindeman, Alissa - Elementary Teacher
 Symonds, Lindsay - Recommendation for Hire
 Hamm, Lily - Recommendation for Hire
 Icenogle, Remy - Recommendation for Hire
 Pfeifer, Brett - Recommendation for Hire
 Peterson, Carolyn - Recommendation for Hire

6.6. Coaching Employment:

- Approve Volunteer Coach Skyler Archibald/Girls Golf

Attachments:

Archibald, Skyler - Volunteer Coach

6.7. Approve New/Revised Job Descriptions:

- Special Services Secretary
- Custodian
- Head Custodian
- Instructional Coach

Attachments:

DRAFT Head Custodian
 DRAFT Custodian
 DRAFT Special Services Secretary
 REVISED Instructional Coach - Licensed

7. ACTION ITEMS

7.1. Social Studies Curriculum Adoption

Speaker(s): Cate Blakesley

Action(s):I move to approve the new social sciences curriculum as proposed. This motion, made by Katherine Davidson and seconded by Chuck Mattocks, Carried.

Voting Detail: Katherine Davidson: Yea, Sondra Gomez: Yea, Jason Haag: Yea, Chuck Mattocks: Yea, Coral Sadler: Yea, Shannon Swedenborg: Yea, Brian Taylor: Yea

Voting Summary: Yea: 7, Nay: 0

Discussion: Director of Curriculum and Instruction Cate Blakesley, and Elementary Teacher Eric Acton presented a social studies curriculum adoption report.

Attachments:

Social Sciences Adoption Presentation

Social Sciences Adoption Proposal .docx

Adoption Criteria for K-12 Social Science Instructional Materials (1)

Final2024SocialScienceStandardsACCESSIBLE (1)

Oregon Instructional Materials Adoption Schedule (1)

7.2. Contract - New Superintendent

Speaker(s): Jason Haag

Action(s):I move to approve the Superintendent contract for Jeff Roberts as presented. This motion, made by Katherine Davidson and seconded by Coral Sadler, Carried.

Voting Detail: Katherine Davidson: Yea, Sondra Gomez: Yea, Jason Haag: Yea, Chuck Mattocks: Yea, Coral Sadler: Yea, Shannon Swedenborg: Yea, Brian Taylor: Yea

Voting Summary: Yea: 7, Nay: 0

Discussion: Jason Haag spoke about the process of negotiating the new superintendent contract.

Attachments:

Seaside Superintendent Contract - 2026-2029 (JMR)

7.3. Contract - Extension for Outgoing Superintendent

Action(s):I move to approve the MOA as presented, for extension of Susan Penrod's contract, to act as Outgoing Superintendent for the months of July and August. This motion, made by Katherine Davidson and seconded by Shannon Swedenborg, Carried.

Voting Detail: Katherine Davidson: Yea, Sondra Gomez: Yea, Jason Haag: Yea, Chuck Mattocks: Yea, Coral Sadler: Yea, Shannon Swedenborg: Yea, Brian Taylor: Yea

Voting Summary: Yea: 7, Nay: 0

Discussion: Shannon Swedenborg spoke about keeping Susan on for the next couple of months to help Jeff transition to the new position.

Gomez asked if Jeff and Susan have made a schedule for working together. Susan said she and Jeff have had one meeting, and she is confident they can work this out.

Attachments:

Superintendent Contract Extension MOA, July1-August 31, 2026

8. **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: Gomez spoke about going to a fun Cannon Beach Academy event last month.

Davidson expressed her appreciation for Cate Blakesley at the curriculum review event.

Jeff Roberts was asked to share about filling the HS Principal position. He reported that it is posted as an

interim position for the 2026-2027 school year. He expects to have someone hired within thirty days, with a target to have this before the board for their June regular meeting.

9. **INFORMATION ONLY**

9.1. Classified Employment Actions

- Retirement of Lonnie Lear/Food Service Worker
- Transfer of Stan Gandy to *Head* Custodian, from Custodian
- Transfer of Karen Fish to *Head* Custodian, from Custodian
- Employment of Amber Guined/Custodian
- Employment of Tatyana Pokitko/Elem. Educational Assistant-SPED
- Employment of Bill Spotts/Substitute Food Service Worker
- Resignation of Shirley Yates/Secondary Attendance Assistant
- Resignation of Kathyne Cantu/Elem. Educational Assistant-SPED
- Resignation of Paulina 'Camille' Cantu/Elem. Educational Assistant-SPED

9.2. Classified Employment Actions As a Result of Budget Reductions:

- Transfer of Ashley Graffius to HS Educational Assistant/SPED, from Counseling Support Specialist
- Transfer of Kelli Brenden to HS Educational Assistant/SPED, from Assistant Secretary

10. **ADJOURN**

Discussion: The meeting was adjourned at 9:25 pm.

Recommendation for Hire Form - **submit to HR office**Individual to Hire: Tiffany Wallin Start date: August 17, 2026 Position: High School/Secondary SpecialEducation TeacherJob posting #: 26021

Changes to position terms as specified in the job posting:

☐ FTE: _____ ☐ Temporary: term _____Work schedule: Secondary Teacher Contracted Time

Reasoning for hire:

Tiffany has been employed with us since January in our 18-21 Transition Program and has done an outstanding job building and strengthening the program. She brings a wealth of knowledge, experience, and community connections that have made her an extremely valuable asset to both our students and staff.

This position is replacing a previously existing position that was vacated due to retirement.

Licensed positions:

Required Endorsements: see below☒ Candidate holds or is eligible to hold the required endorsement(s) as specified in the job posting.

X Superintendent and HR have been made aware that the candidate will require District sponsorship for a provisional license (i.e. LCA, Emergency Teaching), and the candidate is aware of the need to work toward obtaining the required license/endorsement.

Additional misc information:

Tiffany begins her special education certificate program in June. She is eligible for another one-year restricted teaching license while she is completing her coursework.

Does the candidate have already scheduled days (trip, vacation, etc.) that they have indicated they are unable to work? By listing the days below, you, the administrator, are indicating you approve the absences, including the use of unpaid time.

Dates of pre-planned absences: _____

PROGRAM APPROVAL: _____

Administrator/Supervisor Date

FOR OFFICE USE ONLY: _____

Date

Superintendent

☒ Submit to School Board for approval ☐ Issue hire letter

Recommendation for Hire Form - *submit to HR office*Individual to Hire: Lynda Moore Start date: August 24th Position: MS Math Job posting# 26024

Changes to position terms as specified in the job posting:

x FTE Certified Teacher ☐ Temporary: term _____

Work schedule: 8:00 am - 4:00 pm Monday through Friday

Reasoning for hire:

Lynda brings over 26 years of experience as a math tutor, supporting students across all levels of mathematics with skill, patience, and dedication. This year, she has been a wonderful addition to our math team as a substitute teacher, quickly building positive relationships with students and staff alike. Lynda's deep content knowledge, ability to support diverse learners, and commitment to helping students gain confidence in math make her an incredible asset to our school community.

Licensed positions:

Required Endorsements: Foundational Math Endorsement☒ Candidate holds or is eligible to hold the required endorsement(s) as specified in the job posting.☐ Superintendent and HR have been made aware that the candidate will require District sponsorship for a provisional license (i.e., LCA, Emergency Teaching), and the candidate is aware of the need to work toward obtaining the required license/endorsement.

Additional misc information:

Lynda has a professional teaching license and is taking the praxis test for her math endorsement in June. She will hold the correct endorsement before she starts in the fall.

Does the candidate have already scheduled days (trip, vacation, etc.) that they have indicated they are unable to work? By listing the days below, you, the administrator, are indicating you approve the absences, including the use of unpaid time.

Dates of pre-planned absences: None

PROGRAM APPROVAL:

Wendy Cragin 5-22-26
Administrator/Supervisor Date

FOR OFFICE USE ONLY:
Superintendent Date

Susan Perrod 5/26/26

☒ Submit to School Board for approval ☐ Issue hire letter

Recommendation for Hire Form - submit to HR officeIndividual to Hire: Sutter Cummings Start date: August 24th Position: Secondary Band Director Job

posting# 26023

Changes to position terms as specified in the job posting:

x FTE Certified Teacher ☐ Temporary: term _____

Work schedule: 8:00 am - 4:00 pm Monday through Friday

Reasoning for hire:

I am pleased to recommend Sutter Cummings for hire as our Secondary Band Director. A recent graduate of the University of Oregon, Sutter comes with excellent references and has demonstrated strong musicianship, professionalism, and a passion for music education. Throughout the interview and reference process, he showed excitement about joining our team, building positive relationships with students and staff, and continuing to strengthen and grow our band program. I am confident Sutter will be a positive addition to our school community and will provide meaningful musical experiences for our students.

Licensed positions:

Required Endorsements: Music☒ Candidate holds or is eligible to hold the required endorsement(s) as specified in the job posting.

☐ Superintendent and HR have been made aware that the candidate will require District sponsorship for a provisional license (i.e., LCA, Emergency Teaching), and the candidate is aware of the need to work toward obtaining the required license/endorsement.

Additional misc information:

Does the candidate have already scheduled days (trip, vacation, etc.) that they have indicated they are unable to work? By listing the days below, you, the administrator, are indicating you approve the absences, including the use of unpaid time.

Dates of pre-planned absences: None

PROGRAM APPROVAL:

Wendy Cuzar
Administrator/Supervisor Date

5-28-26

FOR OFFICE USE ONLY:

Superintendent Date

Susan Paud

6-1-26☐ Submit to School Board for approval ☐ Issue hire letter

Recommendation for Hire Form - *submit to HR office*Individual to Hire: Audrey ColburnStart date: Monday, August 24, 2026Position: Elementary Teacher (5th Grade)Job posting #: 26003

Changes to position terms as specified in the job posting:

☐ _____ ☐ Temporary: term _____ Work schedule: _____

Reasoning for hire:

I would like to recommend that the District hire Audrey Colburn for the 5th grade elementary teacher position at Pacific Ridge Elementary School for the 2026-2027 school year, with a start date of Monday, August 24, 2026. She will graduate this June 2026 from Western Oregon University. She brings with her a passion to give back to the community she was raised in through her elementary and middle school years. Most recently, she has been completing her student teaching in Clackamas, Oregon. She is highly recommended by her current & previous supervisors. I am confident in her ability to serve the District in this capacity.

(Ex. references, experience, etc.)

Licensed positions:

Required Endorsements: Elementary Teacher☒ Candidate holds or is eligible to hold the required endorsement(s) as specified in the job posting.☐ Superintendent and HR have been made aware that the candidate will require District sponsorship for a provisional license (i.e. LCA, Emergency Teaching) and the candidate is aware of the need to work toward obtaining the required license/endorsement.

Additional misc information:

Does the candidate have already scheduled days (trip, vacation, etc.) that they have indicated they are unable to work? By listing the days below, you, the administrator, are indicating you approve the absences, including the use of unpaid time.

Dates of pre-planned absences: _____

PROGRAM APPROVAL: _____ 05/29/26

Administrator/Supervisor Date

FOR OFFICE USE ONLY: _____ 6/1/26

Superintendent Date

☐ Submit to School Board for approval ☐ Issue hire letter

Recommendation for Hire Form - *submit to HR office*Individual to Hire: Satchel Stinson Start date: August 24, 2026Position: Temp HS Health and PE Teacher Job posting #: 26018

Changes to position terms as specified in the job posting:

☐ FTE: _____ ☐ Temporary: term _____Work schedule: Certified Contract Hours

Reasoning for hire:

Satchel came very highly recommended from the Warrenton School District, where he taught Social Studies in 25-26. He previously taught Health/PE in the David Douglas School District before relocating to the North Oregon Coast. His supervisors all indicated that his departure from Warrenton will leave a large gap despite his short tenure in the district.

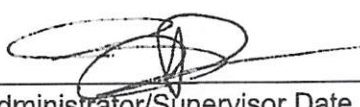
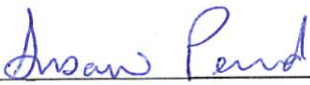
Licensed positions:

Required Endorsements: Oregon Health and Physical Education ☐☒ (X) Candidate holds or is eligible to hold the required endorsement(s) as specified in the job posting.☒ Superintendent and HR have been made aware that the candidate will require District sponsorship for a provisional license (i.e. LCA, Emergency Teaching) and the candidate is aware of the need to work toward obtaining the required license/endorsement.

Additional misc information:

Does the candidate have already scheduled days (trip, vacation, etc.) that they have indicated they are unable to work? By listing the days below, you, the administrator, are indicating you approve the absences, including the use of unpaid time.

Dates of pre-planned absences: _____

PROGRAM APPROVAL:  6/1/26
Administrator/Supervisor DateFOR OFFICE USE ONLY:  6/1/26
Superintendent Date



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

June 8th, 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 High School Athletic positions for the 2026-2027 school year.

Nicole Aydt- HS Volleyball Head Coach
Dennis Olstedt- HS Football Head Coach
Joel Dierickx- HS Football Assistant Coach
Cody Hartsoch- HS Football Assistant Coach
Nikita Smith- HS Football Assistant Coach
James Nagle- HS Football Assistant Coach
Adam Israel- HS Football Volunteer Coach
Nathan Daniels- HS Boys Soccer Head Coach
Leonardo Luna- .34 HS Boys Soccer Assistant
James Lawrie- .66 HS Boys Soccer Assistant
Chelsea Archibald- HS Cross Country Head Coach
Nina Biasi- HS Cross Country Assistant Coach
Victoria Keller- HS Cheer Head Coach- Fall and Winter
Ashley Graffius- HS Cheer Assistant Coach- Fall and Winter
Derek Stephenson- HS Girls Soccer Head Coach
Kai Brown- HS Girls Soccer Assistant Coach
Audrey Larson- HS Girls Soccer Assistant Coach
Jackson Januik- HS Boys Basketball Head Coach
Bill Westerholm- HS Boys Basketball Assistant Coach
Cody Hartsoch- HS Boys Basketball Assistant Coach
Jim Poetsch- HS Boys Basketball Volunteer Coach
Aaron Chesnut- HS Boys Basketball Volunteer Coach
Marla Olstedt- HS Girls Basketball Head Coach
Hailee Wawro- HS Girls Basketball Assistant Coach
Sam Heroux- HS Swimming Head Coach
Carolyn Heyman- HS Swimming Volunteer Coach

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



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

Trent Rollins- HS Wrestling Head Coach
Mike Magnuson- HS Wrestling Assistant Coach
Curtis Cooley- HS Wrestling Volunteer Coach
Steven Daily- HS Wrestling Volunteer Coach
Briley Reeves- HS Baseball Head Coach
Joel Dierickx- HS Baseball Assistant Coach
Adam Israel- HS Baseball Assistant Coach
Jim Poetsch- HS Boys Golf Head Coach
Steve Hinton- HS Boys Golf Volunteer
Ed Arden- HS Boys Golf Volunteer
Jeff Thomas- HS Girls Golf Head Coach
Skyler Archibald- HS Girls Golf Volunteer Coach
Chris Corder- HS Softball Head Coach
Ellie Magnuson- HS Softball Assistant Coach
Jessica Garrigues- HS Softball Assistant Coach
Krystal Pike- HS Track Head Coach
Jarom Bowels- .5 HS Track Assistant Head Coach & .5 Track HS Track Assistant
Kai Brown- .5 HS Track Assistant Head Coach & .5 Track HS Track Assistant
Colin Boutin- HS Track Assistant Coach
Halie Korf- HS Track Assistant Coach
Jeff Kilday- HS Track Volunteer Coach
Dan Leary- HS Strength and Conditioning Volunteer Coach
Evan Yokoyama- HS Strength and Conditioning Volunteer 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

June 8th, 2026

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

Dear Supt. Penrod:

I recommend the following people for Middle School Athletic positions for the 2026-2027 school year.

Chad Clouse- MS Football Head Coach
Jake Funk- MS Football Head Coach
Luke Miller- MS Football Assistant Coach
Donald Zwahlen- MS Football Assistant Coach
Renee Meier- MS Volleyball Head Coach
Hailee Wawro- MS Volleyball Assistant Coach
Luke Miller- MS Boys Basketball Head Coach
Donald Zwahlen- MS Boys Basketball Assistant Coach
Rafael Sibony- MS Boys Basketball Head Coach
Ricardo Corona- MS Boys Basketball Assistant Coach
Chad Clouse- MS Girls Basketball Head Coach
Jake Funk- MS Girls Basketball Assistant Coach
Ashley Flukinger- MS Girls Basketball Head Coach
Luke Miller- MS Girls Basketball Assistant Coach
Gavin Meyer- MS Boys Wrestling Head Coach
Chris Avery- MS Girls Wrestling Assistant Coach
Gavin Meyer- MS Girls Wrestling Head Coach
Hailey Smith- MS Girls Wrestling Volunteer Coach
Cody Hartsoch- MS Track Head Coach
Audrey Larson- MS Track Head Coach
Nicole Aydt- MS Track Assistant Coach
Colin Boutin- MS Cross Country Head Coach
Wally Hamer- MS Boys Basketball Volunteer Coach

Sincerely,

Jeff Roberts
Principal

Chad Clouse
Athletic Director

June 5th, 2026

DISPOSAL OF DISTRICT PROPERTY

The Technology Services department is requesting that the Board declare the following obsolete or irreparable items as surplus property and authorize their disposal.

- 49 Chromebooks
- 10 iPads
- 3 Monitors
- 1 Printer
- Various parts and accessories

These items have reached the end of their useful life with the district and have already been replaced. Due to their age or condition, they have no residual value. Some reusable components have been salvaged from them to build up a parts inventory for future repairs. The remainder will be disposed of through established electronics recycling facilities. All storage drives have been sanitized to ensure that no student or staff PII is accidentally leaked.

A handwritten signature in black ink, appearing to read 'Jack Walker', is written over a horizontal line.

Jack Walker
Technology Coordinator

June 10, 2026

Recommendation to Surplus the 'SWAT Van' and Forest Green 'Utility Truck'

It is recommended Seaside School District Surplus the vehicles listed below.

- **'SWAT VAN'**, 1989 Chevrolet Van, E205606, VIN 2GCHG31KXK4150252
- **'Utility Truck'**, 1994 Chevrolet Utility Truck, E228560, VIN 1GBGC24K8RE263077

Details on vehicle usage and current fleet management strategy are provided below.

- **'SWAT VAN'**: In April 2025, the District purchased a newer 2020 Isuzu Box truck with an integrated lift gate. This vehicle has more capabilities and is more dependable than the 'SWAT Van'. During the 25-26 school year, the Isuzu has met the needs of the District making the 'SWAT Van' obsolete.
- **'Utility Truck'**: In Spring 2026, the Maintenance Department discontinued use of this vehicle and shifted the its usage to other vehicles in our fleet that included another maintenance utility truck and two other vans which were previously used for food service. A new food service van was purchased in 2023.

The Transportation and Maintenance Departments have jointly agreed that these vehicles are no longer useful to the district, unsuitable for use and too costly to repair.

Per Board Policy DN, I recommend the District surplus these vehicles and initiate disposal or sale of these vehicles according to District and State policies outlined by the Business Office.

Sincerely,

Chris Peters

Transportation Supervisor

Dear Board,

We are seeking approval for an out of state field trip for our second graders. We took the trip last year and the kids had a blast! The trip is in Ilwaco, WA in September (two trips due to the number of students). We spend time at the Cape Disappointment Coast Guard station learning about what they do and getting to try out some gear before getting a tour of the 47s that are used for water rescues. Then we take a walk at North Head Lighthouse for lunch and exploring. We are back to campus before the end of the school day. We look forward to taking the students on this out of state trip again!

Thank you,

2nd Grade Team

Seaside School District Job Description

Job Title: Executive Assistant
Reports To: Superintendent
FLSA Status: Non-Exempt

JOB SUMMARY

The Executive Assistant serves as the primary support professional to the Superintendent and School Board, providing full spectrum administrative and systems support. This position also serves as a member of the human resources team in support of specific HR functions, performing a variety of specialized duties requiring the application of advanced knowledge of public meetings law, policy development and HR best practice.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follow and maintain knowledge of all District policies and procedures.
2. Work independently, prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail.
3. Actively demonstrates high levels of employee engagement, accountability, coachability, and responsibility for personal performance and results.
4. Provide full spectrum administrative support to the Superintendent.
5. Assist School Board members, Superintendent and administrative staff with responding to inquiries regarding the District's programs and services.
6. Attend and support meetings of the School Board, Budget Committee, and other Board Committees; prepare meeting agendas, gather supporting materials, take and transcribe minutes, and ensure timely distribution of completed meeting materials; supports compliance with public meetings law.
7. Act as the primary contact for general maintenance of district website content.
8. Supports District wide ODE and CRDC reporting.
9. Assist in the process of labor negotiations, including meeting attendance, preparation of meeting agendas and minutes, record keeping, and preparation of collective bargaining agreement documents.
10. Distribute annual budget materials to the School Board, administration, and budget committee.
11. Process new hires including, collection of forms and entry into applicable systems.
12. With administrators, monitors teacher licensure to ensure compliance with Teacher Standards and Practices Commission standards.
13. Serve as a secondary contact and support for the District student information system (SIS).
14. Work with administration and the School Board to coordinate maintenance of and updates to School Board policies.
15. Maintain a confidential staff directory.
16. Maintain a system for background check and fingerprinting processes for employees, contractors, and volunteers.
17. Maintain the District system for annual online staff training.
18. With administration, facilitate development and maintenance of District wide job descriptions.
19. Prepare and process a wide variety of superintendent correspondence.
20. Act as contact for the District's substitute services contractor, for support of daily operations.
21. Manage special projects as assigned by the Superintendent.
22. Research, create, input, format, organize and edit relevant data as needed or requested.
23. Complete designated job tasks, special projects, and all other duties as assigned to meet team, department and Seaside School District goals while working cooperatively, efficiently, and productively

in a team environment.

24. Receive, interpret, and implement job-related instruction, guidance, coaching, and training while progressively improving skills and overall success in assigned duties.
25. Establish and maintain professional relationships with staff, supervisors, vendors, governmental and private agencies, and the public.
26. Maintain a thorough understanding of general purposes and goals of public education and a willingness to operate within District procedures, School Board policy, and state and federal laws and regulations.
27. Compile and prepare reports for administration or outside agencies while maintaining confidentiality.
28. Appropriately maintains and secures confidential records and inquiries.
29. Create and maintain electronic and physical filing system, including confidential files, in accordance with District policy and state/federal records retention requirements.
30. Provide information, prepare periodic reports, and maintain all necessary records as requested by the Administration, Department of Education, and the District's outside auditors.
31. Prepare materials, attend, and take minutes for meetings as needed.
32. Communicate and collaborate with District administrators and personnel, as well as with outside agencies, to assure timely sharing of information and response to inquiries.
33. Completes data entry work, using District programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
34. Maintain appropriate certifications and training hours as required.
35. Comply with applicable District, state, local and federal laws, rules and regulations.
36. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings as requested.
2. Attends staff meetings.
3. Troubleshoots office machinery (copy, fax, postage meter etc.) as needed.
4. Reports issues to authorities as necessary.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school or two years' related experience and/or training or equivalent combination of education and experience. Ability to rapidly and accurately enter and retrieve computerized data. Prior successful experience working in an administrative office setting supporting the chief executive or working with locally elected board strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to multi-task and successfully work with staff, students and parents. Impeccable integrity and ability to maintain confidences.

- **Language Skills:** Ability to communicate fluently in English both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students and staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply and solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** General knowledge of computer usage. Ability to proficiently use assigned programs and equipment as applicable to the essential duties of the position. Specialized training may be required.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community and other agencies. Ability to meet timelines and exercise good judgment while working in a dynamic environment. Working knowledge of public meetings and public records law strongly preferred.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card and valid Oregon Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit, walk, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel or crouch. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate. The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Board Approved: December 19, 2019. Revised: June 16, 2026

I have read and understand this job description.

Signature:

Date:

Seaside School District Job Description

Job Title: Human Resources Generalist
Reports To: Business Manager
FLSA Status: Non-Exempt

JOB SUMMARY

The Human Resources Generalist provides full spectrum administrative support of all functions of the human resources department including matters of a confidential nature. Performs a variety of specialized human resources duties requiring the application of advanced knowledge of employment law, leave law, and HR best practice.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follow and maintains knowledge of all District policy (ies) and procedures.
2. Work independently, prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail.
3. Actively demonstrates high levels of employee engagement, accountability, coachability, and responsibility for personal performance and results.
4. Act as the point of contact for staff regarding insurance and benefits.
5. Submit required staff related ODE consolidated collection reports.
6. Assist in monitoring and updating district website content.
7. Maintain an accurate system for creation, verification, and distribution of District job postings and tracking of employment applications. Serves as District liaison for the electronic application system.
8. Process requests for verification of employment.
9. Process requests for salary advancement.
10. Support school district hiring processes, from position posting to on-boarding new employees and input of staff data into applicable systems.
11. Update and distribute human resources related procedures and policies.
12. Act as contact for the employee absence reporting system, supporting staff, communicating with schools, and providing support for the system.
13. Develop annual work calendars for all employees groups.
14. Represent the school District professionally at employment recruitment events.
15. Work closely with union leadership to support proper implementation of collective bargaining agreements and assist with employee relations.
16. Assist administration to support employees through the Americans with Disabilities Act (ADA) interactive process.
17. Work with Director of Human Resources and Superintendent to support investigations, employee discipline, terminations, and investigations.
18. Maintain open lines of communication with staff to facilitate the resolution of minor employee issues whenever possible.
19. Act as contact for staff leave, including FMLA, OFLA, PLO, ADA and collective bargaining agreement leave types to ensure all applicable leave laws and District policy are followed. Ensures proper documentation is maintained and filed.
20. Manage special projects as assigned by the Business Manager.
21. Research, create, input, format, organize and edit relevant data as needed or requested.
22. Complete designated job tasks, special projects, and all other duties as assigned to meet team, department and Seaside School District goals while working cooperatively, efficiently, and productively in a team environment.

23. Receive, interpret, and implement job-related instruction, guidance, coaching, and training while progressively improving skills and overall success in assigned duties.
24. Establish and maintain professional relationships with staff, supervisors, vendors, governmental and private agencies, and the public.
25. Maintain a thorough understanding of general purposes and goals of public education and a willingness to operate within District procedures, School Board policy, and state and federal laws and regulations.
26. Compile and prepare reports for administration or outside agencies while maintaining confidentiality.
27. Appropriately maintains and secures confidential records and inquiries.
28. Create and maintain electronic and physical filing system, including confidential files, in accordance with District policy and state/federal records retention requirements.
29. Provide information, prepare periodic reports, and maintain all necessary records as requested by the Administration, Department of Education, and the District's outside auditors.
30. Prepare materials, attend, and take minutes for meetings as needed.
31. Communicate and collaborate with District administrators and personnel, as well as with outside agencies, to assure timely sharing of information and response to inquiries.
32. Completes data entry work, using District programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
33. Maintain appropriate certifications and training hours as required.
34. Comply with applicable District, state, local and federal laws, rules and regulations.
35. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings as requested.
2. Attends staff meetings as requested.
3. Troubleshoots office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory.
4. Reports issues to authorities as necessary.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school or two years' related experience and/or training or equivalent combination of education and experience. Ability to rapidly and accurately enter and retrieve computerized data. Prior successful experience working in a human resources or accounting position, or school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to multi-task and work with staff, students and parents. Impeccable integrity and ability to maintain confidences.

- **Language Skills:** Ability to communicate fluently in English both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students and staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and draw and interpret bar graphs. Ability to apply concept such as fractions, percentages, ratios and proportions to practical situations.
- **Reasoning Ability:** Ability to apply and solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** General knowledge of computer usage. Ability to proficiently use assigned programs and equipment as applicable to the essential duties of the position. Specialized training may be required.
- **Other Skills and Abilities:** Ability to appropriately communicate with staff, students, parents, vendors and community. Working knowledge of state and federal leave and labor laws, and experience with union work environments strongly preferred. Ability to meet timelines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card and valid Oregon Drivers License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit, walk, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel or crouch. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate. The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Board Approved: June 16, 2026

I have read and understand this job description.

Signature:

Date:

Seaside School District Job Description

Job Title: Payroll Specialist
Reports To: Business Manager
FLSA Status: Non-Exempt

JOB SUMMARY

The Payroll Specialist provides full spectrum administrative support of all functions of the payroll department including matters of a confidential nature. Performs a variety of specialized, complex payroll duties requiring the application of advanced accounting methods and the knowledge of a wide range of payroll principles.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follow and maintains knowledge of all District policy (ies) and procedures.
2. Work independently, prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail.
3. Actively demonstrates high levels of employee engagement, accountability, coachability, and responsibility for personal performance and results.
4. Act as District contact for payroll/voluntary deductions and garnishments.
5. Generate all quarterly and year-end payroll reports, e.g. W-2, payroll tax quarterlies.
6. Generate and distribute monthly payroll checks and/or direct deposits.
7. Maintain all payroll data system files.
8. Perform and/or coordinate all monthly payroll data entries, including time cards.
9. Process all payments for employee and employer benefits.
10. Process requests for verification of employment.
11. Remit payments for state and federal taxes, employee benefits, 403B accounts, and PERS.
12. Work cooperatively with building secretaries and administrators to obtain payroll information in a timely, accurate and orderly manner.
13. Work closely with state and local union leadership to ensure accurate accounting of union dues.
14. Manage special projects as assigned by the Business Manager.
15. Research, create, input, format, organize and edit relevant data as needed or requested.
16. Complete designated job tasks, special projects, and all other duties as assigned to meet team, department and Seaside School District goals while working cooperatively, efficiently, and productively in a team environment.
17. Receive, interpret, and implement job-related instruction, guidance, coaching, and training while progressively improving skills and overall success in assigned duties.
18. Establish and maintain professional relationships with staff, supervisors, vendors, governmental and private agencies, and the public.
19. Maintain a thorough understanding of general purposes and goals of public education and a willingness to operate within District procedures, School Board policy, and state and federal laws and regulations.
20. Compile and prepare reports for administration or outside agencies while maintaining confidentiality.
21. Appropriately maintains and secures confidential records and inquiries.
22. Create and maintain electronic and physical filing system, including confidential files, in accordance with District policy and state/federal records retention requirements.
23. Provide information, prepare periodic reports, and maintain all necessary records as requested by the Administration, Department of Education, and the District's outside auditors.
24. Communicate and collaborate with District administrators and personnel, as well as with outside agencies, to assure timely sharing of information and response to inquiries.

25. Completes data entry work, using District programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
26. Perform a wide variety of general office duties, including, typing, proofreading, distributing, filing, and sorting.
27. Maintain appropriate certifications and training hours as required.
28. Comply with applicable District, state, local and federal laws, rules and regulations.
29. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings as requested.
2. Attends staff meetings as requested.
3. Troubleshoots office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and at least one year related experience in general payroll or accounting training and/or equivalent combination of education and experience. Ability to rapidly and accurately enter and retrieve computerized data. Prior successful experience working in a payroll position or school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to multi-task and work with staff, students and parents.
- **Language Skills:** Ability to communicate fluently in English both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students and staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and draw and interpret bar graphs. Ability to apply concept such as fractions, percentages, ratios and proportions to practical situations.
- **Reasoning Ability:** Ability to apply and solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- **Computer Skills:** General knowledge of computer usage. Ability to proficiently use assigned programs and equipment as applicable to the essential duties of the position. Specialized training may be required.
- **Other Skills and Abilities:** Ability to accurately and proficiently use a 10-key required. Ability to meet timelines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card, Oregon Driver License, and bloodborne pathogen training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit, walk, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel or crouch. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate. The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Board Approved: January 19, 2021, Revised: June 16, 2026

I have read and understand this job description.

Signature:

Date:

Seaside School District Job Description

Job Title: Accounting Specialist
Reports To: Business Manager
FLSA Status: Non-Exempt

JOB SUMMARY

The Accounting Specialist is responsible for full spectrum accounting operations for accounts payable and accounts receivable, to ensure accurate and timely accounting records, reports and related data. Performs a variety of specialized, complex accounting duties requiring the application of advanced accounting methods and the knowledge of a range of accounting principles.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follow and maintain knowledge of all District policy(ies) and procedures.
2. Work independently, prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail.
3. Actively demonstrates high levels of employee engagement, accountability, coachability, and responsibility for personal performance and results.
4. Act as contact for and conduct all routine accounts receivable functions, including receiving and recording payments, preparing bank deposits, reconciling meal program payments, and invoicing for facility rental, services and reimbursements.
5. Assist with annual external audit.
6. Act as contact for and conduct all routine accounts payable functions, including review of coding for District purchases, and purchase orders.
7. Ensure all accounts are coded properly and conform to local, state and federal guidelines.
8. General Ledger Bookkeeping - including input and review of journal entries, reconciling District in/out accounts, preparing and submitting periodic and annual reports for grants and contracts, and monthly and year-end procedures for accounts payable and accounts receivable.
9. Monitor associated student body (ASB) fund accounts, assist with audit preparation, and reconcile accounts as assigned.
10. Provide support for school purchasing, especially during peak volume periods.
11. Reconcile purchase orders, packing slips, invoices and P-card purchases, and prepare check runs for approval and payment.
12. Manage special projects as assigned by the Business Manager.
13. Research, create, input, format, organize and edit relevant data as needed or requested.
14. Complete designated job tasks, special projects, and all other duties as assigned to meet team, department and Seaside School District goals while working cooperatively, efficiently, and productively in a team environment.
15. Receive, interpret, and implement job-related instruction, guidance, coaching, and training while progressively improving skills and overall success in assigned duties.
16. Establish and maintain professional relationships with staff, supervisors, vendors, governmental and private agencies, and the public.
17. Maintain a thorough understanding of general purposes and goals of public education and a willingness to operate within District procedures, School Board policy, and state and federal laws and regulations.
18. Appropriately maintains and secures confidential records and inquiries.
19. Create and maintain electronic and physical filing system, including confidential files, in accordance with District policy and state/federal records retention requirements.

20. Provide information, prepare periodic reports, and maintain all necessary records as requested by the Administration, Department of Education, and the District's outside auditors.
21. Prepares monthly finance reports for the School Board.
22. Communicate and collaborate with District administrators and personnel, as well as with outside agencies, to assure timely sharing of information and response to inquiries.
23. Completes data entry work, using District programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
24. Perform a wide variety of general office duties, including, typing, proofreading, distributing, filing, and sorting.
25. Maintain appropriate certifications and training hours as required.
26. Comply with applicable District, state, local and federal laws, rules and regulations.
27. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends professional development as requested.
2. Attends staff meetings as requested.
3. Troubleshoots office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and at least one year related experience in general clerical or accounting training and/or equivalent combination of education and experience. Ability to rapidly and accurately enter and retrieve computerized data. Prior successful experience working in an accounting position or school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to multi-task and work with staff and students.
- **Language Skills:** Ability to communicate fluently in English both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students and staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to apply concept such as fractions, percentages, ratios and proportions to practical situations.

- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage. Ability to proficiently use assigned programs and equipment as applicable to the essential duties of the position. Specialized training may be required.
- **Other Skills and Abilities:** Ability to accurately and proficiently use 10-key required. Ability to meet timelines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card and Oregon Driver License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit, walk, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel or crouch. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate. The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Board Approved: September 20, 2022, Revised: June 16, 2026

I have read and understand this job description.

Signature:

Date:

Seaside School District Job Description

Job Title: Business Manager
Reports To: Superintendent
FLSA Status: Exempt

JOB SUMMARY

The Business Manager is a senior-level professional who directs the finance and human resources departments of the district, planning, directing and coordinating the activities, staffing, policies, and programs of the finance and human resources departments. Finance functions include, but are not limited to, oversight of district accounting procedures, budget preparation, grant management, bank accounts, finance reporting, an annual audit, and monitoring of district bonds. Human resources functions include, but are not limited to, management consultation, oversight of recruitment and retention, collective bargaining, employee relations, regulatory compliance, and policy/procedure development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Establish and maintain professional relationships with staff, supervisors, vendors, governmental and private agencies, and the public, assuring timely sharing of information and response to inquiries.
3. Provide collaborative team-oriented supervision and leadership for professional development and conduct of Business Office staff; provide annual written evaluations.
4. Maintain a thorough understanding of general purposes and goals of public education and a willingness to operate within District procedures, School Board policy, and state and federal laws and regulations.
5. Communicate and collaborate with District administrators and personnel, as well as with outside agencies to coordinate activities, resolve issues or concerns, and exchange information.
6. Oversee and monitor all operations of payroll, accounting, and human resources departments; reviews financial procedures for compliance with generally accepted accounting principles and School Board policy.
7. Manage the screening, hiring, and assigning of business office and other personnel as directed by the Superintendent; work with the Superintendent to recruit and hire leadership level positions.
8. Works with the District Budget Officer to develop budget guidelines, supervise and coordinate preparation of the budget, and assist administrators in preparing, interpreting and applying their individual building budgets.
9. Work under the direction of the Superintendent in the presentation, justification and preparation of analysis required to understand the budget proposal for action by the School Board.
10. Manage cash flow analysis, forecasts, and investments, banking services and borrowing for the District; prepare analysis of program costs and methods of financing, including long range projections.
11. Coordinate, process and control the transfer of budgeted funds.
12. Work under the direction of the Superintendent to issue contracts to vendors, renters, and other individuals or groups according to school board policy, and in the development of proposed bond debt service and tax levy rates; certify tax levies.
13. Coordinate all District grant accounting and financial reporting.
14. Oversee the submission of required finance and staff related ODE consolidated collection reports.
15. Ensure all accounts are coded properly and conform to local, state and federal guidelines.
16. Maintain an insurance program through an agent-of-record for property, liability, and fidelity coverage.
17. Make recommendations to the Superintendent for improvements and/or changes in accounting systems, procedures, or other assigned areas of operation.
18. Work with the Superintendent during negotiation of contracts, reviewing legal concerns, impact of implementing requested contract language, monitor for changes in state and federal rules/regulations, and

compare data with other negotiated contracts in the state/county; oversee the administration and implementation of bargaining agreements.

19. Train and advise administrators and supervisors on a variety of topics to ensure personnel issues are handled in accordance with state/federal law, human resources best practice, and collective bargaining agreements.
20. Manage implementation of employee insurance and benefits programs.
21. Oversee the issuance of employee discipline, termination, resolving complex employee issues, and completing investigations.
22. Perform other duties and responsibilities as required by the Superintendent or School Board and act as an advisor to the Superintendent on all questions relating to the business, human resources, and financial affairs of the District.
23. Prepare analysis of program costs and methods of financing, including long range projections of requirements.
24. Work with financial software vendor and users of accounting data and make recommendations for modification/enhancements to computerized systems.
25. Work with the School Board, community and bargaining committees in supplying financial data as needed. Interpret the financial concerns of the District to the School Board and community.
26. Oversee District system for records retention, ensuring compliance with District policy and per state and federal records retention requirements.
27. Attend regular meetings of the school board and special meetings as requested.
28. Maintains a regular filing system, as well as a set of locked confidential files.
29. Actively demonstrates high levels of employee engagement, accountability, coachability, and responsibility for personal performance and results.
30. Maintains appropriate certifications and training hours as required.
31. Reacts to change in schedule(s) productively.
32. Ensure compliance with District, State, and Federal laws, rules, and regulations.
33. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings as requested.
2. Attends staff meetings.
3. Serve on building and District and school committees and councils.
4. Reports issues to authorities as necessary.

SUPERVISORY RESPONSIBILITIES

Train, direct and supervise employees performing financial reporting, accounting, billing, collections, payroll, budgeting, and human resources duties and others for whom the Business Manager is responsible.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or equivalent combination of education and experience. Bachelor's or Master's degree in business/accounting strongly preferred; Familiar with governmental accounting; Experience in accounting procedures and budget oversight of school or public/municipal financial operations or equivalent experience in corporate setting; Experience with computerized financial management systems; Knowledge of the principles and practices of effective supervision and personnel management in addition to the experience in supervising staff in accounting operations; Experience in coordinating an internal audit process; Experience in monitoring federal grants

and/or special projects; Ability to develop systems that improve work flow and insure accuracy in reporting; Supervisory experience which demonstrates possession of the knowledge and abilities necessary to perform the duties of the position.

- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Impeccable integrity and ability to maintain confidences.
- **Language Skills:** Excellent written and oral communication skills; Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies or members of the community. Ability to effectively present information to directors, administrators and the Superintendent. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write reports and business correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Computer Skills:** Proficiency in the usage of accounting, database software, internet software, e-mail and word processing software. Ability to proficiently use the following programs strongly preferred MS File Explorer, MS Word, Infinite Visions, MS PowerPoint, Publisher and Excel. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to train, supervise, coach/mentor and build strong team relationships; Ability to appropriately communicate with staff at all levels and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with frequent interruptions and competing priorities.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Driver License and membership in the Oregon Association of School Business Officials.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit, walk, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel or crouch. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate. The work may require travel between school buildings, other agencies, and local businesses. The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Board Approved: April 20, 2021; Revised, June 16, 2026.

I have read and understand this job description.

Signature:

Date:

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

2025-2026 RESOLUTION #6

ADOPTING THE BUDGET

BE IT RESOLVED THAT THE Board of Directors of the Seaside School District 10 hereby adopts the budget for the fiscal year 2026-2027 in the total of \$47,207,311.00. This budget is now on file at the Seaside School District 10 Office located at 2600 Spruce Drive Suite 100, Seaside, OR 97138

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2026 for the following purposes:

GENERAL FUND

1000 Instruction	15,009,600
2000 Support Services	10,827,815
5000 Other Uses	-
5200 Transfers of Funds	883,700
6000 Contingency	4,800,000
Total General Fund	\$ 31,521,115
7000 Unappropriated Ending Balance *	-

SPECIAL REVENUE FUNDS

1000 Instruction	3,261,890
2000 Support Services	1,580,447
3000 Community Services	1,475,372
5100 Debt Service	27,540
Total Special Revenue Funds	\$ 6,345,249
7000 Unappropriated Ending Balance *	106,734

DEBT SERVICE FUND

5000 Other Uses	
5100 Debt Service	7,702,768
Total Debt Service Fund	\$ 7,702,768
7000 Unappropriated Ending Balance *	-

CAPITAL PROJECTS FUND

4000 Facilities Acquisition & Construction	100,000
5200 Transfers	-
Total Capital Projects Fund	\$ 100,000
7000 Unappropriated Ending Balance *	1,431,445

TOTAL APPROPRIATIONS, All Funds	\$ 45,669,132
Total Unappropriated Amounts*	1,538,179
TOTAL ADOPTED BUDGET	\$ 47,207,311

* Unappropriated Ending Fund Balances are not appropriated

IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2026-2027:

- (1) At the rate of \$4.7745 per \$1000 of assessed value for permanent rate tax
- (2) In the amount of \$5,923,968.00 for debt service on general obligation bonds

CATERGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the Education Limitation

Permanent Rate Tax \$4.7745/ per \$1000

Excluded from Limitation

General Obligation Bond Debt Service \$5,923,968

The above resolution statements were approved and declared adopted on the 16th day of June 2026:

Shannon Swedenborg, Board Chair

Susan Penrod, Superintendent

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

Resolution #7 - 2025-2026

A RESOLUTION OF THE BOARD OF DIRECTORS OF SEASIDE SCHOOL DISTRICT 10 (SEASIDE, GEARHART, CANNON BEACH), CLATSOP COUNTY, OREGON, CALLING A MEASURE ELECTION TO SUBMIT TO THE ELECTORS OF THE DISTRICT THE QUESTION OF AUTHORIZING A RENEWAL OF A FIVE-YEAR LOCAL OPTION TAX AT THE RATE OF \$0.52 PER \$1,000 OF ASSESSED VALUATION TO FINANCE DISTRICT OPERATIONS.

WHEREAS, Oregon Revised Statutes (“ORS”) Sections 280.040 through 280.145 authorizes Seaside School District 10 (Seaside, Gearhart, Cannon Beach), Clatsop County, Oregon (“the District”) to submit a measure to District voters which, if approved, would allow the District to collect a local option tax for operating purposes; and

WHEREAS, in November 2020 voters in the District approved to continue the local option tax to finance District operations at the rate of \$0.52 per \$1,000 of assessed value for five years beginning July 1, 2021 and ending June 30, 2026. On May 19, 2026, the local option tax came before Clatsop County voters again, but was defeated.

WHEREAS, the Board of Directors of the District has determined there is a need to continue this level of funding for District operations at the same rate over the next five-year period following the expiration of the current local option tax and submit such question to the voters of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SEASIDE SCHOOL DISTRICT 10, CLATSOP COUNTY, OREGON AS FOLLOWS:

- 1) That an election is hereby called for the purpose of submitting to the qualified voters of the District the question of authorizing a local option tax for operating purposes for a period of five years commencing fiscal year 2027–2028 and ending fiscal year 2031–2032, at a fixed rate of \$0.52 per \$1,000 of assessed value.

Such a rate is estimated to raise approximately \$2,261,420 in 2027–2028, \$2,329,263 in 2028–2029, \$2,399,141 in 2029–2030, \$2,471,115 in 2030–2031 and \$2,557,604 in 2031–2032,, for a total of \$12,018,543 over five years. The amount raised may be different than estimated, depending on changes to the assessed and real market value of each property within the District.

- 2) That the election hereby called shall be held on the 3rd day of November 2026.
- 3) The District authorizes the Superintendent or their designee as the authorized representative (the “Authorized Representative”) to act on behalf of the District, to submit the final ballot title and explanatory statement, if any, and to take such further action as is necessary or desirable to carry out the intent and purposes herein in compliance with the applicable provisions of law.

- 4) That the District directs that there shall be delivered to the election officer of Clatsop County, Oregon the Notice of Measure Election (the "Notice") in substantially the form attached hereto as Exhibit A, with such changes as are approved and filed by the Authorized Representative as follows:
 - a) Not later than August 15, 2026 (80 days prior to the election date) for publication of notice by Clatsop County on Form SEL 805; and
 - b) Not sooner than after completion of the ballot title challenge process provided in the Secretary of State's Referral Manual and not later than September 3, 2026 (61 days prior to the election date) on Form SEL 803.
- 5) Pursuant to ORS Section 310.145, the five-year local option tax for operating purposes at a fixed rate of \$0.52 per \$1,000 of assessed value shall be classified as being subject to the limits of Section 11b, Article XI of the Oregon Constitution and that the revenues will be used to fund government operations other than the public school system.

ADOPTED by the Board of Directors of Seaside School District 10, Clatsop County, Oregon, this 16st day of June, 2026.

**SEASIDE SCHOOL DISTRICT 10
CLATSOP COUNTY, OREGON**

Shannon Swedenborg, Chair
Board of Directors

ATTEST:

Susan Penrod
Superintendent

EXHIBIT A

NOTICE OF MEASURE ELECTION

SEASIDE SCHOOL DISTRICT 10
Clatsop County, Oregon

Notice

Date of Notice	Name of District	Name of County or Counties	Date of Election
	Seaside School District 10	Clatsop	November 3, 2026

Ballot Title

Caption *(10 words which reasonably identifies the subject of the measure)*

Five-Year Local Option Tax for General Operations

Question *(20 words which plainly phrases the chief purpose of the measure)*

Shall the District levy \$0.52 per \$1,000 of assessed value each year for five years beginning 2027-2028 for operating?

Summary *(175 words which concisely and impartially summarizes the measure and its major effect)*

This measure authorizes Seaside School District 10 to levy a property tax in the amount of \$0.52 per \$1,000 of assessed value each year for five years. The taxes would be used for District operations. Without the additional revenue, the District would have to reduce staff and services.

The proposed rate is estimated to raise approximately \$2,261,420 in 2027–2028, \$2,329,263 in 2028–2029, \$2,399,141 in 2029-2030, \$2,471,115 in 2030–2031 and \$2,557,604 in 2031–2032,, for a total of \$12,018,543 over five years. The estimated tax cost for this measure is an ESTIMATE ONLY based on the best information available from the county assessor at the time of estimate and may reflect the impact of early payment discounts, compression and the collection rate.

Seaside School District 10
2026-2027 Designations

1) CHIEF ADMINISTRATIVE OFFICER (ORS 332.515)

Jeff Roberts , thereby becomes School District Clerk

2) BUSINESS MANAGER AND DEPUTY CLERK

Toni Vandershule

3) CUSTODIAN OF FUNDS AND AUTHORIZE THE FACSIMILE SIGNATURE OF THE CUSTODIAN OF FUNDS (ORS 328.441, 328.445)

Jeff Roberts
Toni Vandershule

4) ESTABLISH BORROWING LIMIT FOR CUSTODIAN OF FUNDS (\$200,000)

Authorizes the Custodian of Funds to borrow when necessary to the bonding limit.

5) BUDGET OFFICER (ORS 294.331)

Jeff Roberts

6) SYSTEM FOR AWARDS MANAGEMENT (SAM) ENTITY ADMINISTRATOR

Jeff Roberts

7) REGULAR MONTHLY BOARD MEETING — (see attached schedule)

8) DEPOSITORIES FOR SCHOOL FUNDS (ORS 328.441, 294.805-895)

US Bank – Seaside Branch
Columbia Bank – Seaside Branch
Local Government Investment Pool – State of Oregon
Fibre Federal Credit Union – Seaside Branch

9) CONFIDENTIAL EMPLOYEES

Supervisors: Charles (Chuck) Loesch, Jessica Smith, Kenneth (Jack) Walker, Chris Peters
District Office Confidential Staff: Susanna Fry, Leslie Garvin, Amy Santilli, Stephanie Wheatley, Payroll Specialist TBD

10) OFFICIAL NEWSPAPER

The Astorian
The Oregonian

11) OFFICIAL AUDITORS

Pauly, Rogers, and Co., P.C.

12) PAYMENT ON CONTRACTS (ORS 325.075 (3))

The Board authorizes the Superintendent or designee to enter into and approve payment on contracts for products, materials, supplies, capital outlay, equipment and services that are within appropriations made by the District School Board pursuant to ORS 294.435.

13) HEARINGS OFFICER

The Board delegates authority to the Superintendent or the Superintendent's designee, to act as the Hearings Officer in matters regarding student expulsions.

14) FOOD SERVICE PROGRAM

The District selects the offer versus serve option when serving lunch (National School Lunch Program) and breakfast (School Breakfast Program) to students at the secondary building, and Serve Only at the elementary building. The District may also participate in the Summer Food Lunch Program. The Board authorizes the continuation of the Oregon Provision Program at all District schools.

15) BREAKFAST AND LUNCH PRICES

Breakfast at Pacific Ridge Elementary School - No Charge (Oregon Provision Program)
Breakfast at Seaside Middle School; Seaside High School – No Charge (Oregon Provision Program)
Reduced Breakfast - No Charge (Oregon Provision Program)

Lunch at Pacific Ridge Elementary School - No Charge (Oregon Provision Program)
Lunch at Seaside Middle School; Seaside High School – No Charge (Oregon Provision Program)
Reduced Lunch - No Charge (Oregon Provision Program)

Student Milk – No Charge (General Fund)

Adult Lunch - \$6.00
Adult Breakfast – \$4.00
Adult Milk - \$.75

SEASIDE SCHOOL DISTRICT 10

2026-2027 School Board Regular Meeting Schedule

July – No Meeting

August 18, 2026 (third Tuesday, 6:00 pm)

September 15, 2026 (third Tuesday, 6:00 pm)

October 20, 2026 (third Tuesday, 6:00 pm)

November 17, 2026 (third Tuesday, 6:00 pm)

December 15, 2026 (third Tuesday, 6:00 pm)

January 19, 2027 (third Tuesday, 6:00 pm)

February 16, 2027 (third Tuesday, 6:00 pm)

March 16, 2027 (third Tuesday, 6:00 pm)

April 20, 2027 (third Tuesday, 6:00 pm)

May 18, 2027 (third Tuesday, 6:00 pm)

June 15, 2027 (third Tuesday, 6:00 pm)

Seaside School District 10

Code: BBAA
Adopted: 7/26/07
Revised/Readopted: 4/20/21
Orig. Code: BBAA

Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their position when the Board is in legal session only.

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

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as their own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent, gained through attendance at district activities and through professional Board activities.

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

1. Request for Information

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

2. Requests for Legal Opinions

Requests for legal opinions by a Board member must be approved by a majority vote of the Board. If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the Board chair. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the superintendent.

4. Board Member's Relationship to Administration

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

5. Contracts or Agreements

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

END OF POLICY

Legal Reference(s):

[ORS 332.045](#)
[ORS 332.055](#)

[ORS 332.057](#)
[ORS 332.075](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

Cross Reference(s):

BHD - Board Member Compensation and Expense Reimbursement

OSBA Model Sample Policy

Code:
Adopted:

BBAA

Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their position when the Board is in a meeting which is being held in accordance with Oregon's Public Meetings Law. A Board member has the authority to act in the name of the Board only when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business.

When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

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

All Board members shall maintain awareness of relevant district information and participate in Board functions and professional Board development activities.

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

1. Request for Records

Any individual Board member who desires a copy of an existing record may make such a request to the superintendent. Requests involving confidential records or significant staff time will be referred to the Board for approval.

2. Requests for Legal Opinions^{1}

Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. The Board chair is authorized to obtain legal advice or opinions if advantageous to do so prior to the next meeting (e.g., advice regarding an executive session or a decision to invite district legal counsel) without a need for Board approval. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to a Board Member

When a Board member receives complaints or requests for action from staff, students or members of the public, the Board member will direct the staff, students, members of the public to the public

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

complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the superintendent. An individual Board member is not authorized to independently act on complaints.

4. Board Member’s Communication with Administration

No individual Board member may direct the superintendent or other staff to action without Board authorization. No Board member will intervene in the administration of the district or its schools.

5. Contracts or Agreements

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

6. Visits to Schools

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

7. Public Meetings Law

All Board members will comply with Public Meetings Law², including participating in an approved² training at least once during each term of office^{3}.

8. Mandatory Reporting

A Board member having reasonable cause to believe that any child with whom the Board member comes in contact has suffered abuse or that any person with whom the Board member comes in contact has abused a child shall immediately make an oral report or cause an oral report be made to Department of Human Services⁴ or local law enforcement.

9. Oregon Ethics Laws

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

10. Confidential Information

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

11. Other Laws, Policies, Agreements and Procedures

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

² Approved by the Oregon Government Ethics Commission.

³ {Training is only required for districts with annual fiscal expenditures of \$1M or more. See ORS 192.700.}

⁴ (855) 503-SAFE (7233)

END OF POLICY

Legal Reference(s):

[ORS 192.311 – 192.478](#)
[ORS 192.610 – 192.705](#)
[ORS Chapter 244](#)

[ORS 332.045](#)
[ORS 332.055](#)
[ORS 332.057](#)

[ORS 332.075](#)
[ORS 332.107](#)
[ORS 419B.010](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass’n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

Seaside School District 10

Code: BBE
Adopted: 4/20/21

Vacancies on the Board

Vacancies will be filled through Board appointment. The Board appointee must be a legally registered voter and a resident within the district for one year immediately preceding the appointment and a resident of the zone from which the vacancy has occurred. The Board shall advertise for a 20-day period to find an eligible resident from the same zone. If an eligible zone resident cannot be found, the Board shall appoint an eligible resident from the district.

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

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

Board elections are held every odd-numbered year, which for the purposes of this policy, are termed “election” years.

The appointee will:

1. Serve until June 30 following the next election, at which time the individual elected in May of that year will fill the remaining portion of an unexpired term or serve a full four-year term; or
2. Serve until June 30 of a subsequent election year if the vacancy occurs after the filing date in an election year.

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

END OF POLICY

Legal Reference(s):

[ORS 249.865 to -249.877](#)
[ORS 255.245](#)

[ORS 255.335](#)
[ORS 332.030](#)

[ORS 332.122](#)
[ORS 332.124](#)

Cross Reference(s):

BBBA - Board Member Qualifications
BBC - Board Member Resignation
BBD - Board Member Removal from Office

OSBA Model Sample Policy

Code:
Adopted:

BBE

Vacancies on the Board

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

1. At a Board meeting, the Board will declare the vacancy¹;
2. The Board or designee will establish an application period of at least 20 days. Applicants will be required to submit an application to the district office by the designated date. Deadlines and instructions will be posted on the district website. The Board can vote to extend or re-open the application period at any time;
3. After the application period has ended, the superintendent or designee will verify applicant eligibility. Applicants must:
 - a. Be an elector of the district.² This requires being registered to vote within the district;
 - b. Have resided in the district for a period of one year immediately preceding the appointment;
 - c. ~~Be a resident of the zone of the vacant position, if the position is zoned;~~
 - d. Not be an employee of the district or a charter school located within the district~~[³], except as a substitute bus driver in accordance with ORS 332.016].~~
4. The Board will review applicant materials in an open Board meeting;
5. The Board may select applicants to interview. Any interview will be held in an open Board meeting;
6. During an open Board meeting, the Board will vote to appoint one of the applicants. In the event that no applicant receives a majority of votes⁴, the Board may re-vote or vote to re-open the application period;

¹ In accordance with ORS 332.030, the Board shall declare a vacancy upon any of the following:

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

² ORS 254.005(4) provides “‘Elector’ means an individual qualified to vote under section 2, Article II, Oregon Constitution.” District staff may verify this with local elections officials.

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

⁴ ORS 332.055 requires the affirmative vote of a majority of Board members to transact any business. Consequently [three] votes are necessary to appoint a board member, regardless of how many vacancies exist.

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

[If the vacancy occurs in a zone and an eligible zone resident cannot be found, the Board shall appoint one of the eligible residents from the district to serve in accordance with ORS 332.124.]

The appointee will serve until June 30 following the next election. At that election, either the remainder of the term for the position, or a full term for the position will be on the ballot.

If the offices of a majority of Board members are vacant at the same time, the directors of the ~~[Northwest Regional—]~~ Education Service District shall appoint persons to fill the vacancies from qualified individuals.

END OF POLICY

Legal Reference(s):

[ORS 249.865 - 249.877](#)
[ORS 254.005](#)
[ORS 255.245](#)

[ORS 255.335](#)
[ORS 332.030](#)
[ORS 332.122](#)

[ORS 332.124](#)

Seaside School District 10

Code: BCB
Adopted: 7/26/07
Revised/Readopted: 4/20/21
Orig. Code: BCB

Board Officers

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

The Board chair will:

1. ~~Work with the superintendent to establish the agenda for regular Board meetings~~Prepare the agenda for Board meetings in accordance with Board policy BDDC – Board Meeting Agenda;
2. Call special meetings ~~when required;~~
3. Preside at ~~all~~ meetings of the Board and enforce the rules of order. The Board chair has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public comment is part of the meeting, the Board chair may regulate the order and length of appearances and limit appearances to presentations of relevant points in accordance with Board policy BDDH – Public Comment at Board Meetings;
4. Sign the minutes and other official documents that require the signature of the chair;
5. Represent the district and the Board at official functions, unless this duty is delegated by the Board chair to another Board member;
6. Appoint ~~all~~ Board members to committees unless otherwise ordered by the Board;
7. Have the right to discuss issues and vote; and
- 7.8. Perform such other duties as may be prescribed by law or by action of the Board.

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

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

~~The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. In absence of the designated Board secretary, the Board may name anyone present to serve as secretary for that meeting. The secretary to the Board will take notes at Board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the Board chair. These duties will include, but not be limited to, the following:~~

- ~~1.——Record the disposition of all matters on which the Board considered action;~~
- ~~2.——Prepare and distribute minutes in advance for approval at the next Board meeting;~~
- ~~3.——Maintain properly authenticated official copies of the minutes;~~
- ~~4.——Maintain the official record of Board policies;~~
- ~~5.——Properly post all Board meetings.~~

Board ~~or District~~ Spokesperson

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

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)
[ORS 332.040](#)

[ORS 332.045](#)
[ORS 332.057](#)

[OAR 166-400-0010\(9\)](#)

Cross Reference(s):

BC/BCA - Board Organization/Board Organizational Meeting

Seaside School District 10

Code: BCE
Adopted: 7/26/07
Revised/Readopted: 4/20/21
Orig. Code: BCE

Board Committees

The Board may have standing committees. Special committees may be appointed by the Board for specific purposes to serve until their assignment is completed. The entire Board may meet as a committee-of-the-whole.

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

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

All meetings of special committees and of committees-of-the-whole will follow the Public Meetings Law. The Board or its committees may sit in an executive session to discuss matters when such session is required or permitted by law.

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

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

END OF POLICY

Legal Reference(s):

[ORS 192.610](#) to -192.690

[ORS 332.045](#)

[ORS 332.105](#)

Cross Reference(s):

BCF - Advisory Committees to the Board

OSBA Model Sample Policy

Code:
Adopted:

BCE

Board Committees

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

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

1. Board subcommittees are primarily made up of Board members, e.g., superintendent evaluation committee, long-range planning committee, policy committee;
2. Advisory committees are primarily made up of non-Board members, e.g., bond steering committee.

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

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

All meetings of Board committees will follow the Public Meetings Law¹, including the requirement to record the meetings or take meeting minutes. A committee may sit in an executive session when such meeting is in accordance with the committee's assigned purpose and when such session is permitted by law. Administrative committees, including superintendent committees, are generally not subject to Public Meetings Law.²

When establishing a Board committee, the Board will determine:

1. Committee membership and appointment process;
2. The task of the committee;
3. What resources are needed and will be provided to the committee;

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

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

4. The length of time the committee will exist³;
5. Expectations regarding any actions or recommendations of the committee.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.705](#)

[ORS 332.045](#)

[ORS 332.105](#)

[OAR 199-040](#)

[OAR 199-050](#)

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

PROPOSED

Seaside School District 10

Code: BCF
Adopted: 7/26/07
Revised/Readopted: 4/20/21
Orig. Code: BCF

Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for community involvement, the Board may appoint advisory committees which include community members to consider matters of districtwide importance.

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

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

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

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

1. The committee's written charge which shall include, but not be limited to, a statement of purpose and responsibility;
2. The resources the Board will provide;
3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive the committee report(s).

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

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

The Board's responsibility cannot be delegated or surrendered to others; therefore, recommendations of an advisory committee will be submitted to the Board and recognized as advisory in nature.

END OF POLICY

Legal Reference(s):

[ORS 192.610](#)

[ORS 294.414](#)

[ORS 332.107](#)

[ORS 192.630](#)

[ORS 329.704](#)

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

OSBA Model Sample Policy

Code:
Adopted:

BD

Board Meetings, Notices and Communications

Definitions

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

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

“Decision” means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of the Board¹ is required, at any meeting at which a quorum is present.

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

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

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

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

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

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

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

“Quorum” means the minimum number of members of the Board required to legally transact business. For the Board, a quorum is ~~four~~^{two} Board members.

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

Board Authority at Meetings

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

Types of Meetings

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

1. Regular Meetings

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

2. Special Meetings

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

3. Emergency Meetings

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

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will

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

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

be conducted in accordance with Public Meetings Law. The Board may make official decisions during a work session.

5. Executive Sessions

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

Communications Outside of a Board Meeting (Serial Meetings Prohibited)

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

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

1. In-person;
2. Telephone calls;
3. Videos, videoconferencing, or electronic video applications;
4. Written communication, including electronic written communications, such as email, texts, and other electronic applications;
5. Use of one or more intermediaries to convey information among members; and
6. Any other means of conveying information.

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

1. Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board;
2. Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
3. Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters.

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

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

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

Meeting Location, Public Accommodations and Logistical Requirements

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

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law⁴. The Board may attend training sessions outside the district boundaries but may not deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced. Meeting locations shall be accessible to persons with disabilities.

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

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

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

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

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

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

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

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

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

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

Public Notice Requirements

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

The public notice shall identify the following:

1. The time, date, location of the meeting, and, to the extent reasonably possible, will include the electronic link or telephone access information to allow members of the public to attend the meeting by telephone or electronic means;
2. The agenda or list of the principal subjects anticipated to be considered at the meeting and will be specific enough to permit the public to recognize matters in which they are interested. The Board may amend the agenda or may add or remove items from the list of principal subjects prior to or during a meeting. See Board policy BDDC – Board Meeting Agenda for additional meeting agenda information; and
3. The name, telephone number, and email address of a person at the district office to contact to request an interpreter or other communication aids or a statement that the district will provide a sign language interpreter or other communication aids at the meeting.

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

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

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

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

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

⁷ {The public notice must be displayed conspicuously on the district's website. If the district does not maintain a publicly accessible website, the district shall satisfy the public notice requirements through other means such as posting on the Oregon Transparency Website, community postings, bulletin boards, newspaper notice, or any other means reasonably calculated to provide actual notice to the general public. Modify this sentence to communicate how the district publishes its public notices.}

If a meeting will include an executive session, the notice shall comply with the above notice requirements and the notice shall also identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. Example:

“The Board will meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.”

If an executive session is to be part of an open regular, special, or emergency meeting, the notice shall comply with the above notice requirements and prior to entering the executive session, the Board chair shall make a public announcement and identify in open session the specific statutory provision and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization (See Board policy BDC – Executive Sessions for additional information on executive sessions.)

Complaints

Complaints regarding Public Meetings Laws can be filed in accordance with Public Meetings Law complaint procedures outlined in Board policy KL – Public Complaints. Complaints must be filed within 30 days of the alleged violation.

{8}Mandatory Training

Every member of the Board shall attend or view a training on Public Meetings Law as required by ORS 192.700 and Board policy BBAA – Board Member’s Authority and Responsibilities.

END OF POLICY

Legal Reference(s):

[ORS Chapter 192](#)
[ORS 332.040 - 332.061](#)
[ORS 332.107](#)
[ORS 433.835 - 433.875](#)
[OAR 199-050-0005 – 199-050-0085](#)

⁸ {Training is only required for districts with annual fiscal expenditures of \$1M or more. See ORS 192.700.}

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Seaside School District 10

Code: BD/BDA
Adopted: 7/26/07
Revised/Readopted: 4/20/21; 2/16/22
Orig. Code: BD/BDA

Board Meetings

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. “Meeting” means the convening of a quorum of the Board as the district’s governing body to make a decision or to deliberate toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the governing body, i.e. a work session. The affirmative vote of the majority of members of the Board is required to transact any business.

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. All meetings will be conducted in compliance with state and federal statutes. All Board meetings, including Board retreats and work sessions, will be held within district boundaries. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business.¹ No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation², age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including those with disabilities, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they were not included in the notice.

If requested to do so at least 48 hours before a meeting held in public, the Board shall provide an interpreter for hearing-impaired persons. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice. Communications with all qualified individuals with disabilities shall be as effective as communications with others.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.

No person shall bring, possess or use a weapon as prohibited by state and federal law.

1. Regular, Special and Emergency Meetings

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

¹ ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction as long as no deliberations toward a decision are involved.

² As defined in ORS 174.100.

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

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

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

2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic communication. Electronic communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Electronic communications may contain:

- a. Agenda item suggestions;
- b. Reminders regarding meeting times, dates and places;
- c. Board meeting agendas or information concerning agenda items;
- d. One-way information from Board members or the superintendent to each Board member (e.g., an article on student achievement or to share a report on district progress on goals) so long as that information is also being made available to the public;
- e. Individual responses to questions posed by community members, subject to other limitations in Board policy.

3. Private or Social Meetings

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

4. Work Sessions

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

5. Executive Sessions

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

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)

[ORS 174.104](#)

[ORS Chapter 192](#)

[ORS Chapter 193](#)

[ORS 255.335](#)

[ORS 332.040 - 332.061](#)

[ORS 433.835 - 433.875](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

OR. ATTY. GEN. Public Records and Meetings Manual.

Oregon House Bill 2560 (2021).

Oregon House Bill 3041 (2021).

Cross Reference(s):

ACA - Americans with Disabilities Act

BDC - Executive Sessions

Seaside School District 10

Code: BDC
Adopted: 7/26/07
Revised/Readopted: 4/20/21
Orig. Code: BDC

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student.

An executive session may be convened by order of the Board chair, upon request of three Board members or by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660 during a regular, special or emergency meeting. The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent. (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
10. To discuss matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)

[ORS 332.045](#)

[ORS 332.061](#)

Cross Reference(s):

BD/BDA - Board Meetings

BDDG - Minutes of Board Meetings

CBG - Evaluation of the Superintendent

OSBA Model Sample Policy

Code:
Adopted:

BDC

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 but may not take final action in executive session except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student in accordance with ORS 332.061.

An executive session may be included as an agenda item of a meeting open to the public in accordance with Board policy BDDC - Board Meeting Agenda or held as its own meeting. Public notice is required as outlined in Board policy BD – Board Meetings, Notices and Communications.

If an executive session is held as part of a meeting open to the public, the Board chair will announce the executive session in compliance with Board policy BD – Board Meetings, Notices and Communications and include and identify the appropriate statutory citation, appropriate subsection and the paragraph authorizing the session under ORS 192.660 or ORS 332.061 for holding such session and by noting the general subject of the executive session.

Example:

“The Board will now meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.”

Prior to or at the beginning of the executive session, the Board chair may read the following¹:

“Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.”

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent; may not include a discussion or negotiation of compensation (including salaries and benefits).²

¹ This statement should be amended if ORS 192.660 does not require that representatives of the news media be allowed to attend, ORS 332.061 allows the Board to vote in executive session, or the Board will not be returning to open session following the executive session. This statement can also be included on the agenda.

² This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. It also does not apply to the employment of the chief executive officer, other public officers, employees and staff members of the district unless:

- a. The vacancy has been advertised;
- b. Regular hiring procedures have been adopted;
- c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and

(ORS 192.660(2)(a))

2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer³, employee, staff member or individual agent who does not request an open hearing⁴; may not include a discussion or negotiation of compensation (including salaries and benefits). (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection.⁵ (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.⁶ (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing⁷; may not include a discussion or negotiation of compensation (including salaries and benefits or a general

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- d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

³ To determine whether the individual involved is considered a public officer, consult with legal counsel.

⁴ Notice must be provided to the public officer, employee, staff member or individual agent in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

- a. Identification of the governing body before which the matter will be considered (the Board);
- b. The time, date and location of the meeting;
- c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
- d. Information on how the public official may make a request for an open hearing.

⁵ Consider including a reference to the law that exempts the information or records from public inspection in the notice.

⁶ Legal counsel must be present in the executive session, either in-person or via electronic or telephonic communications.

⁷ Notice must be provided to the chief executive officer, public officer, employee or staff member in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

- a. Identification of the governing body before which the matter will be considered (the Board);
- b. The time, date and location of the meeting;
- c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
- d. Information on how the public official may make a request for an open hearing.

evaluation of an agency, goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs.

(ORS 192.660(2)(i))

8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))
10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))
11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
12. To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

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

Content discussed in executive sessions and recordings or minutes for executive sessions are confidential except as provided by law. Board members, district employees and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required or allowed by law.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 192.685](#)
[ORS 192.705](#)
[ORS 332.045](#)

[ORS 332.061](#)
[OAR 199-040-0015 - 0060](#)
[OAR 199-050-0015](#)
[OAR 199-050-0040](#)

[OAR 199-050-0050](#)
[OAR 199-050-0060](#)

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Seaside School District 10

Code: BDD
Adopted: 7/26/07
Revised/Readopted: 4/20/21
Orig. Code: BDD

Board Meeting Procedures

1. Quorum

A quorum will consist of the majority of the Board members.

2. Vote Needed for Exercise of Powers

The affirmative vote of a majority of Board members will be necessary for exercising any of the Board's powers.

3. Board Member Voting

Each member's vote on all motions will be recorded in the minutes.

4. Abstaining from Vote

If a Board member chooses to abstain from voting, and the abstention is due to a conflict of interest, the Board member will state the reason for the abstention and such abstention will be recorded.

5. Parliamentary Procedure

Official Board business will be transacted by motion or resolution at duly called regular or special meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in Robert's Rules of Order Newly Revised, "*Procedure in Small Boards*" as modified by the Board will govern the Board in its deliberation. Modifications will include the following: Motions will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)
[ORS 244.120\(2\)](#)

[ORS 332.045](#)
[ORS 332.055](#)

[ORS 332.057](#)
[ORS 332.107](#)

38 OR. ATTY. GEN. OP. 1995 (1978)
41 OR. ATTY. GEN. OP. 28 (1980)

OSBA Model Sample Policy

Code:
Adopted:

BDD

Board Meeting Procedures

1. Quorum

A quorum of the Board is ~~four~~^{three} Board members.

2. Vote Needed for Exercise of Powers

The affirmative vote of ~~four~~^{three} Board members will be necessary for exercising any of the Board's powers. All votes of the Board shall be taken by public vote, except when authorized in executive session under Oregon Revised Statute (ORS) 332.061.

3. Board Member Voting

The results of all votes shall be recorded, including the vote of each member's vote by name, on all votes taken by the Board. A written ballot, if used, shall identify the individual Board member by name and their vote, and shall be announced during the meeting at which the vote occurred. Secret ballots are prohibited.

4. Abstaining from Vote

Any conflicts of interest will be handled in accordance with ORS 244.120 and Board policy BBFA – Board Member Ethics and Conflicts of Interest. Board member abstentions will be documented in the meeting minutes or recording.

5. Parliamentary Procedure

Official Board business will be transacted by motion or resolution at properly noticed³ meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised*, "Procedure in Small Boards"⁴ as modified by the Board will govern the Board in its deliberation. Modifications include the following: Motions

¹ ~~{ORS 332.055 establishes the quorum as a majority. If the Board has five members, three constitute a quorum. If the Board has seven members, four constitute a quorum. If the Board has nine members, five constitute a quorum.}~~

² ~~{ORS 332.055 provides "the affirmative vote of the majority of members of the board is required to transact any business." If the Board has five members, three votes are required. If the Board has seven members, four votes. If the Board has nine members, five votes.}~~

³ See ORS 192.640, OAR 199-050-0040 and Board policy BD/BDA – Board Meetings for notice requirements. {In the June 2026 policy update, OSBA will be recommending policy BD/BDA be recoded and renamed: BD – Board Meetings, Notices and Communications.}

⁴ See *Robert's Rules of Order*, 12th Edition, § 49:21.

will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.

Failure to follow *Robert's Rules of Order* will not invalidate a lawful Board decision.

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)
[ORS 244.120\(2\)](#)
[ORS 332.045](#)

[ORS 332.055](#)
[ORS 332.057](#)
[ORS 332.107](#)

[OAR 199-050-0005 \(9\)](#)
[OAR 199-050-0055](#)

38 OR. ATTY. GEN. OP. 1995 (1978)
41 OR. ATTY. GEN. OP. 28 (1980)

Seaside School District 10

Code: BDDC
Adopted: 7/26/07
Revised/Readopted: 4/20/21
Orig. Code: BDDC

Board Meeting Agenda

The Board chair and the superintendent will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff member, student or community members of the district by notifying the superintendent at least five working days prior to the meeting.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. The removed item will then be placed on the regular agenda.

The agenda will follow a general order established by the Board. Opportunities for the audience to be heard may be included on the agenda. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

Items of business not on the agenda may be discussed and acted upon if the majority of the Board agrees to consider them.

The agenda, together with supporting materials, will be distributed by the district office or superintendent to Board members at least one full working days prior to the meeting. The agenda will be available to the press and to interested community members through the superintendent's office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

A copy of the agenda will be posted on the district website on the day of the meeting. Members of the public may request a copy of the agenda through the district office.

The district will ensure equally effective communications are provided to qualified persons with disabilities, upon request, as required by the Americans with Disabilities Act.

Appropriate auxiliary aids and services may include, but are not limited to, qualified interpreters, assistive listening systems, note takers, large print, Braille materials, audio recordings and readers. Primary consideration will be given to the request of the person with a disability in the selection of the appropriate auxiliary aid and/or service.

Should the Board demonstrate such a request would result in a fundamental alteration in the service, program or activity or an undue financial and administrative burden, an alternate, equally effective communication will be used.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)

[ORS 192.640](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2015); 28 C.F.R. Part 35 (2015).

Americans with Disabilities Act Amendments Act of 2008.

Cross Reference(s):

BDDG - Minutes of Board Meetings

OSBA Model Sample Policy

Code:
Adopted:

BDDC

Board Meeting Agenda

{¹} The Board chair will direct the preparation of an agenda for all meetings of the Board. The Board chair may seek assistance from the superintendent or another Board member. Items of business may be suggested by any Board member, staff member, student or patron of the district by notifying the Board chair or superintendent at least {five} working days prior to the meeting. The agenda will include the principal subjects anticipated to be considered at the meeting and be specific enough to permit the public to recognize the matters in which they are interested. When the agenda includes an executive session, the agenda shall identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. (See Board policy BDC – Executive Sessions for additional information.)

The Board chair may direct an amendment to the agenda until it is posted, including adding or removing items. The Board may also amend the agenda during a meeting by a majority vote of the Board. This includes adding items to the agenda during the meeting.

A consent agenda may be used by the Board. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be voted on and approved at the same time. An item on the consent agenda will be removed from the consent agenda upon request of a Board member prior to the consent agenda's consideration. The item removed from the consent agenda will then be placed on the regular agenda.

The agenda, together with supporting materials, will be distributed to Board members at least {three} full working days prior to the meeting. A copy of the agenda will be posted on the district website at least 48 hours prior to any regular meeting and 24 hours prior to any special meeting.

Copies of the agenda for the press and public will not contain any confidential information included in Board member packets.

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)
[ORS 192.640](#)
[OAR 199-050-0040](#)

¹ {The Board is encouraged to review current practices for agenda preparation and Public Meetings Law.}

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

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Seaside School District 10

Code: BDDG
Adopted: 7/26/07
Revised/Readopted: 4/20/21
Orig. Code: BDDG

Minutes of Board Meetings

The Board secretary will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter;
5. Any other information required by law.

All minutes shall be available to the public within a reasonable time. The public and community members of the district may receive, upon request, copies of minutes from the administration office. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

The district will maintain a hard copy¹ of the meeting minutes and make them available to staff and other interested persons.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon's Public Meetings Law with essentially the same level of detail as for public sessions. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including a student's confidential records; the discussion; and each Board member's vote on the issue.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.710](#)
[ORS 332.061](#)

¹ Oregon Administrative Rule 166-400-0010(9)

Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970).

OSBA Model Sample Policy

Code:
Adopted:

BDDG

Recordings and Minutes of Board Meetings

{¹} The Board will ensure a {²} video recording is made of all of its meetings and portions of meetings that are not held in executive session. These recordings will be posted on the district's website or social media site within seven days following the meeting.}

A video or audio recording of a meeting can be kept as the official record as long as all required content is included and it is kept in an allowable format³. Alternatively, the district may create written minutes. Written minutes do not need to be a verbatim transcript and can be kept in hard copy or electronic form⁴.

The official record must give a true reflection of the matters discussed at the meeting and the views of the participants, and must include the following information:

1. All members of the Board present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name for all actions taken⁵;
4. The substance of any discussion on any matter; and
5. A reference to any document discussed at the meeting.

If written minutes are created for meetings which do not take place in executive session, those minutes shall be available to the public within a reasonable time^{6} after the meeting. These minutes {will be published to the district website and} may be requested from the district office.

¹ {ORS 192.655 requires districts with an ADMr of 50 or more to record board meetings, and post the recording within seven days. Districts with fewer than 50 ADMr are exempt from this requirement and do not need to adopt this language.}

² {If the district lacks broadband internet, an audio recording is sufficient. See ORS 192.655.}

³ Oregon Administrator Rule (OAR) 166-017-0045(4) requires moving images or audio recordings be kept in MP2, MP3, MP4, or WAVE formats.

⁴ Oregon Administrator Rule (OAR) 166-017-0045(4) requires textual data or still images be kept in XML, ODT, TXT, PDF, RTF, PREG, JFIF, PNG, or TIFF formats.

⁵ If minutes are kept in a recorded form, all voting will use a roll call vote and if minutes are kept in written form the minutes will identify the vote of each member by name under each board action.

⁶ {The Oregon Attorney General's *Public Records and Meetings Manual* says, "three weeks arguably is within the reasonable time allowed by statute."}

Recordings or minutes⁷ of executive sessions will be kept in the same manner as other meetings of the Board. If disclosure of material from executive session recordings or minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure. Executive session minutes of a hearing held under ORS 332.061 shall contain only material not excluded under ORS 332.061(2) and information⁸ will not be disclosed in accordance with ORS 332.061.

Either the recording or minutes of Board meetings will be kept permanently. If written minutes are created for any meetings of the Board, any recordings will be kept for at least one year after the minutes are created.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.705](#)

[ORS 332.061](#)

[OAR 166-017-0005 - 0095](#)

[OAR 166-400-0010\(9\)](#)

[OAR 199-050-0060](#)

⁷ “...a record of any executive session may be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law.” ORS 192.650(2)

⁸ORS 332.061 prohibits the disclosure of:

1. The name of the minor student;
2. The issue, including a student’s confidential records;
3. The discussion; and
4. The school board member’s vote on the issue.

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OSBA Model Sample Policy

Code: BDDH

Adopted:

Public Comment at Board Meetings

{HB 2560 (2021) goes into effect on January 1, 2022, and requires that districts provide the same opportunity for public comment to those attending virtually as is provided to those attending in person. We recommend that districts review current public comment practices and adopt policy language that meets the law and the desired district practice.}

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites the district's community members to attend Board meetings to become acquainted with the program and operation of the district. The public has a right to attend public meetings held in open session, and may be invited to share comments, ideas and opinions with the Board during designated times on the agenda. The Board may conduct a meeting without public comment.

Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings and submit written comments to the Board. Individuals requesting assistance, aids or accommodations are encouraged to notify the district at least 48 hours prior to the Board meeting with the request, consistent with Board policy BD/BDA – Board Meetings.

Procedures for Oral Public Comment

The Board establishes the following procedures for public comment at Board meetings held in open session. The information will be accessible and available to all patrons accessing or attending such a Board meeting.

1. Public comment is limited to its designated place on the agenda and while time allows.
2. ~~{A person wishing to provide public comment, if an opportunity is provided by the Board during a meeting open to the public, will [sign in on the public comment sheet provided] [complete and submit the Intent to Speak card to the Board secretary] [submit their name electronically] [do so as directed] prior to the Board meeting.¹ A request to give public comment in-person or electronically does not guarantee time will be available.~~
3. A person speaking during the public comment portion of the meeting may ~~[comment on a topic not on the published agenda] [may comment only on agenda items].~~
4. A person speaking during the public comment portion of the meeting should state their name~~;~~ ~~whether they are a resident of the district,~~ and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.
5. A person giving public comment is limited to an established time limit of ~~[three]~~ minutes. Statements should be brief and concise. ~~[The Board chair has discretion to waive time limits or extend the overall time allotted for public comment. Additional time will be allocated in a fair and equitable manner.] [Time limits will be determined based on the number of commenters and the amount of time available for public comment.]~~ If a person has more comments than time allows or is

¹ When in-person attendees are allowed to provide oral comment, virtual attendees will be afforded the same opportunity.

unable to comment due to time constraints, the person is encouraged to submit additional written comments to the Board through the district office as directed.

6. Inquiries from the public during the designated portion of the agenda will not generally be responded to immediately by the Board chair, and may be referred to the superintendent for reply at a later date. The Board will not respond to inquiries that are expected to be addressed during another designated portion of the agenda.}

~~{The Board will not hear public comment at Board work sessions.}~~

{Topics raised during the public comment portion may be considered for inclusion as agenda items at future Board meetings.}

Procedures for Written Comment

Members of the public may submit written comments or materials to the Board at any time at the district office, by mail or by email to lgarvin@seasidek12.org~~{insert email address}~~. Materials or comments submitted at least {72 hours} in advance of a Board meeting will be provided to the Board before the Board meeting[, but will not be read at the Board meeting]. Written materials or comments submitted may not warrant action by the Board.

Comments Regarding Staff Members

A person speaking during the designated portion of the agenda for public comment may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the {procedures in Board policy KL - Public Complaints}~~{published complaint procedures}~~ for consideration of a legitimate complaint involving a staff member.~~{Any association contract governing the employee's rights will be followed.}~~ A commendation involving a staff member should be sent to the superintendent[, who will forward it to the [employee, a supervisor and the Board]].

END OF POLICY

Legal Reference(s):

[ORS 165.535](#)
[ORS 165.540](#)

[ORS 192.610 - 192.690](#)
[ORS 332.057](#)

[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

Baca v. Moreno Valley Unified Sch. Dist., 936 F. Supp. 719 (C.D. Cal. 1996).

Leventhal v. Vista Unified Sch. Dist., 973 F. Supp. 951 (S.D. Cal. 1997).

Oregon House Bill 2560 (2021).

Seaside School District 10

Code: CBA
Adopted: 7/26/07
Revised/Readopted: 5/18/21
Orig. Code: CBA

Qualifications and Duties of the Superintendent

POSITION: Superintendent of Schools

QUALIFICATIONS:

1. A current license that qualifies the individual to serve as superintendent of the district¹;
2. Successful experience as an educational leader and administrator;
3. In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative licensure requirements. The Board may take steps to assist an individual qualify for such a license;
4. Other qualifications as determined by the Board.

REPORTS TO: Board of Directors

SUPERVISES: Central office administrators and school principals; and through them, all district personnel.

JOB GOAL: Provide effective administration of all schools and departments, and educational leadership throughout the school system and community.

Performance Responsibilities

The superintendent:

1. Serves as chief executive officer of the Board except as otherwise provided by law, makes rules not in conflict with law or with Board policies and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools;
2. Initiates and directs the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as deemed desirable;
3. Attends all meetings of the Board except those concerned with his/her own contract status and takes part in the deliberations, but does not vote;
4. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve; places before the Board necessary and helpful facts, comparisons, investigations, information and reports; and makes available the personal advice on special or technical matters by those persons who are qualified to furnish it;

¹ Please contact the Teacher Standards Practices Commission (TSPC) with questions regarding licensure.

5. Implements and interprets Board policies;
6. Recommends the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or discharge of licensed employees of the Board as provided by law, Board policies and the employee's collective bargaining agreement, as applicable, and with such recommendations reported to the Board for approval;
7. Assigns or transfers licensed employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable;
8. Appoints, assigns, transfers, promotes, demotes or discharges classified and non-represented employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable;
9. Directs the professional supervisory staff in visits to the schools under his/her charge; through this staff, directs, assigns and assists teachers and all other educational employees in the performance of their duties; classifies, assigns and controls the promotion of students; and performs other duties as the Board determines;
10. Directs the work of the professional staff in evaluating curriculum and instructional materials and, upon the basis of such study, makes recommendations to the Board;
11. Supervises the establishment or modification of attendance and transportation area boundaries subject to Board approval;
12. Directs the preparation of the budget showing the estimated receipts and disbursements necessary to cover the needs of the district for the ensuing budget period, and submits this estimate to the Board in accordance with law;
13. Approves and directs, in accordance with law and Board policy, purchases and expenditures, within the limits of the budget;
14. Exercises leadership in directing studies of sites and buildings, considering the population trend and the educational and cultural needs of the district, to ensure timely decisions by the Board and electorate regarding construction and renovation projects;
15. Represents the district in dealings with other school systems, social institutions, business firms, government agencies and the general public;
16. Keeps the public informed about current educational practices, educational trends and issues confronting the district.

The specific enumeration of the superintendent's duties as detailed above will not act to limit the broad authority and responsibility of the office.

END OF POLICY

Legal Reference(s):

[ORS 342.125](#)
[ORS 342.143](#)
[ORS 342.173](#)
[ORS 342.175](#)
[ORS 342.850](#)

[OAR 581-023](#)-0006 to -0041
[OAR 581-023](#)-0104
[OAR 581-023](#)-0112
[OAR 581-023](#)-0220 to -0240
[OAR 584-020](#)-0000 to -0045

[OAR 584-036](#)-0035(1)
[OAR 584-046](#)-0003 to -0055
[OAR 584-080](#)-0151 to -0153
[OAR 584-080](#)-0161

Cross Reference(s):

CBG - Evaluation of the Superintendent

OSBA Model Sample Policy

Code: CBA
Adopted:

Qualifications and Duties of the Superintendent

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current license that qualifies the individual to serve as superintendent of the district^{1};
2. A master's degree or higher in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative licensure requirements. The Board may take steps to assist an individual to qualify for such a license.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

General Functions

1. The superintendent is the chief executive officer of the district and, under the direction of the Board, is responsible for control and operation of the school system, and for implementing the decisions and policies of the Board.

^{1} Please contact the Teacher Standards Practices Commission (TSPC) with questions regarding licensure.}

2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

Specific Functions

The superintendent will have the duty and authority to perform the following specific functions:

1. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student;
2. Serve as educational leader to the Board, staff and community;
3. Act as the district's chief administrative officer;
4. Serve as district school clerk, performing such duties as required by law or by the Board;
5. Support the Board with scheduling meeting places, ~~prepare an agenda~~ providing for required notices, and ensuring any required recordings or minutes are created for all Board meetings and ~~other~~ for all committee meetings authorized by the Board, as appropriate;
6. Attend all regular and special meetings of the Board, except when excused;
7. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;
8. Administer adopted Board policies;
9. Regularly review adopted Board policies and make recommendations for needed changes;
10. Advise, inform and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of district operation;
11. Provide an ongoing program of communication to and from the community, staff and Board concerning district programs and activities;
12. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;
13. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;
14. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;
15. Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel; review and change those descriptions as needed or directed by the Board;
16. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff;
17. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;
18. Resolve problems of operations and settle disputes referred through administrative channels;

19. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;
20. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;
21. Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
22. Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
23. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
24. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;
25. Provide for ~~Evaluate the~~ performance ~~evaluations~~ of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
26. Assign and control the promotion of students;
27. Maintain a continuous inventory of all district property, furniture, material and supplies;
28. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;
29. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;
30. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;
31. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;
32. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;
33. Direct the district in its relationships with federal, state and local government agencies;
34. Cooperate with universities and colleges in their student-teacher training programs;
35. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;

36. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation;
37. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;
38. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;
39. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

Legal Reference(s):

[ORS 332.075](#)
[ORS 342.143](#)
[ORS 342.173](#)

[ORS 342.850](#)
[OAR 584-020-0000 - 0035](#)
[OAR 584-046-0003 - 0024](#)

[OAR 584-080-0151](#)
[OAR 584-080-0152](#)
[OAR 584-080-0161](#)

Seaside School District 10

Code: CBG
Adopted: 6/18/19
Revised/Readopted: 5/18/21; 6/18/24
Orig. Code: CBG

Evaluation of the Superintendent

The Board will formally evaluate the superintendent's job performance at least once each year. The evaluation will be based on the superintendent's job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the superintendent and performance will be conducted in an executive session, unless the superintendent requests a session open to the public. Such an executive session will not include a general evaluation of any district goal, objective or operation or of any directive to personnel concerning district goals, objectives, operations or programs. Results of the evaluation will be written and placed in the superintendent's personnel file.

At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent's employment contract and state law and rules. In those situations where the superintendent's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)
[ORS 332.107](#)

[ORS 332.505](#)

[OAR 581-022-2405](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

Cross Reference(s):

BDC - Executive Sessions
CB - Superintendent
CBA - Qualifications and Duties of the Superintendent

OSBA Model Sample Policy

Code: CEA
Adopted:

Educational Equity Advisory Committee

The duties of the district's educational equity advisory committee^{1} shall include:

1. Advising the superintendent about the educational equity impacts of policy decisions; and
2. Informing the superintendent when a situation arises in a district school that negatively impacts underrepresented students and advising the superintendent on how best to handle that situation.

The superintendent may act within the superintendent's authority on any recommendations of the educational equity advisory committee without approval from the Board. The superintendent does not have the authority to adopt or amend policy.

The educational equity advisory committee may prepare an annual report that:

1. Contains the following information:
 - a. The successes and challenges the district has experienced in meeting the educational equity needs of students in the district;
 - b. Recommendations the committee made to the superintendent, and the actions that were taken in response to those recommendation; and
 - c. Any other information required by the State Board of Education.
2. Is shared with the Board:
 - a. By the superintendent; and
 - b. If requested by the Board, by the committee as a presentation by the committee at a Board meeting.
3. Is made available by being:
 - a. Distributed to the parents of district students;
 - b. Posted on the district's website; and
 - c. Sent to the State Board of Education.

The educational equity advisory committee shall be selected and appointed by the superintendent and must be composed of parents, employees, students and community members from the district. For the purposes of selecting members, the superintendent:

1. Shall solicit names of possible members from the community;
2. Must ensure that membership is primarily representative of underserved student groups;

¹ {The district can name this committee something else. If the district chooses to do so, use consistent language throughout.}

3. May not exclude or deny members based on language, immigration status or protected class, including age, disability, national origin, race, color, marital status, religion, sex, sexual orientation, or gender identity;
4. May not appoint a voting member of the Board or the superintendent to the educational equity advisory committee; and
5. Must ensure that the composition of an educational equity advisory committee elevates underrepresented parent, employee, student, and community member voices.

The district will provide sufficient support to educational equity advisory committee members to participate in meetings, including, but not limited to access to district-managed emails, translation and interpretation services, and relevant trainings.

A member of the educational equity advisory committee will also serve on the school district budget committee.²

END OF POLICY

Legal Reference(s):

[ORS 328.542](#)
[ORS 329.711](#)
[ORS 332.107](#)
[OAR 199-050-0010](#)
[OAR 581-022-2307](#)

² {The district is not required to add an educational equity advisory committee member to the budget committee until there is a non-board member vacancy on the budget committee.} The district is not required to include a member of the educational equity advisory committee on the budget committee if no member of the committee is willing or able to serve on the budget committee.

Seaside School District 10

Code: DBEA
Adopted: 4/21/15
Revised/Readopted: 8/17/21; 6/17/25
Orig. Code: DBEA

Budget Committee

By law, the budget committee is charged with making recommendations concerning financial priorities.

The budget committee will have the responsibility for reviewing the financial programs of the district, reviewing the proposed district budget as presented by the superintendent, and recommending an annual district budget in keeping with the provisions of applicable state laws.

Educational policy decisions are the responsibility of the Board, not the budget committee. The committee does not have the authority to add programs or to approve additional personnel or increase salaries. While the committee may, in effect, delete programs because of a fund decrease, the committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, set an amount that changes the recommended budget and may request the administration make such changes in accordance with priorities set by the Board.

The following will govern the make-up and process of establishing the district's budget committee:

1. The budget committee consists of seven members appointed by the Board plus the elected Board members of the district. To be eligible for appointment, the appointive member must:
 - a. Live and be registered to vote in the district;
 - b. Not be an officer, agent or employee of the district.
2. At least one member of the budget committee must be a member of the district's educational equity advisory committee.¹
3. No budget committee member may receive any type of compensation from the district;
4. At a Board meeting no later than October, the Board will identify vacant budget committee positions which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons. The Board may contact persons who have served previously and request to apply. All such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the district. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate;

¹ {The budget committee is not required to include a member of the educational equity advisory committee until a vacancy on the budget committee occurs by a member who is not also a member of the school district board.} The district is not required to include a member of the educational equity advisory committee on the budget committee if no member of the committee is willing or able to serve on the budget committee.

5. At a Board meeting in November, the Board will review the names of persons filing applications and names of those persons who have served previously and are willing to be reappointed. At a regular meeting in December, the Board will appoint persons to fill the vacant positions;
6. The appointive members of the budget committee will be appointed for terms of three years.
7. If any appointive member is unable to complete the term for which the member was appointed, the Board will announce the vacancy at a regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term will be made at a regular Board meeting.

Budget Committee Responsibilities

The following items explain the budget committee responsibilities:

1. At its first meeting after appointment, the budget committee will elect a presiding officer from among its members. It may also establish other ground rules as necessary for successful operation of the committee;
2. A majority of the constituted committee is required for passing an action item. Majority for a 14-member budget committee is 8. Therefore, if only 8 members are present, a unanimous vote is needed for passing an action;
3. The budget committee shall hold one or more meetings to receive the budget message, receive the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public;
4. The budget committee may request any information used in the preparation of or for revising the budget document from the superintendent or business manager. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the superintendent or as subsequently revised by the committee;
5. After approval of the original or revised budget document, the budget committee's duties cease. The hearing on the approved budget is held by the Board.

END OF POLICY

Legal Reference(s):

[ORS 174.130](#)
[ORS 192.610 - 192.695](#)
[ORS 294.305 - 294.565](#)

ORS 328.542
[ORS 329.711](#)

[ORS 433.835 - 433.875](#)
OAR 581-022-2307(3)(f)

Cross Reference(s):

DBG - Budget Hearing and Notice

Seaside School District 10

Code: EBB
Adopted: 11/17/15
Revised/Readopted: 9/21/21
Orig. Code: EBB

Integrated Pest Management

To ensure the health and safety concerns of student, staff and community members, the ~~Board~~^{district} shall adopt an integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff and community members and shall adopt a list of low-impact pesticides for use with the IPM plan. The IPM plan and list shall be available to the public through the district's website.

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
 - a. Protect the health and safety of students and staff;
 - b. Protect the integrity of district buildings and grounds;
 - c. Maintain a productive learning environment; and
 - d. Protect local ecosystem health.
2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;
3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;
4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;
5. Evaluates the need for pest control by identifying acceptable pest population density levels;
6. Monitors and evaluates the effectiveness of pest control measures;
7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;
8. Excludes the application of pesticides for purely aesthetic purposes;
9. Includes school staff education about sanitation, monitoring, inspection and pest control measures;
10. Gives preference to the use of nonchemical pest control measures;

11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and
12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The ~~district shall designate the m~~Maintenance sSupervisor is designated as the Integrated Pest Management Plan Coordinator ~~and give them and has~~ the authority for overall implementation and evaluation of the IPM plan.

Integrated Pest Management Plan Coordinator

The IPM Plan Coordinator shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;
2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;
3. Oversee pest prevention efforts;
4. Ensure identification and evaluation of pest situation;
5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment;
6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;
7. Evaluate pest management results; ~~and~~
8. Keep for at least four years following the application date, records of applied pesticides that include:
 - a. A copy of the label;
 - b. A copy of the Safety Data Sheet (SDS);
 - c. The brand name and U.S. Environmental Protection Agency (USEPA) registration number of the product;
 - e.d. The pest condition that prompted the application;
 - d.e. The approximate amount and concentration of pesticide applied;
 - e.f. The location and description of the area where the pesticide was applied;
 - f.g. The type of application and whether the application was effective;
 - g.h. The name(s) of the person(s) applying the pesticide;
 - h.i. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
 - i.j. The dates and times for the placement and removal of warning signs; and
 - j.k. Copies of all required notices given, including the dates the IPM Coordinator gave the notices.

9. Respond to inquiries about the IPM plan and refer complainants to Board policy KL - Public Complaints; and

10. Conduct outreach to district staff about the district's IPM plan.

At least once every five years, the Board shall review the IPM plan, make any necessary updates and readopt the IPM plan.¹ The final IPM plan shall include the day, month and year the Board adopted or readopted the plan.

END OF POLICY

Legal Reference(s):

[ORS 634.116](#)

[ORS 634.700 - 634.75](#)

¹ For IPMs adopted prior to January 1, 2026, the Board shall review, update and readopt the IPM no later than January 1, 2027, or five years from the date of the most recent approval of the plan, whichever is later.

Cross Reference(s):

EB - Safety Program

GBE - Staff Health and Safety

Seaside School District 10

Code: EBBA
Adopted: 7/26/07
Revised/Readopted: 9/21/21
Orig. Code: EBBA

First Aid**

In cases of sudden illness or injury to a student or staff member, first aid will be given by school staff. Further medical attention for a student is the responsibility of the student's parent(s), or of someone the parent(s) designate in the case of an emergency. However, staff should immediately call 911 in cases of life threatening or other serious medical/psychiatric emergencies.

Each principal is charged with providing for the immediate care of ill or injured persons within his/her area of responsibility.

Staff members shall report self-administered first-aid treatment to an immediate supervisor.

In each district facility, procedures for handling health emergencies will be established and made known to staff. Each district facility and district vehicle will be equipped with appropriate first-aid supplies and equipment.

All employees are expected to know where first-aid supplies and equipment are kept in their work areas. Designated employees in each building shall hold current first-aid cards. In compliance with Oregon Administrative Rules, each school shall have, at a minimum, at least one staff member with a current first-aid card for every 60 students enrolled or an emergency response team per building. Such team shall consist of no less than six persons who hold current first-aid/CPR cards and who are trained annually in the district and building emergency plans. Names of the designated employees will be posted.

END OF POLICY

Legal Reference(s):

ORS 30.800	OAR 437-002-0360	OAR 581-053-0003(37)
	OAR 437-002-0377	OAR 581-053-0220(3)(B)(iii)
OAR 437-002-0042	OAR 581-022-2050	OAR 581-053-0320(5)(b)
OAR 437-002-0120 to -0139	OAR 581-022-2220	OAR 581-053-0420(2)(f)(B)
OAR 437-002-0161	OAR 581-022-2225	

Cross Reference(s):

GBE - Staff Health and Safety

OSBA Model Sample Policy

Code: EBBA
Adopted:

Student Health Services */**

Although the district's primary responsibility is to educate students, the students' health and general welfare is also an important Board responsibility. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices. A health services plan shall be developed, implemented, and updated annually. The plan shall describe a health services program for all students at each facility that is owned or leased where students are present for regular programming.

The district shall maintain a written prevention-oriented health services plan for all students. The health services plan will¹:

1. Explain available health care space that is appropriately supervised and adequately equipped for providing health care and administering medication or first aid;
2. Refer to available communicable disease prevention and management plan that includes school-level protocols²;
3. Outline a district-to-school communication plan³;
4. Provide information about health screenings, including immunizations and TB certificate requirements;
5. Describe how services for all students, including those who are medically complex, medically fragile or nursing dependent, and those who have approved 504 plans, individual education program plans, and individualized health care plans or special health care needs are managed⁴;
6. Integrate school health services with school health education programs and coordinate with health and social service agencies, public and private;
7. Describe how hearing, vision and dental screenings are managed and/or verified for required students⁵;
8. Include a process to assess and determine a student's health services needs, including availability of a nurse to assess student nursing needs upon, during, and following enrollment with one or more

¹ For exact language and complete requirement, see OAR 581-022-2220(1).

² For specific protocol content requirements, see OAR 581-022-2220(1)(b).

³ For requirements of this plan see OAR 581-022-2220(1)(c).

⁴ For more information regarding these requirements see ORS 336.201 and 339.869, OARs 581-021-0037, 581-015-2040, 581-015-2045, 851-045-0040 – 0060, and 851-047-0010 – 0030.

⁵ For vision screening or eye examination or dental screening information see ORS 336.211 and 336.213.

new medical diagnose(s) impacting a student's access to education, and implement a student's individual health plan prior to attending school⁶;

9. Comply with OR-OSHA Bloodborne Pathogens Standards for all persons who are assigned to job tasks which may put them at risk for exposure to body fluids⁷;
10. Refer to adopted policy and procedures for medications in accordance with Oregon law⁸;
11. Include guidelines for the management of students who are medically complex, medically fragile, or nursing dependent as defined by ORS 336.201, including students with life-threatening food allergies and adrenal insufficiency while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before-school or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities⁹; and
12. ~~List the positions in the district which shall be required to obtain and maintain a first-aid/CPR/AED card in accordance with OAR 581-022-2220(3).~~

Any nurse(s) employed by the district and providing services to students on behalf of the district shall be licensed in Oregon to practice as a registered nurse or nurse practitioner or be a licensed practical nurse (LPN) in alignment with LPN supervision requirements of OAR 851-045-0050 – 0060.

A nurse employed by the district shall follow all applicable requirements of ORS Chapter 678 and OAR Chapter 851. This includes, but is not limited to, delegation in accordance with OAR 851-047, which includes performing a nursing assessment of a student prior to delegation, providing adequate supervision during the delegation, and evaluating the skills, ability and willingness of the delegee.¹⁰

An administrator or other staff who is not a nurse may supervise, evaluate or direct a school nurse or registered nurse for purposes related to the nurse's role as a school employee, including but not limited to assigning the nurse's work hours, locations and workload and other matters addressed through a collective bargaining agreement. An administrator may not direct the school nurse or registered nurse in the practice of nursing.

A nurse employed by the district will function as an integral member of the instructional staff, serving as a resource person to teachers in securing appropriate information and materials on health-related topics.

The district provides a menstrual product dispenser with a variety of products in every student bathroom¹¹ which meets the requirements of law.

⁶ For definitions for this policy see ORS 336.201.

⁷ OAR 437-002-0360 lists various health and safety regulations that apply in the employment setting.

⁸ Medication laws can be found in ORS 339.866 – 339.874 and OAR 581-021-0037; relevant Board policy includes JHCD/JHCDA - Medications.

⁹ For guideline requirements see OAR 581-022-2220(1)(k).

¹⁰ For additional delegation requirements see OAR [851-047-0030](#).

¹¹ ["Student bathroom" means a bathroom that is accessible by students, including a gender-neutral bathroom, a bathroom designated for females, and a bathroom designated for males. (OAR 581-021-0587)]

END OF POLICY

Legal Reference(s):

[ORS 329.025](#)

[ORS 332.107](#)

[ORS 336.201](#)

[ORS 336.204](#)

[ORS 336.211](#) – 336.214

[ORS 342.458](#)

[OAR 581-021-0017](#)

[OAR 581-021-0031](#)

[OAR 581-021-0587](#)

[OAR 581-021-0590](#)

[OAR 581-022-2050](#)

[OAR 581-022-2220](#)

[OAR 581-022-2515](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 ~~(2018)~~ (2024).

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g ~~(2018)~~ (2024).

Seaside School District 10

Code: EBBA-AR
Revised/Reviewed: 7/26/07; 9/21/21
Orig. Code: EBBA-AR

First Aid - Infection Control

Health services information about the transmission of diseases including AIDS and HBV¹ focuses on “body fluids” as a possible carrier of organisms that can infect others. The term includes drainage from cuts and scrapes, vomit, urine, feces, respiratory secretions (nasal discharge), saliva, semen and blood. While any contact with the body fluids of another person represents a risk, the level of risk is very low. The risk is increased if the fluid comes in contact with a break in the skin of another individual. Generally, simple, consistent standards and procedures of cleanliness minimize risk.

The following procedures are precautionary measures against the transmission of diseases. Prudent actions are to be employed by all staff and students. These actions should focus primarily on steps that students and staff members can take to ensure their own well-being.

Those who administer first aid, provide physical care or may otherwise incur occupational exposure to blood or other potentially infectious materials as determined by the district will be specifically protected through the district’s Exposure Control Plan.

The following procedures are a review for all staff and students of appropriate hygienic and sanitation practices:

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV and/or other bloodborne pathogens;
2. Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after the caregiver removes their gloves, if the caregiver will not come into contact with blood or wound drainage;
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given to a student or contact with potentially infectious materials;

¹ HIV - Human Immunodeficiency Virus; AIDS - Acquired Immune Deficiency Syndrome; HBV - Hepatitis B Virus

5. If exposure to blood or other potentially infectious materials occurs through coughing, any first -aid procedure, or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
6. In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as feasible;
7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water and then rinse with an Environmental Protection Agency (EPA) approved disinfectant following labeling instructions for use, or a freshly made solution of one part bleach to nine parts water, and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys or changing tables;
8. An EPA -approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;
10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan. Any such items found must be disposed of in closable puncture resistant, leakproof containers that are appropriately labeled or color-coded;
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;
13. Maximum protection with gloves, face and/or eye protection and gowns is required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wound with spurting blood;
14. If a first-aid situation occurs, students should report to a person in authority; staff should report to a supervisor.

Additional Precautions

The following additional precautions should be applied in all school settings. These procedures will help prevent transmission of many infections in addition to HIV and HBV:

1. A sink with soap, hot and cold running water and disposable towels should be available close to the classroom;
2. Sharing of personal toilet articles, such as toothbrushes and razors, should not be permitted;
3. Skin lesions that may ooze blood or serum should be kept covered with a dressing;
4. Exchange of saliva by kissing on the mouth, by sharing items that have been mouthed and by putting fingers in others' mouths should be discouraged.

Seaside School District 10

Code: ECAA
Adopted: 7/26/07
Revised/Readopted: 9/21/21
Orig. Code: ECAA

Access to Buildings

The Board directs the superintendent to control access to district buildings as appropriate and necessary to protect property, students and personnel.

~~The Board's objectives for providing controlled access are to:~~

- ~~1. — Ensure maximum protection of district property and facilities that minimizes possibilities of theft, vandalism and loss of materials and equipment;~~
- ~~2. — Involve staff members in being responsible for district property (e.g. keys) in their possession and to eliminate unnecessary costs for replacing lost or misplaced district property;~~
- ~~3. — Establish and maintain an efficient organizational plan for securing district property and facilities.~~

The superintendent or designee will develop procedures to control access to school buildings and provide safeguards against unauthorized access to these buildings. Procedures will include staff members being responsible for district property (e.g., keys, access cards) in their possession.

~~Building principals will control access to school buildings and will provide safeguards against unauthorized access to these buildings, including unauthorized access to students¹. Each building principal, with the superintendent's approval, will develop regulations designed to control the use of buildings and access, and to ensure that buildings are adequately closed and locked when no authorized personnel are present.~~

Staff who fail to obey such regulationsprocedures may be disciplined up to and including dismissal.
Students who fail to obey such procedures may be disciplined.

When reviewing policies and procedures relating to school building security, the Board must consider the installation of a panic alarm system in accordance with ORS 339.408.

END OF POLICY

Legal Reference(s):

[ORS 164.205 to -164.270](#)
[ORS 332.107](#)
[ORS 332.172](#)

¹~~Students will not be authorized to prop open a door or be responsible for ensuring a door is secured, that is unsupervised.~~

Seaside School District 10

Code: GAA
Adopted: 3/15/22

Personnel: Definitions

“Licensed employees” are those holding a position that requires a license issued by the state Teacher Standards and Practices Commission (TSPC).

1. A “teacher” is an employee who holds a teacher’s license or is registered to teach by TSPC.
2. A “contract teacher” is any teacher who has been regularly employed by a district for a probationary period of not more than three successive school years and who has been retained for the next succeeding school year.
3. A “probationary teacher” is one who is not a contract teacher and who is employed for at least 135 consecutive days in any school year as a teacher in the district. At least 30 consecutive days of employment in the district in a successive year shall be sufficient to keep the service intact, and the teacher shall not lose credit for previous probationary years served.
4. A “temporary teacher” is any teacher employed to fill a position designated as temporary or experimental or to fill a vacancy that occurs after the opening of school because of unanticipated enrollment or the death, disability, retirement, resignation, contract non-extension or dismissal of a contract or probationary teacher.
5. A “substitute teacher” is any teacher employed to take the place of a probationary or contract teacher who is temporarily absent. A substitute teacher is employed on a day-to-day basis, without contract, and does the work of the regularly assigned teacher during the latter’s absence from duty.
6. An “intern teacher” is a regularly enrolled candidate of an approved educator preparation provider, who teaches under the supervision of the staff of the provider and of the employing district, in order to acquire practical experience in teaching. The intern teacher receives both academic credit from the provider and financial compensation from the district or education service district.
7. An “administrator” is an employee who holds a valid Oregon administrative license or registration and who works in a position requiring an administrative license. An administrator includes, but is not limited to, all superintendents, assistant superintendents, principals and academic program directors in public schools or education service districts, who have direct responsibility for supervision or evaluation of licensed teachers and who are compensated for their services with public funds.
8. A “specialist” is an employee who has a teaching license or a letter of authorization from the Oregon Department of Education and who is employed half-time or more.

“Classified personnel” are those employees in positions for which no teaching or administrative licenses are required by law.

1. “Regular classified employees” are those employed in positions established by the Board requiring 30 or more hours per week for at least a full school year.
2. “Part-time regular classified employees” are those employed in positions established by the Board requiring less than 30 hours per week for at least a full school year.
3. “Temporary/Substitute classified employees” are those employed on an as-needed basis.

“Supervisory employees” are those individuals having authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibly to direct them, or to adjust their grievances or effectively to recommend such action if the exercise of such authority is not of a merely routine or clerical nature but requires the use of independent judgment.

“Confidential employees” are designated in accordance with Oregon law (ORS 243.650(6)). Such employees will be excluded from any bargaining unit. Salaries and benefits for confidential employees will be established by the Board.

“Administrative employee” means an employee of the district who possesses authority to formulate and carry out administrative and/or program decisions, or who represents administration’s interest by taking or effectively recommending discretionary actions that control or implement district policy, and who has discretion in the performance of these administrative and/or program responsibilities beyond the routine discharge of duties. An administrative employee need not act in a supervisory capacity in relation to other employees.

END OF POLICY

Legal Reference(s):

ORS 243.650(6), (23)	ORS 342.420	ORS 342.845
ORS 332.505	ORS 342.610	
ORS 332.554(3)	ORS 342.815	OAR 584-020-0005
ORS 342.120	ORS 342.835	
ORS 342.125	ORS 342.840	

Job York v. Portland Sch. Dist., No. FDA 83-7 (August 1983).

Cross Reference(s):

GC - Licensed Staff Positions

Seaside School District 10

Code: GBA
Adopted: 3/17/11
Revised/Readopted: 3/15/22
Orig. Code: GBA

Equal Employment Opportunity

Equal employment opportunity and treatment shall be practiced by the district regardless of race¹, color, religion, sex, sexual orientation, gender identity, national origin, marital status, pregnancy, childbirth or a related medical condition², age, veterans' status³, service in a uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability⁴ if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The district administers preference in hiring or promotion decisions in accordance with Oregon law for applicants claiming preference as a veteran, disabled veteran, state servicemember or former state servicemember.

The superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act and the Americans with Disabilities Act Amendments Act (ADA), and Section 504 of the Rehabilitation Act. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be provided communicated to all students, parents of students and employees through handbooks and will be published on the district website.

The superintendent will develop other specific recruitment~~ing~~, interviewing and evaluation procedures ~~as are~~ necessary to implement this policy. These procedures will seek to provide an equal employment opportunity and eliminate the effects of past and present discrimination, intended or unintended, on the basis of race, religion, national origin, age, sex, marital status or physical or mental disabilities.

END OF POLICY

¹ Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

² This unlawful employment practice related to pregnancy, childbirth or a related medical condition as described in House Bill 2341 (2019) (added to ORS 659A) applies to employers who employ six or more persons.

³ The district grants a preference in hiring and promotion to veterans and disabled veterans. A veteran is eligible to use the preference any time when applying for a position at any time after discharge or release from service in the Armed Forces of the United States.

⁴ This unlawful employment practice related to disability as described in ORS 659A.112 applies to employers who employ six or more persons (ORS 659A.106).

Legal Reference(s):

<u>ORS 174.100</u>	<u>ORS 659A.009</u>	<u>ORS 659A.409</u>
<u>ORS 243.317 – 243.323</u>	<u>ORS 659A.029</u>	<u>ORS 659A.820</u>
<u>ORS 326.051</u>	<u>ORS 659A.030</u>	<u>OAR 581-021-0045</u>
<u>ORS 332.505</u>	<u>ORS 659A.040</u>	<u>OAR 581-022-2405</u>
<u>ORS 342.934</u>	<u>ORS 659A.082</u>	<u>OAR 839-003-0000</u>
<u>ORS 408.225</u>	<u>ORS 659A.109</u>	<u>OAR 839-006-0435</u>
<u>ORS 408.230</u>	<u>ORS 659A.112</u>	<u>OAR 839-006-0440</u>
<u>ORS 408.235</u>	<u>ORS 659A.147</u>	<u>OAR 839-006-0450</u>
<u>ORS 652.210 - 652.220</u>	<u>ORS 659A.233</u>	<u>OAR 839-006-0455</u>
<u>ORS 659.850</u>	<u>ORS 659A.236</u>	<u>OAR 839-006-0460</u>
<u>ORS 659A.003</u>	<u>ORS 659A.309</u>	<u>OAR 839-006-0465</u>
<u>ORS 659A.006</u>	<u>ORS 659A.321</u>	

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

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

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2018); 29 C.F.R Part 1626 (2019).

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

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

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 794 (2018); 34 C.F.R. Part 104 (2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

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

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

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

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018).

Chevron USA Inc. v. Echazabal, 536 U.S. 736 (2002).

Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303 (2018).

House Bill 2935 (2021)

House Bill 3041 (2021)

Cross Reference(s):

AC - Nondiscrimination

ACA - Americans with Disabilities Act

Seaside School District 10

Code: GBA-AR
Revised/Reviewed: 3/15/22

Veterans' Preference

Oregon's Veterans' Preference Law requires the district to grant a preference to qualified and eligible veterans and disabled veterans at each stage in the hiring and promotion process. To be **qualified** for veterans' preference, a veteran or disabled veteran must meet the minimum and any other special qualifications required for the position sought. To be **eligible** for veterans' preference¹ a veteran or disabled veteran must provide certification they are a veteran or disabled veteran as defined by Oregon law².

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

A veteran may submit a written request to the district for an explanation of the reasons why they were not selected for the position. The district shall provide the reasons for not selecting the candidate when requested.

Recruitment Procedures

All job postings or announcements will include a concise list of minimum and any special qualifications required for the position. Job postings will include a statement that the district's policy is to provide veterans and disabled veterans with preference as required by law and the job posting will require applicants to provide certification³ of eligibility for preference, in addition to other requested materials.

Selection Procedures

- Step 1: Before the review of any applications a supervisor will establish an evaluation scoring guide based on the minimum and any special qualifications listed in the job posting.
- Step 2: A supervisor will review the application materials using the above evaluation scoring guide to determine which applicants meet the minimum and any special qualifications listed in the job posting. In assessing the applicant materials of a veteran or disabled veteran the supervisor shall evaluate whether the skill experience obtained in the military are transferable to the

¹ See Oregon Revised Statute (ORS) 408.235 (as amended by Senate Bill 184, 2021).

² See Oregon Revised Statute (ORS) 408.225 and OAR 839-006-0440 for definitions of veteran and disabled veteran.

³ See Verification of Veteran's Preference (OAR 839-006-0465). An applicant claiming veteran's or disabled veteran's preference will submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215). A disabled veteran may also submit a copy of their veteran's disability preference letter from the U.S. Department of Veterans Affairs, unless the information is included in the DD Form 214/215.

posted position. Any applicants that do not meet the minimum and any special qualifications shall be removed from the applicant pool.

- Step 3: Based on Step 2, a supervisor determines who will be interviewed. All qualified and eligible veterans or disabled veterans shall be given an opportunity to interview.
- Step 4: Interview questions and scoring sheets will be developed and each scoring sheet must be completed after each interview by the interviewers.
- Step 5: Following completion of the interviews, the supervisor shall complete the selection matrix and score the applicants based on the scoring sheets completed during interviews. Veterans' preference shall be applied by adding 5 percentage points to an eligible veteran and 10 percentage points to an eligible disabled veteran.⁴
- Step 6: A supervisor makes the offer to the applicant with the highest final score. The district is not obligated to hire or promote a qualified and eligible veteran or disabled veteran.

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

A veteran may submit a written request to the district for an explanation of the reasons why they were not selected for the position. The district shall provide the reasons for not selecting the candidate when requested.

Filing a Complaint

A veteran or disabled veteran is encouraged to contact the district office if they have any concerns or questions concerning the application of or the process used for veterans' preference.

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

⁴ The points are based on a 100 point scoring matrix. If a 100 point scoring matrix is not used, the district must use a multiplier equivalent to 5 percent for a veteran and 10 percent for a disabled veteran, or the equivalent.

OSBA Model Sample Administrative Regulation

Code: GBA-AR
Revised/Reviewed:

Veterans² and State Servicemember Preference

Oregon's ~~Veterans' Preference~~ Law requires the district to grant a preference to qualified and eligible veterans, ~~and~~ disabled veterans, state servicemembers and former state servicemembers at each stage ~~in~~ during the hiring ~~and~~ or promotion process who claim a preference. To be **qualified** for ~~veterans'~~ preference, an ~~veteran or disabled veteran~~ applicant must meet the minimum qualifications and any other special qualifications required for the position sought. To be **eligible** for ~~veterans'~~ preference¹ an ~~veteran or disabled veteran~~ applicant must provide certification they are a veteran, ~~or~~ disabled veteran, state servicemember or former state servicemember as defined by Oregon law².

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

~~A veteran may submit a written request to the district for an explanation of the reasons why they were not selected for the position. The district shall provide the reasons for not selecting the candidate when requested.~~

Recruitment Procedures

All job postings or announcements will include a concise list of minimum qualifications and any special qualifications required for the position. Job postings will include a statement that the district's policy is to provide ~~veterans and disabled veterans with~~ a preference as required by Oregon law and the job posting will require applicants to provide certification³ of eligibility for preference, in addition to other requested materials.

¹ See Oregon Revised Statute (ORS) 408.235.

² See Oregon Revised Statute (ORS) 408.225 ~~and OAR 839-006-0440~~ for definitions of veteran, ~~and~~ disabled veteran, state servicemember and former state servicemember.

³ ~~See Verification of Veteran's Preference (OAR 839-006-0465).~~ An applicant claiming veteran's or disabled veteran's preference will submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a certification that the veteran is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification. A disabled veteran may also submit a copy of their letter from the U.S. Department of Veterans Affairs, unless the information is included in the DD Form 214/215 or a certification that the veteran is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification. (OAR 839-006-0465) An applicant claiming to be a former state servicemember must meet the definition of "former state servicemember." An applicant is treated as a former state servicemember if they meet the definition, except for the requirement that the applicant was discharged or released under honorable conditions and submits certification that the individual is expected to be discharged or released from Oregon National Guard under honorable conditions no later than 120 days after the submission of the certification. (ORS 408.235)

Selection Procedures^{4}

- Step 1: Before the review of any applications the [human resources officedirector] will establish an evaluation scoring guide based on the minimum qualifications and any special qualifications listed in the job posting.
- Step 2: The supervisor[human resources director] will review the application materials using the evaluation scoring guide to determine which applicants meet the minimum and any special qualifications listed in the job posting. In assessing the applicant materials of a veteran or disabled veteran the supervisor[human resources director] shall evaluate whether the skill experience obtained in the military service are transferable skills to the posted position. Any applicants that do not meet the minimum and any special qualifications shall be removed from the applicant pool.
- Step 3: Based on Step 2, the supervisor[human resources director] determines who will be interviewed. All qualified and eligible veterans or disabled veterans shall be given an opportunity to interview.
- Step 4: Interview questions and scoring sheets will be developed and each scoring sheet must be completed after each interview by the interviewers.
- Step 5: Following completion of the interviews, the supervisor[human resources director] shall complete the selection matrix and score the applicants based on the scoring sheets completed during interviews. Veterans' preference shall be applied by adding 5 percentage points to an eligible veteran, state servicemember or former state servicemember and 10 percentage points to an eligible disabled veteran.
- Step 6: ~~The [human resources director] makes the offer to the applicant with the highest final score. The district is not obligated to hire or promote a qualified and eligible veteran or disabled veteran. The district is obligated to hire or promote a qualified or eligible veteran or disabled veteran if they are equal or better than the top candidate after the veterans' preference has been applied.~~ The district will appoint an otherwise qualified applicant claiming preference to the position if the applicant's results of their application examination, when combined with the preference, are equal to or better than the results for the top candidate.

The district may base a decision not to appoint the applicant claiming preference solely on the applicant's merits or qualifications with respect to the position.

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

Filing a Complaint

⁴ {If the district chooses not to use a scored system the law requires that the district give special consideration in the district's hiring decision to veterans, and disabled veterans, state servicemembers and former state servicemembers and the district will need to be able to demonstrate the method used for providing special consideration. ORS 408.230(2)(c).}

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

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

Seaside School District 10

Code: GBN/JBA
Adopted: 3/15/22
Revised/Readopted: 6/18/24
Orig. Code(s): GBN/JBA

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties¹ shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student's educational activity or program;
 - b. Interferes with a school or district staff member's ability to perform their job; or
 - c. Creates an intimidating, offensive or hostile environment.
3. Assault when sexual contact occurs without consent².

¹ "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) At a school-sponsored activity or program; or 3) Off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

² "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's action, offensive because of that other person's sexual orientation or gender identity.

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

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
Jenny Risner	Title IX Coordinator	503-738-5591	jrisner@seasidek12.org

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. The director of special services is the designated Title IX Coordinator. *See* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall immediately or as soon as reasonably possible report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

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

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;

4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notices

When a person³ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include⁴:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines.
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol

³ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

⁴ Remember confidentiality laws when providing any information.

policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

~~Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.~~

The notice must:

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

Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity⁵;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic Violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or

⁵ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The report can be made at any time.

The director of special services is designated as the Title IX Coordinator and can be contacted at 503-738-5591. The Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.⁶ The district shall treat complainants and respondents equitably by providing supportive measures⁷ to the complainant and by following a grievance procedure⁸ prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant

⁶ (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

⁷ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.⁷ The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

⁸ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.⁹

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.¹⁰ The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

No Retaliation

Neither the district or any person may retaliate¹¹ against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX Coordinator shall be prominently published in the school student handbooks and on the schools and district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grades 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

END OF POLICY

⁹ The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

¹⁰ The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

¹¹ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

Legal Reference(s):

[ORS 243.706](#)
[ORS 332.107](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)

[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)

[ORS 659A.030](#)
[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

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

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

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

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

Cross Reference(s):

AC - Nondiscrimination

ACB - All Students Belong

GBNA - Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff

GBNAA/JHFF - Suspected Sexual Conduct with Students and Reporting Requirements

JBA/GBN - Sexual Harassment

JFCF - Hazing, Harassment, Intimidation, Menacing, Bullying, Cyberbullying, Teen Dating Violence and Domestic Violence – Student

Seaside School District 10

Code: GCBDA/GDBDA
Adopted: 7/26/07
Revised/Readopted: 3/15/22
Orig. Code: GCBDA/GDBDA

Family Medical Leave

When applicable, the district will comply with the provisions of the Family and Medical Leave Act (FMLA) of 1993, the Oregon Family Leave Act (OFLA) of 1995, the Military Family Leave Act as part of the National Defense Authorization Acts of 2008 and for Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances), the Oregon Military Family Leave Act (OMFLA) of 2009 and other applicable provisions of Board policies and collective bargaining agreements regarding family medical leave.

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

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

In order for an employee to be eligible for the benefits under FMLA, he/she must have been employed by the district for at least 12 months and have worked at least 1,250 hours during the past 12-month period.

In order for an employee to be eligible for the benefits under OFLA, he/she must work an average of 25 hours per week and have been employed at least 180 calendar days prior to the first day of the family medical leave of absence. For parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

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

Federal and state leave entitlements generally run concurrently.

The superintendent or designee will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

END OF POLICY

Legal Reference(s):[ORS 332.507](#)[ORS 342.545](#)[ORS 659A.090](#)[ORS 659A.093](#)[ORS 659A.096](#)[ORS 659A.099](#)[ORS 659A.150 to -659A.186](#)[OAR 839-009-0200 to -0320](#)

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).
Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654 (2012); 5 U.S.C. §§ 6381-6387 (2012); Family and Medical Leave Act, 29 C.F.R. Part 825 (2017).

Americans with Disabilities Act Amendments Act of 2008.

Escriba v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9th Cir. 2014).

Cross Reference(s):

GCBDD/GDBDD - Sick Time

OSBA Model Sample Policy

Code: GCBDA/GDBDA
Adopted:

Family and Medical Leave * (Version 1)

{The law does not require districts to have a board-adopted policy, but the district is required to follow the law; having policy and an administrative regulation in place can assist with compliance. This policy is intended for districts with 50 or more employees as counted in accordance with ORS 659A.153. If the district has between 25 and 50 employees, the district should use version 2 of GCBDA/GDBDA – Family Leave *. If the district does not have 25 employees, the district should not adopt this policy.}

When applicable, the district will comply with the provisions of the Family and Medical Leave Act (FMLA)^{1}, the Oregon Family Leave Act (OFLA)^{2}, the Oregon Military Family Leave Act (OMFLA), Paid Family and Medical Leave Insurance (PFMLI) and other applicable provisions of state and federal law, Board policies and collective bargaining agreements regarding family medical leave.

In order for an employee to be eligible for the benefits under FMLA, the employee must have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and worked at a worksite that employs 50 or more district employees within 75 miles of the worksite.

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave. ~~For parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins; there is no minimum average number of hours worked per week.~~ Special requirements apply during public health emergencies.

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

¹ {Generally, FMLA applies only to entities with 50 or more employees, however, FMLA applies to all public elementary and secondary educational institutions. See 29 CFR 825.600(b). The rule regarding individual employee eligibility does apply: an employee is only eligible if the employee "is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite." See 29 CFR 825.110(a)(3). Consequently, FMLA applies to districts with fewer than 50 employees, but individual employees will not be eligible to receive benefits.}

² {OFLA applies to employers with 25 or more employees in Oregon (ORS 659A.153) and OMFLA applies to all public-sector employers in Oregon. (ORS 659A.090(2)) (Oregon BOLI Leave Laws – 2023 Edition)}

PFMLI is generally available to district employees who have earned \$1,000 in subject wages or taxable income during the alternate or base years³, contributed to the PFMLI fund in the alternate or base years and are otherwise eligible.⁴ PFMLI can be taken for family leave, medical leave or safe leave.⁵

~~Federal and state leave entitlements generally run concurrently.~~ Leave taken under OFLA is in addition to leave taken under PFMLI and cannot be taken concurrently; however, OFLA leave or PFMLI may run concurrently with leave available under ORS 653.601 - 653.661, FMLA, and other types of leave if provided by the district. Any leave taken under PFMLI must be taken concurrently with any leave taken under FMLA when for the same purpose.

The superintendent [or designee] will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)
[ORS 657B.010](#)
[ORS 657B.025](#)
[ORS 659A.090](#)
[ORS 659A.093](#)
[ORS 659A.096](#)
[ORS 659A.099](#)
[ORS 659A.150 - 659A.186](#)
[OAR 839-009-0200](#)0210 - ~~0320~~0460

³ The wages are not required to have been earned for work in the district.

⁴ See OAR 471-070-1010 for additional information.

⁵ Time to effectuate the legal process for the placement of a child in foster care or a child being adopted qualifies for PFMLI starting January 1, 2025. Until then, leave is available through OFLA. {See SB 1515 (2024) Sections 4, 13, 21 and 25.}

~~Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).~~

Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654; 5 U.S.C. §§ 6381-6387 (~~2012~~2018); Family and Medical Leave Act, 29 C.F.R. Part 825 (~~2017~~2023).

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (~~2019~~2023); 28 C.F.R. Part 35 (~~2019~~2023).

Escriba v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9th Cir. 2014).

~~Senate Bill 999 (2023).~~

Senate Bill 1515 (2024).

Seaside School District 10

Code: GCBDA/GDBDA-AR(1)
Revised/Reviewed: 3/15/22

Federal Family and Medical Leave/State Family Medical Leave

Coverage

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

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

Employee Eligibility

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

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

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

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

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

1. A female employee who has taken 12 weeks of pregnancy disability leave need not requalify leave in the same leave year for any other purpose;
2. An employee who has taken 12 weeks of parental leave need not requalify to take an additional 12 weeks in the same leave year for sick child leave; and
3. An employee granted leave for a serious health condition for the employee or a family member need not requalify if additional leave is taken in this leave year for the same reason.

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

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

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

Qualifying Reason

Eligible employees may access FMLA leave for the following reasons:

1. Serious health condition of the employee or the employee's covered family member:
 - a. Inpatient care;
 - b. Continuing treatment;
 - c. Chronic conditions;
 - d. Permanent, long-term or terminal conditions;
 - e. Multiple treatments;
 - f. Pregnancy and prenatal care.
2. Parental leave² (separate from eligible leave as a result of a child's serious health condition):
 - a. Bonding with and the care for the employee's newborn (within 12 months following birth);
 - b. Bonding with and the care for a newly adopted or newly placed foster child under the age of 18 (within 12 months of placement);
 - c. Care for a newly adopted or newly placed foster child over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
 - d. Time to effectuate the legal process required for placement of a foster child or the adoption of a child.

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

3. Military Caregiver Leave: leave for the care for spouse, son, daughter or next-of-kin who is a covered servicemember/veteran with a serious injury or illness;
4. Qualifying Exigency Leave: leave arising out of the foreign deployment of the employee's spouse, son, daughter or parent.

Eligible employees may access OFLA for the following reasons:

1. Serious health condition of the employee or the employee's covered family member:
 - a. Inpatient care;
 - b. Continuing treatment;
 - c. Chronic conditions;
 - d. Permanent, long-term or terminal conditions;
 - e. Multiple treatments;
 - f. Pregnancy and prenatal care.
2. Parental leave (separate from eligible leave as a result of the child's serious health condition):
 - a. Bonding with and the care for the employee's newborn (within 12 months following birth);
 - b. Bonding with and the care for a newly adopted or newly placed foster child under the age of 18 (within 12 months of placement);
 - c. Care for a newly adopted or newly placed foster child over 18 years of age who is incapable of self-care because of a physical or mental impairment (within 12 months of placement);
 - d. Time to effectuate the legal process required for placement of a foster child or the adoption of a child.
3. Sick Child Leave: leave for non-serious health conditions of the employee's child. For OFLA, sick child leave includes absence to care for an employee's child whose school or child care provider has been closed³ in conjunction with a statewide public health emergency declared by a public health official.⁴
4. Bereavement Leave: leave related to the death of a covered family member.⁵

³ "Closure" for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child's school or child care provider. OAR 839-009-0210(4).

⁴ The district may request verification of the need for sick child leave due to a closure during a statewide emergency. Verification may include:

1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable; and
3. A statement from the employee that no other family member of the child is willing and able to care for the child. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

⁵ Bereavement leave under OFLA must be completed within 60 days of when the employee received notice of the death.

5. Eligible employees may access OMFLA for the purpose of spending time with a spouse or same-gender domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.
6. The eligibility of an employee who takes multiple leaves for different qualified reasons during the same district designated leave period may be reconfirmed at the start of each qualified leave requested.

Definitions

1. Family member:

- a. For the purposes of FMLA, “family member” means:
 - (1) Spouse⁶;
 - (2) Parent;
 - (3) Child; or
 - (4) Persons who are “in loco parentis”.
- b. For the purposes of OFLA, “family member” means:
 - (1) Spouse;
 - (2) Registered, same-gender domestic partner;
 - (3) Parent;
 - (4) Parent-in-law;
 - (5) Parent of employee’s registered, same-gender domestic partner;
 - (6) Child;
 - (7) Child of employee’s registered, same-gender domestic partner;
 - (8) Grandchild;
 - (9) Grandparent; or
 - (10) Persons who are “in loco parentis”.

2. Child:

- a. For the purposes of FMLA, “child” means a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing “in loco parentis”, who is either under the age of 18, or who is 18 years of age or older and who is incapable of self-care because of a physical or mental impairment.
- b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, “child” means the employee’s son or daughter on covered active duty regardless of that child’s age.
- c. For the purposes of OFLA, “child” means a biological, adopted, foster child or stepchild of the employee, the child of the employee’s same-gender domestic partner, or a child with whom the employee is or was in a relationship of “in loco parentis”.

⁶ “Spouse” means individuals in a marriage, including “common law” marriage and same-sex marriage. For OFLA, spouse also includes same-sex individuals with a Certificate of Registered Domestic Partnership.

- d. For the purposes of parental and sick child leave under OFLA, the child must be under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment.
3. In loco parentis:
- a. For the purposes of FMLA, “in loco parentis” means persons with day-to-day responsibility to care for and financially support a child, or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
 - b. For the purposes of OFLA, “in loco parentis” means person in the place of the parent having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Next of kin:

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

- a. Blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions;
 - b. Brothers or sisters;
 - c. Grandparents;
 - d. Aunts and uncles; and
 - e. First cousins.
5. Covered servicemembers:

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

6. Covered veteran:

For the purposes of Military Caregiver Leave under FMLA, “covered veteran” means a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness provided they were:

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

Leave Period

For the purposes of calculating an employee’s leave period, the district will use a fixed 12-month period (July 1-June 30). The same method for calculating the 12-month period for FMLA and OFLA leave entitlement shall be used for all employees. However, in all instances, the leave period for the purposes of

OMFLA and Military Caregiver Leave under FMLA shall be dependent on the start of any such leave regardless of the district's designated 12-month leave period described above.

Leave Duration

For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district's designated leave period⁷. Spouses who work for the district may be limited to a combined 12 weeks of FMLA leave during the district's designated leave period when the purpose of the leave is for the birth of a child or to care for a child after birth, placement of an adopted or foster child or the care for an adopted or foster child after placement, or to care for the employee's parent's serious medical condition. Except in specific and unique instances, all qualified leave under FMLA counts toward an employee's leave entitlement within the district's designated leave period.

For the purposes of OFLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district's designated leave period. However, a woman is entitled to an additional, full 12 weeks of parental leave during the district's designated leave period following the birth of a child regardless of how much OFLA qualified leave she has taken prior to the birth of such child during the district's designated leave period. Likewise, an employee who uses the full 12 weeks of parental leave during the district designated leave period, will be entitled to an additional 12 weeks of sick child leave under OFLA during the district's designated leave period for the purpose of caring for a child(ren) with a non-serious health condition requiring home care.⁸ Unlike FMLA, OFLA does not combine the leave entitlement for spouses working for the district. However, under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.⁹

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

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

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of

⁷ An eligible employee taking Military Caregiver Leave under FMLA is entitled to up to 26 weeks of leave in the 12-month period beginning with the first day of such leave and regardless of any FMLA leave taken previously during the district's leave period. However, once the 12-month period begins for the purposes of Military Caregiver Leave under FMLA, any subsequent FMLA qualified leave, regardless of reason for such leave, will count toward the employee's 26-week entitlement under Military Caregiver Leave under FMLA.

⁸ Sick child leave under OFLA need not be provided if another family member, including a noncustodial biological parent, is willing and able to care for the child.

⁹ Exceptions to the ability to require family members from taking OFLA qualified leave at different times are when 1) employee is caring for the other employee who has a serious medical condition; 2) one employee is caring for a child with a serious medical condition when the other employee is suffering a serious medical condition; 3) each family member is suffering a serious medical condition; 4) each family member wants to take Bereavement Leave under OFLA; and 5) the employer allows the family members to take concurrent leave.

hours the eligible employee normally works per week by 12¹⁰. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 weeks worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek¹¹. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

Intermittent Leave

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

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

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

1. May allow an exempt employee, as defined by state and federal law, with accrued paid time off to take OFLA leave in blocks of less than a full day; but
2. May not reduce the salary of an employee who is taking intermittent leave when they do not have accrued paid leave available. To do so would result in the loss of exemption under state law.

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

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

Alternate Work Assignment

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

1. The employee accepts the position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;

¹⁰ For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

¹¹ For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

3. The transfer is compliant with any applicable collective bargaining agreement;
4. The transfer is compliant with state and federal law, including but not limited to the protections provided for in FMLA and/or OFLA; and
5. The transfer is not used to discourage the employee from taking FMLA and/or OFLA leave for a serious health condition or to create a hardship for the employee.

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

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreements;
4. The transfer is compliant with state and federal law, including but not limited to the protections provided for in FMLA and/or OFLA;
5. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
6. The transfer is not used to discourage the employee from taking intermittent or reduced work schedule leave, or to create a hardship for the employee.

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

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

Special Rules for School Employees

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

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

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

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

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

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

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

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

- a. When the qualified leave begins more than five weeks before the end of the school year:
 - (1) For the purposes of FMLA leave, the eligible school employee may be required to continue taking leave until the end of the school year provided:
 - (a) The leave will last at least three weeks; and
 - (b) The employee would return to work during the three-week period before the end of the term.
 - (2) For the purposes of OFLA leave, if the reason for the leave is because of the eligible school employee's own serious health condition, the eligible school employee may be required to remain in leave until the end of the school year, provided:
 - (a) The leave will last at least three weeks; and
 - (b) The employee's return to work would occur within three weeks of the end of the school year.
- b. For the purposes of FMLA and/or OFLA leave, when the qualified leave begins within five weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided:
 - (1) The leave will last more than two weeks; and

- (2) The employee would return to work during the two-week period before the end of the school year.
- c. For the purposes of FMLA and/or OFLA leave, when the qualified leave begins within three weeks of the end of the school year and the purpose of such leave is parental leave, for the serious health condition of a family member or for the serious health condition of a servicemember, the eligible school employee may be required to remain on leave until the end of the school year provided the length of the leave will last more than five working days.

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

Paid/Unpaid Leave

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Subject to any related provisions in any applicable collective bargaining agreement, the district requires the eligible employee to use any available accrued sick leave, vacation or personal leave days (or other available paid time established by Board policy(ies) and/or collective bargaining agreement) in the order specified by the district and before taking FMLA and/or OFLA leave without pay during the leave period.

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

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

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

Benefits and Insurance

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

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

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

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

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

Fitness-for-Duty Certification

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

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

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

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

Application

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

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

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means the employee must comply with the employer's normal call-in procedures except in limited and under unique

circumstances. Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given.

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

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

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

Medical Certification

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

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

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

Second and Third Opinions

1. For the purposes of FMLA, the district may designate a second health care provider, but that person cannot be utilized by the district on a regular basis except in rural areas where health care is extremely limited. If the opinions of the employee's and the district's designated health care provider(s) differ, the district may require a third opinion at the district's expense. The third health care provider must be designated or approved jointly by the employee and the district. This third opinion shall be final and binding.
2. For the purposes of OFLA, and except for leave related to sick child leave under OFLA, the district may require the employee to obtain a second opinion from a health care provider designated by the district. If the first and second verifications conflict, the employer may require the two health care

providers to jointly designate a third health care provider for the purpose of providing a verification. This third verification shall be final and binding.

Notification

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

Record Keeping/Posted Notice

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

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

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

Federal vs. State Law

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

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

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness*.

***The FMLA definition of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

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

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a

chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

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

Substitution of Paid Leave for Unpaid Leave

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

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

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

Enforcement

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

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

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division

OSBA Model Sample Administrative Regulation

Code: GCBDA/GDBDA-AR(1)

Revised/Reviewed:

Family and Medical Leave *

(Version 1)

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

Employee Eligibility

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

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

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days¹ immediately prior to the first day of the start of the requested leave.² In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the district must consider days, paid or unpaid, an employee is maintained on payroll.

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

An employee is eligible to take leave for any purposes of OFLA during a period of time covered by a public health emergency except:

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

~~An employee of the district is eligible to take leave for purposes of OFLA if the employee:~~

~~3. Separates from employment with the district, irrespective of any reason:~~

~~a. Is eligible to take OFLA leave OFLA at the time the employee separates; and~~

¹ ~~Thirty days during a declared public health emergency.~~

² ~~The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options, employee leave at least as generous as the leave required by OFLA.~~

~~b. — Is reemployed by the district within 180 days of separation from employment; or~~

4. — Is eligible to take OFLA leave:

~~a. — At the beginning of a temporary cessation of scheduled hours of 180 days or less; and~~

~~b. — Returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.~~

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

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

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

In addition:

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

~~2. — An employee who has taken 2 weeks of OFLA child placement leave need not requalify for up to an additional 12 weeks of leave within the same leave year when used for the purposes of OFLA sick child leave;~~

~~3.2.~~ An employee unable to work because of a disabling compensable injury³ need not requalify under OAR 839-009-0210 in order to use OFLA leave following a period the employee is off work due to the compensable injury.

~~In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the district must consider days, paid or unpaid, an employee is maintained on payroll.~~

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

³ As defined in ORS 656.005.

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

Qualifying Reason

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

1. Serious health condition of the employee or the employee's covered family member. "Serious health condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care⁴ or continuing treatment by a health care provider⁵.
2. Parental leave⁶ (separate from eligible leave as a result of a child's serious health condition):
 - a. Bonding with and caring for the employee's newborn child (within 12 months following birth);
 - b. Bonding with and caring for a newly adopted child or newly placed child in foster care {⁷} under the age of 18 (within 12 months of placement);
 - c. Caring for a newly adopted child or newly placed child in foster care 18 years of age or older who is incapable of self-care because of a mental or physical disability (within 12 months of placement);
 - d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.
3. Military caregiver leave: leave for the care for a covered servicemember if the eligible employee is the spouse, child or next-of-kin ~~who is a covered~~ of the servicemember with a serious injury or illness;
4. Qualifying exigency leave: leave arising out of deployment to a foreign country of the employee's spouse, child or parent who is a military member on active duty or call to covered active duty status.

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

1. Pregnancy disability leave: leave taken by an employee for their own disability related to pregnancy, including pregnancy termination or childbirth, whether the disability occurs before, during or after the birth of the child or for prenatal care, including fertility or infertility treatment.
2. Sick child leave: leave taken to care for an employee's child ~~who is~~ suffering from an illness, injury, or condition that requires home care. ~~Under OFLA, sick child leave includes~~; or leave taken to care

⁴ "Inpatient care" means an overnight stay in a hospital, hospice, or residential medical facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care. See 29 CFR § 825.114.

⁵ "Continuing treatment" includes incapacity and treatment, pregnancy or prenatal care, chronic conditions, permanent or long-term conditions, conditions requiring multiple treatments, and absences attributable to incapacity. See 29 CFR § 815.115.

⁶ Parental leave must be taken in one continuous block of time within 12 months of the triggering event.

⁷ {ORS 659A.159 uses the term "foster child." Districts can choose to use either "foster child" or "child in foster care" throughout this administrative regulation.}

for an employee's child whose school or child care provider has been closed⁸ in conjunction with a statewide public health emergency declared by a public health official.⁹

3. Bereavement leave: leave taken to deal with the death of a covered family member and includes leave taken to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member.¹⁰ [When such leave is used for a family member who is related by affinity, the district requires an attestation form signed and submitted by the employee.]
4. ~~[Child placement leave: leave taken under OFLA before January 1, 2025, to effectuate the legal process required for placement of a foster child or the adoption of a child.]~~
5. ~~[Leave previously protected by OFLA¹¹: 1) leave to which an eligible employee was entitled under ORS 659A.150—ORS 659A.186 on June 30, 2024; and 2) leave to which an eligible employee would not be entitled under ORS 659A.150—ORS 659A.186 on July 1, 2024 and may now be entitled leave under Paid Family Medical Leave (ORS 657B).]~~

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

Definitions

1. Family member:
 - a. For the purposes of FMLA, “family member” means:
 - (1) Spouse¹²;
 - (2) Parent¹³; or

⁸ “Closure” (OAR 839-009-0210(5)) for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child's school or child care provider as defined in OAR 839-009-0210(4).

⁹ The district may request verification of the need for sick child leave under OFLA due to a closure during a statewide public health emergency. Verification may include:

1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

¹⁰ Bereavement leave under OFLA must be completed within 60 days of the date the employee received notice of the death. The notice of the death of a family member may be by any means and from any source.

¹¹ OAR 839-009-0215. OFLA: Leave Previously Protected by OFLA.

¹² “Spouse” means individuals in a marriage, including “common law” marriage and same-sex marriage.

¹³ “Parent” means a biological, adoptive, step or foster parent, or any other individual who stood “in loco parentis” to the employee when the employee was a child as defined herein. This does not include parents “in law.”

- (3) Child¹⁴; ~~or~~
(4) ~~Persons who are “in loco parentis.”~~

b. For the purposes of OFLA, “family member” means an eligible employee’s:

- (1) Spouse or domestic partner;
- (2) Child or the child’s spouse or domestic partner;
- (3) Parent or the parent’s spouse or domestic partner;
- (4) Sibling or stepsibling, or the sibling’s or stepsibling’s spouse or domestic partner;
- (5) Grandparent or the grandparent’s spouse or domestic partner;
- (6) Grandchild or the grandchild’s spouse or domestic partner; or
- (7) Any individual related by blood or affinity whose close association with an eligible employee is the equivalent of a family relationship.¹⁵

2. Child:

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

3. In loco parentis:

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

¹⁴ “Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

¹⁵ “Affinity” means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. This bond may be demonstrated by, but is not limited to the following factors, with no single factor being determinative:

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

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

4. Next of kin:

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

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

5. Covered servicemembers:

~~For the purposes of FMLA, “covered servicemember” means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.~~

For the purposes of FMLA, “covered servicemember” means:

- a. A current member of the Armed Forces, including a member of the National Guard or Reserves, who:
 - (1) Is undergoing medical treatment, recuperation or therapy;
 - (2) Is otherwise in outpatient status; or
 - (3) Is otherwise on the temporary disability retired list for a serious injury or illness; or
- b. A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

6. Covered veteran:

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

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

7. Public health emergency:

For OFLA a “public health emergency” means;

- a. A public health emergency declared under ORS 433.441.

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

Leave Period

For the purposes of calculating an employee's leave period for FMLA, the district will use ~~[the calendar year] [any fixed 12-month "leave year"] [the 12-month period measured forward from the date the employee's leave begins]~~ a "rolling" 12-month period measured backward from the date the employee uses any FMLA leave].

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

~~The methods for calculating the leave period for FMLA or OFLA leave entitlement shall be used for all employees.~~

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

Leave Duration

For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district's designated leave period (12-month period)¹⁶. Spouses who work for the district and are eligible for FMLA leave may be limited to a combined total of 12 weeks of FMLA leave during the district's designated leave period when the purpose of the leave is for:

1. Birth of a child or to care for a child after birth;
2. Placement of an adopted child or child in foster care, the care for an adopted child or child in foster care after placement; or
3. Care of the employee's parent with a serious medical condition.

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

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

¹⁶ An eligible employee taking Military Caregiver Leave under FMLA is entitled to up to 26 weeks of leave in the 12-month period beginning with the first day of such leave and regardless of any FMLA leave taken previously during the district's leave period. However, once the 12-month period begins for the purposes of Military Caregiver Leave under FMLA, any subsequent FMLA qualified leave, regardless of reason for such leave, will count toward the employee's 26-week entitlement under Military Caregiver Leave under FMLA.

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

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

~~[In addition to the 24 weeks of possible OFLA leave identified above, an eligible employee is entitled to a total of two weeks of child placement leave within an OFLA leave year until January 1, 2025. The adoption or foster placement of multiple children at one time entitles the employee to take only one two-week period of child placement leave.]~~

Unlike FMLA, OFLA does not combine the leave entitlement when two or more family members work for the district. Under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.¹⁷

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

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

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12¹⁸. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 months worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek¹⁹. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

Holidays which occur within the week taken as FMLA may be counted against FMLA entitlement.²⁰ However, for leave taken in increments of less than one week, holidays in which employees generally are not expected to report do not count against the employees FMLA leave entitlement.

¹⁷ Exceptions to the ability to require family members to take OFLA qualified leave at different times are when one employee needs to care for a child for a purpose described in ORS 659A.159 (1)(a) while another employee is taking pregnancy disability leave or, one or more of the employees is taking bereavement leave.

¹⁸ For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

¹⁹ For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

²⁰ See 29 CFR § 825.200(h).

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

Intermittent Leave

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

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

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

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

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

Alternate Work Assignment

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

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

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

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

2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreement, as well as with state and federal law;
4. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
5. The transfer is not used to discourage the employee from taking leave or to create a hardship for the employee.

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

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

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreements, as well as with state and federal law;
4. The transfer is not used to discourage the employee from taking OFLA leave or to create a hardship for the employee.

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

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

Special Rules for School Employees

For the purposes of FMLA, "instructional employee" means those whose principal function is to teach and instruct students in a class, a small group or an individual setting. Athletic coaches, driving instructors and special education assistants, such as signers²¹ interpreters²¹ for the hearing impaired, are included in this definition. This definition does not include teacher assistants or aides who do not have as their principal

²¹ ~~29 CFR 825.600(e)~~ uses "signers."

job actual teaching or instructing, auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers or bus drivers.

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

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

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

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

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

2. Limitation on Leave Near the End of the Term²²

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

- a. When the qualified leave begins more than five weeks before the end of the term, the district may require the employee to continue taking leave until the end of the term if:
 - (1) The leave will last at least three weeks; and
 - (2) The employee would return to work during the three-week period before the end of the term.
- b. When the qualified leave begins during a five-week period before the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required by the district to remain on leave until the end of the term if:

²² "Academic term" means the school semester, which typically ends near the end of the calendar year and the end of spring each school year. In no case may a school have more than two academic terms or semesters each year for purposes of FMLA. 29 CFR § 825.602(b)

- (1) The leave will last more than two weeks; and
 - (2) The employee would return to work during the two-week period before the end of the term.
- c. When the qualified leave begins within three weeks of the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required to remain on leave until the end of the term if the length of the leave will last more than five working days.

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

For the purposes of OFLA leave, if an employee²³ begins a period of bereavement leave during the three-week period before the end of the term and the duration of the leave is greater than five working days, the district may require the employee continue on family leave until the end of the term.

Paid/Unpaid Leave

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Paid Family and Medical Leave Insurance (PFMLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with FMLA and leave available under ORS 653.601 - 653.661 when taken for the same purpose. An employee may elect to use any available accrued paid leave including personal, sick or vacation leave during the leave period ~~[²⁴to the extent that the total combined amount of accrued paid leave and benefits received from PFMLI does not exceed an amount equal to the employee's full wage replacement during the period of leave].~~ The total combined amount received by using accrued leave and PFMLI may exceed the employee's full wage replacement during the period of leave. The district will notify the eligible employee when the requested leave has been designated as FMLA or OFLA leave and ask the employee about the use of available accrued paid leave.

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

Benefits and Insurance

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

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other district policy provide otherwise.²⁵ The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless

²³ Applies only to an employee who is employed principally in an instructional capacity by the district.

²⁴ ~~{Select one of the two bracketed options based on district practice, i.e., keep the ending to this sentence OR delete this ending and keep the following bracketed sentence. See ORS 657B.030(2) for additional guidance.}~~

²⁵ See also ORS 342.934(4)(d) in reduction force situations.

the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

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

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

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

Fitness-for-Duty Verification

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

Application

For purposes of FMLA, an eligible employee requesting FMLA leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start date, duration and reasons for the requested leave. When appropriate, the eligible employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district. ~~An eligible employee able to give advance notice of the need to take FMLA leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.~~

For purposes of OFLA, an eligible employee shall provide at least ^{26}30 days' written notice of the need for foreseeable leave before starting family leave. An employee may commence family leave without prior notice in the event of: an unexpected illness, injury or condition of a child of the employee that requires home care; the death of a family member; the closure of the school or child care provider of the employee's child due to a public health emergency unless the declaration of the emergency was issued by the Governor at least 30 days before commencement of the leave; or an illness, injury or condition related to the employee's own pregnancy or childbirth that disables the employee from performing any available job duties offered by the district. If an employee commences leave without prior notice as allowed above, the employee must give oral notice²⁷ to the employer within 24 hours of the commencement of the leave and must provide the written notice within three days after returning to work. Failure of an employee to provide the required notice for leave may result in the district deducting up to three weeks from the

²⁶ {This number of days should align with the days provided in the leave request form.}

²⁷ Oral notice may be given by any other person on behalf of the employee taking the leave.

employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

The district may request additional information²⁸ to determine the requested leave qualifies as FMLA or OFLA leave as provided by law. The district may designate the employee as provisionally on FMLA or OFLA leave until sufficient information is received to properly make a determination.

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

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In most situations, as soon as practicable will be within one business day of an employee becoming aware of the need. Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given.²⁹

For the purposes of OFLA, if an eligible employee is taking leave in an unforeseeable situation, an employee must give oral or written notice³⁰ within 24 hours before or after commencement of the leave.

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

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

Verification

Under FMLA, the district may require an eligible employee to provide medical certification, when appropriate³¹, to support the stated reason for such leave. In most cases, the district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. The employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required, unless not practicable. Any additional certifications, including second and third opinions, will be in accordance with applicable law.

Under OFLA, the district may require an eligible employee to provide medical verification, when appropriate³², to support the stated reason for qualifying OFLA leave. The district will provide written notification to an employee of this requirement and state the consequences for failure to provide the

²⁸ ~~Except in cases to verify OFLA bereavement leave unless the district requires the use of an attestation form for purposes of determining affinity.~~ See OAR 839-009-0260 for OFLA and 29 CFR § 825.305 et. al. for FMLA.

²⁹ See 29 CFR § 825.304.

³⁰ Notice may be given by any other person on behalf of the employee taking the leave.

³¹ Medical verification is not allowed in every situation. Review current laws and guidance for more information.

³² Medical verification is not allowed in every situation. Review current laws and guidance for more information. (OAR 839-009-0260)

requested medical verification. If the employee gives advance written notice of foreseeable leave, the district may require the employee to provide medical verification for OFLA leave before the leave starts. If the employee begins unforeseeable OFLA leave without prior notice, the employee is required to submit such medical verification within 15 calendar days after receipt of the district's request for medical verification. The employee may be subject to disciplinary action for not providing the requested medical verification.

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

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

1. The name of the child requiring home care;
2. The name of the school or child care provider that is subject to the closure;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. A statement that special circumstances exist that require the employee to provide home care for the child during the day, if the child is older than 14 years of age.

Posted Notice

The district will post the Bureau of Labor and Industries Family Leave notice in each building or worksite in an area that is accessible to and regularly frequented by employees.³³ The district will also post a notice explaining the provisions of FMLA and providing information concerning the procedures for filing complaints.³⁴

Record Keeping

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

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

Federal vs. State Law

³³ https://www.oregon.gov/boli/employers/Documents/BOLI_Printable_FamilyMedLv.pdf {Electronic posting **is not** sufficient to satisfy this requirement, but may be used to supplement the physical posting.}

³⁴ <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf> {Electronic posting **is** sufficient as long as it is posted prominently where it can be readily seen by employees and applicants for employees. The poster and the text must be large enough to be easily read and contain fully legible text.}

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

Seaside School District 10

Code: GCBDA/GDBDA-AR(2)
Revised/Reviewed: Unknown; 3/15/22
Orig. Code: GCBDA/GDBDA-AR(2)

Application for Family and Medical Leave

Oregon Family Medical Leave (OFLA) and/or Federal Family and Medical Leave Act (FMLA)

EMPLOYEE INFORMATION

Employee Group: ☐ Administrator ☐ Licensed ☐ Classified ☐ Confidential

Name: _____ Building Location: _____

Dates of Anticipated Leave: from ____/____/____ through ____/____/____ ☐ New Application ☐ Revised

REASON FOR LEAVE

For requests due to a serious health condition, including pregnancy, written certification from a health care provider must be provided to the district using the Certification of Health Care Provider form. Select your type of leave below.

- ☐ **Parental Leave.** To care for an employee's newborn, newly adopted or newly placed foster child under 18 years of age or for a newly adopted or newly placed foster child 18 years of age or older who is incapable of self care because of a physical or mental impairment. This leave must be taken in one uninterrupted period (no intermittent or reduced work schedule); however, exceptions apply for adoption of a child or placement of a foster child. Two employed family members may not take concurrent parental leave.

Care of a newborn child? ☐ Yes ☐ No Anticipated birth of child: ____/____/____
Adoption of a child? ☐ Yes ☐ No Anticipated date of adoption: ____/____/____
Placement of a foster child? ☐ Yes ☐ No Anticipated date of placement: ____/____/____

- ☐ **Employee's Serious Health Condition** (*Certification of Health Care Provider required*).

- ☐ **Family Member's Serious Health Condition** (*Certification of Health Care Provider required*). Please select qualifying family member: ☐ spouse*, ☐ child (biological, adopted, foster, stepchild, legal ward), ☐ grandchild, ☐ parent (biological, custodial, noncustodial, adoptive, foster, stepparent), ☐ grandparent, ☐ parent-in-law, ☐ parent of employee's registered domestic partner, ☐ person with whom employee is/was in a relationship of in loco parentis.
☐ individual related by blood or affinity (equivalent of a family relationship).

- ☐ **Pregnancy Disability.** Taken by female employee's for disability related to pregnancy or childbirth, occurring before or after the birth of the child, or for prenatal care. (*Certification of Health Care Provider required*).

- ☐ **Sick Child Leave.** To care for an employee's child suffering from an illness or injury that requires home care but is not a serious health condition. The child must be under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment as defined by ORS 659A.104. Routine appointments do not qualify. Sick child leave includes caring for an employee's child due to the closure of a child's school or child care provider in conjunction with a declared statewide public health emergency.

If your leave is for your child, is anyone else available to care for the child? ☐ Yes ☐ No

- ☐ **Military Family Leave.** Taken for qualifying exigency while employee's ☐ spouse, ☐ child, or ☐ parent who is covered active duty or called to covered active duty during the deployment of the member with the Armed Forces, the National Guard or reserves; or your spouse or domestic partner has been notified of impending call to active duty, has been ordered to active duty, or has been deployed or on leave from deployment. Please check one of the following:

- ☐ A copy of the covered military member's active duty orders is attached.
☐ Other documentation from the military certifying that the covered military member is on active duty (or has been notified of impending call to active duty) in support of a contingency operation is attached.

- ☐ **Injured Service Member Leave.** Taken to allow employee to care for covered service member who is the employee's ☐ spouse, ☐ child, ☐ parent or ☐ next of kin (nearest blood relative) who has been injured in the line of duty.
- ☐ **Death of a Family Member Leave.** Taken to attend the funeral of the family member, make arrangements necessitated by the death of the family member or grieve the death of the family member (must be completed within 60 days of the date on which the eligible employee receives notice of death of family member). Please select qualifying family member: ☐ spouse*, ☐ child (biological, adopted, foster, stepchild, legal ward), ☐ grandchild, ☐ parent (biological, custodial, noncustodial, adoptive, foster, stepparent), ☐ grandparent, ☐ parent-in-law, ☐ parent of employee's registered domestic partner, ☐ person with whom employee is/was in a relationship of in loco parentis. ☐ individual related by blood or affinity (equivalent of a family relationship).

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

APPLICATION FOR FAMILY AND MEDICAL LEAVE

Oregon Family Medical Leave (OFLA) and/or Federal Family and Medical Leave Act (FMLA)

ADDITIONAL INFORMATION

Do you have a spouse that is employed by the Seaside School District and who is also planning to take time off for the same leave as listed above? ☐ Yes ☐ No If yes, from ____/____/____ through ____/____/____

Will it be necessary for you to take leave only intermittently or to work on a less than regular work schedule as a result of the leave (a health care provider must authorize a reduced or intermittent work schedule)? ☐ Yes (indicate Reduced or Intermittent) ☐ No

☐ Reduced schedule starting ____/____/____ Please describe schedule: _____

☐ Intermittent leave starting ____/____/____ Please describe schedule: _____

I understand that my leave approval may be delayed until the Certification of Health Care Provider form is returned. I understand that in the case of my own serious health condition, I may not be able to return to work until I provide a release from my health care provider, which may include a fitness-for-duty certification that addresses my ability to perform the essential duties of my job. I understand that the district does require that employees use appropriate accrued leave before a period of unpaid leave as applicable to my employee group. I agree that while I am on leave, I will continue to pay my share of insurance premiums, if applicable, unless I elect to discontinue coverage. Finally, I understand that if I do not return to work on the date indicated above (or another date as specified by me and agreed to by the district), my employment may be terminated by the district as of the date my leave expires.

I authorize the district to deduct from my paychecks and employee contributions for health insurance premiums, life insurance or long-term disability insurance which remain unpaid after my leave, consistent with state and/or federal law.

It is understood by both the employee and the employer that if approved, this requested leave application does qualify for OFLA/FMLA. Accordingly, that this approved application is notification that the leave will be counted against the employee's annual family and medical leave entitlement and that the district uses a rolling leave year, aligned with ORS 657B.010 fixed leave year calendar that begins July 1st. Please refer to OAR 839-009-0200 to 0320 and/or Seaside School District Board policy GCBDA/GDBDA - Family Medical Leave regarding your legal family medical leave rights.

I have been provided a copy of the district's family and medical leave policy and a copy of my rights and responsibilities under the Family Medical Leave Act.

Employee's Signature

Date Signed

DISTRICT APPROVAL (TO BE COMPLETED BY DISTRICT OFFICE ONLY)

☐ Approved Leave Type: ☐ FMLA only ☐ OFLA only ☐ FMLA/OFLA Concurrent

☐ Conditionally Approved - pending receipt of: _____

☐ Denied, Reason: _____

Maximum allowed leave: _____

Designation and order of approved leave: _____

For Employee's Serious Health Condition: A medical release will be required for absences of more than three consecutive days or when there is a significant change to the original leave schedule, and may include a fitness-for-duty certification which addresses the employees ability to perform the essential duties of the job.

Superintendent or Designee Signature

Date Signed

Seaside School District 10

Code: GCBDA/GDBDA-AR(3)
Revised/Reviewed: Unknown; 3/15/22
Orig. Code: GCBDA/GDBDA-AR(3)

Certification of Health Care Provider

Oregon Family Medical Leave (OFLA) and/or Federal Family and Medical Leave Act (FMLA)

This form **must** be completed by the physician or other health care provider and returned to the employee or the Seaside School District Office, 2600 Spruce Drive, Suite 100, Seaside, Oregon 97138, (503)738-5591 ph. (503)738-3471 fax.

Information requested on this form relates only to the condition for which the patient is taking leave.

Employee's Name	Patient's Name (if different than employee)
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1. Please check the appropriate category or categories for which the above named patient qualifies under Oregon Family and Medical Leave Act (OFLA) and/or Federal Family Medical Leave Act (FMLA). Please see the reverse side of this form for explanations of "serious health condition" categories.

- | | |
|---|---|
| ☐ (1) Hospital Care | ☐ (5) Permanent/Long-Term Conditions Requiring Supervision |
| ☐ (2) Absence plus Treatment | ☐ (6) Multiple Treatments (Non-Chronic Conditions) |
| ☐ (3) Pregnancy | ☐ (7) Injured or Ill Service Member |
| ☐ (4) Chronic Conditions Requiring Treatment | ☐ (8) None Apply |

Describe the **medical facts** which support your certification. Please include a brief statement as to how the medical facts meet the criteria of one or more of the above categories. _____

2. Approximate date condition began and probable duration: from ___/___/___ through ___/___/___
3. Is the patient presently incapacitated (inability to work, attend school, or perform other regular daily activities due to a serious health condition, treatment therefore, or recovery therefrom)? ☐ Yes ☐ No If yes, duration and frequency of episodes of incapacity: from ___/___/___ through ___/___/___ ; _____
4. Will it be necessary for the patient to take leave only intermittently or to work on a less than full-time schedule as a result of the condition or treatment? ☐ Yes (please indicate Reduced or Intermittent) ☐ No
- ☐ Reduced Schedule starting ___/___/___ Indicate number of hours per day and days per week patient may work. _____
- ☐ Intermittent Leave starting ___/___/___ Please describe schedule and length of time for intermittent leave schedule. _____
5. If this certification relates to the employee's seriously ill family member or injured covered service member:
- Does the patient require assistance for basic medical or personal needs, safety, and/or transportation? ☐ Yes ☐ No
 - If no, would the employee's presence to provide psychological comfort be beneficial or assist in the patient's recovery? ☐ Yes ☐ No
 - If the patient will need care only intermittently or on a part-time basis, please indicate the probable duration and frequency of this need: from ___/___/___ through ___/___/___ ; _____

Signature of Physician/Practitioner

Date Signed

Printed Name of Physician/Practitioner

Type of Practice/Field of Specialization

Address, City, State, Zip

Phone Number

CERTIFICATION OF HEALTH CARE PROVIDER
Oregon Family Medical Leave (OFLA) and/or Federal Family and Medical Leave Act (FMLA)

A “**Serious Health Condition**” means an illness, injury impairment, or physical or mental condition that involves one of the following:

1. **Hospital Care:** Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.
2. **Absence Plus Treatment:** A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:
 - a. Treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
 - b. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
 - i. *Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment **does not** include routine physical examinations, eye examinations, or dental examinations.*
 - ii. *A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment **does not** include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.*
3. **Pregnancy:** Any period of incapacity due to pregnancy, or for prenatal care.
4. **Chronic Conditions Requiring Treatments:** A chronic condition is one which:
 - a. Requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider;
 - b. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - c. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
5. **Permanent/Long-term Conditions Requiring Supervision:** A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer’s, a severe stroke, or the terminal stages of a disease.
6. **Multiple Treatments (Non-Chronic Conditions):** Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), and kidney disease (dialysis).
7. **Serious Injury or Illness of a Covered Service Member:** An injury or illness incurred by the service member in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating. A covered service member includes one who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

This form may be used by employees to satisfy a mandatory requirement to furnish a medical certification (when requested) from a health care provider, including second or third opinions and recertification.

Seaside School District 10

Code: GCBDC/GDBDC
Adopted: 3/15/22

Domestic Violence, Harassment, Sexual Assault, or Stalking Leave

Definitions

1. “Covered employer” means an employer who employs six or more individuals in the state of Oregon for each working day through each of 20 or more calendar workweeks in the year in which the eligible employee takes leave to address domestic violence, harassment, sexual assault or stalking, or in the year immediately preceding the year in which an eligible employee takes leave for domestic violence, harassment, sexual assault or stalking.
2. “Eligible employee” means an employee who is a victim of domestic violence, harassment, sexual assault or stalking or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault or stalking.
3. “Protective order” means an order authorized by Oregon Revised Statute (ORS) 30.866, 107.095(1)(c), 107.700 - 107.735, 124.005 - 124.040 or 163.730 - 163.750 or any other order that restrains an individual from contact with an eligible employee or the employee’s minor child or dependent.
4. “Victim of domestic violence” means an individual who has been a victim of abuse as defined by ORS 107.705; or any other individual designated as a victim of domestic violence by rule adopted under ORS 659A.805.
5. “Victim of harassment” means an individual against whom harassment has been committed as described in ORS 166.065 and any other individual designated as a victim of harassment by rule adopted under ORS 659A.805.
6. “Victim of sexual assault” means an individual against whom a sexual offense has been committed as described in ORS 163.467 or 163.525; or any other individual designated as a victim of sexual assault by rule adopted under ORS 659A.805.
7. “Victim of stalking” means an individual against whom stalking has been committed as described in ORS 163.732; or an individual designated as a victim of stalking by rule adopted under ORS 659A.805; or an individual who has obtained a court’s stalking protective order or a temporary court’s stalking protective order under ORS 30.866.
8. “Victim services provider” means a prosecutor-based victim assistance program or a nonprofit program offering safety planning, counseling, support or advocacy related to domestic violence, harassment, sexual assault or stalking.

A district (covered employer) shall allow an (eligible) employee to take reasonable leave for any of the following reasons:

1. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault or stalking;
2. To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to or harassment or stalking of the eligible employee or the employee's minor child or dependent;
3. To obtain or assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault, or stalking;
4. To obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent;
5. To relocate or take steps to secure an existing home to ensure health and safety of the eligible employee or the employee's minor child or dependent.

The district may limit the amount of leave, if the employee's leave creates an undue hardship on the district.

The district shall not deny leave to an employee or discharge, threaten to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regards to promotion, compensation or other terms, conditions or privileges of employment as a result of taking such leave.

The employee shall give the district reasonable advanced notice of the employee's intent to take leave unless giving advance notice is not feasible.

The district may require the employee to provide certification that:

1. The employee or minor child or dependent is a victim of domestic violence, harassment, sexual assault, or stalking; and
2. The leave is taken for one of the identified purposes in this policy.

Sufficient certification includes:

1. A copy of a report from law enforcement indicating the employee or child or dependent was a victim of domestic violence, harassment, sexual assault, or stalking.
2. A copy of a protective order or other evidence from a court, administrative agency, or attorney that the employee appeared in or was preparing for a civil, criminal or administrative proceeding related to domestic violence, harassment, sexual assault, or stalking.

3. Documentation from an attorney, law enforcement officer, health care professional, licensed mental professional or counselor, member of the clergy or a victim services provider that the employee, employee's child or dependent was undergoing counseling, obtaining services or relocating as a result of domestic violence, harassment, sexual assault, or stalking.

All records and information kept by the district regarding the employee's leave, including the request or obtaining of leave is confidential and may not be released without the express permission of the employee unless otherwise required by law. This information will be kept in a file separate from the employee's personnel file.

The employer may choose the order in which paid accrued leave is to be used when more than one type of paid leave is available, consistent with Board policies and/or any collective bargaining agreement.

END OF POLICY

Legal Reference(s):

[ORS 192.355\(38\)](#)

[ORS 659A.270 - 659A.290](#)

OSBA Model Sample Policy

Code: GCBDC/GDBDC

Adopted:

Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave (Safe Leave) *

{Applies to employers who employ six or more employees in Oregon and meet the definition of “covered employer.”}

Definitions

1. ~~“Covered employer” means an employer who employs 6 or more individuals in the state of Oregon for each working day through each of 20 or more calendar workweeks in the year in which the eligible employee takes leave to address domestic violence, harassment, sexual assault or stalking, or in the year immediately preceding the year in which an eligible employee takes leave for domestic violence, harassment, sexual assault or stalking.~~
2. ~~“Eligible employee” means an employee who is a victim of domestic violence, harassment, sexual assault or stalking or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault or stalking.~~
3. ~~“Protective order” means an order authorized by Oregon Revised Statute (ORS) 30.866, 107.095(1)(c), 107.700–107.735, 124.005–124.040 or 163.730–163.750 or any other order that restrains an individual from contact with an eligible employee or the employee’s minor child or dependent.~~
4. ~~“Victim of domestic violence” means an individual who has been a victim of abuse as defined by ORS 107.705; or any other individual designated as a victim of domestic violence by rule adopted under ORS 659A.805.~~
5. ~~“Victim of harassment” means an individual against whom harassment has been committed as described in ORS 166.065 and any other individual designated as a victim of harassment by rule adopted under ORS 659A.805.~~
6. ~~“Victim of sexual assault” means an individual against whom a sexual offense has been committed as described in ORS 163.467 or 163.525; or any other individual designated as a victim of sexual assault by rule adopted under ORS 659A.805.~~
7. ~~“Victim of stalking” means an individual against whom stalking has been committed as described in ORS 163.732; or an individual designated as a victim of stalking by rule adopted under ORS 659A.805; or an individual who has obtained a court’s stalking protective order or a temporary court’s stalking protective order under ORS 30.866.~~
8. ~~“Victim services provider” means a prosecutor-based victim assistance program or a nonprofit program offering safety planning, counseling, support or advocacy related to domestic violence, harassment, sexual assault or stalking.~~

When applicable, the district will comply with the provisions of protected leave identified in ORS 659A.272 to address domestic violence, harassment, sexual assault, bias, or stalking.

A The district (covered employer¹) shall allow an (eligible) employee² to take reasonable leave from employment for any of the following reasons:

1. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault, bias, or stalking;
2. To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to, ~~or~~ harassment or stalking of, or the commission of a bias crime against the eligible employee or the employee's minor child or dependent;
3. To obtain, or to assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault, bias, or stalking;
4. To obtain services from a victim services provider for the eligible employee or the eligible employee's minor child or dependent; or
5. To relocate³ or take steps to secure an existing home to ensure health and safety of the eligible employee or the employee's minor child or dependent.

The district may limit the amount of leave, if the eligible employee's leave creates an undue hardship on the district.

The district shall not deny leave to an eligible employee or discharge, threaten to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regards to promotion, compensation or other terms, conditions or privileges of employment as a result of taking such leave because the employee makes inquiries about, applies for, or takes such leave.

The eligible employee shall give the district reasonable advanced notice of the employee's intention to take leave unless giving advance notice is not feasible.

The district may require the eligible employee to provide certification that:

1. The employee or employee's minor child or dependent is a victim of domestic violence, harassment, sexual assault, bias, or stalking; and

¹ "Covered employer" means an employer who employs six or more individuals in the State of Oregon for each working day during each of 20 or more calendar workweeks in the year in which an eligible employee takes leave to address domestic violence, harassment, sexual assault, bias or stalking, or in the year immediately preceding the year in which an eligible employee takes leave to address domestic violence, harassment, sexual assault, bias or stalking.

² "Eligible employee" means an employee who is a victim of domestic violence, harassment, sexual assault, bias or stalking or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, bias or stalking.

³ "Relocate" is described in OAR 839-009-0345 (5).

2. The leave is taken for one of the identified purposes in this policy.

The eligible employee shall provide a certification within a reasonable time after receiving the district's request for the certification.

Sufficient certification to support a request for such leave includes:

1. A copy of a report from law enforcement indicating the eligible employee or the employee's minor child or dependent was a victim of domestic violence, harassment, sexual assault, bias, or stalking;
2. A copy of a protective order or other evidence from a court, administrative agency, or attorney that the eligible employee appeared in or ~~was~~ is preparing for a civil, or criminal ~~or~~ administrative proceeding related to domestic violence, harassment, sexual assault, bias, or stalking; or
3. Documentation from an attorney, law enforcement officer, health care professional, licensed mental professional or counselor, member of the clergy, employee of the Department of Justice division providing victim and survivor services or a victim services provider that the eligible employee, or the employee's minor child or dependent was undergoing treatment or counseling, obtaining services or relocating as a result of domestic violence, harassment, sexual assault, bias, or stalking.

All records and information kept by the district regarding the employee's leave under ORS 659A.270 - 659A.285, including the fact the employee has requested or ~~obtaining of~~ obtained such leave, ~~is~~ are confidential and may not be released without the express permission of the employee unless otherwise required by law. [This information will be kept in a file separate from the employee's personnel file.]

The employee may use any accrued paid leave, including ~~personal~~, sick leave, ~~or accrued~~ vacation leave or any other paid leave offered by the district. [The ~~employer~~ district may choose the order in which paid accrued leave is to be used when more than one type of paid leave is available, consistent with Board policies, ~~and/or~~ any applicable collective bargaining agreement or other agreement.]

Definitions

1. "Protective order" means an order authorized by ORS 30.866, 107.095 (1)(c), 107.700 to 107.735, 124.005 to 124.040, 163.730 to 163.750 or 163.760 to 163.777 or any other order that restrains an individual from contact with an eligible employee or the employee's minor child or dependent.
2. "Victim of bias" means an individual who has been a victim of a bias crime as defined in ORS 147.380; or any other individual designated as a victim of bias by rule adopted under ORS 659A.805.
3. "Victim of domestic violence" means an individual who has been a victim of abuse, as defined in ORS 107.705; or any other individual designated as a victim of domestic violence by rule adopted under ORS 659A.805.
4. "Victim of harassment" means an individual against whom harassment has been committed as described in ORS 166.065; or any other individual designated as a victim of harassment by rule adopted under ORS 659A.805.

5. “Victim of sexual assault” means an individual against whom a sexual offense has been committed as described in ORS 163.305 to 163.467, 163.472 or 163.525; or any other individual designated as a victim of sexual assault by rule adopted under ORS 659A.805.
6. “Victim of stalking” means an individual against whom stalking has been committed as described in ORS 163.732; an individual designated as a victim of stalking by rule adopted under ORS 659A.805; or an individual who has obtained a court’s stalking protective order or a temporary court’s stalking protective order under ORS 30.866.
7. “Victim services provider” means a prosecutor-based victim assistance program or a nonprofit program offering safety planning, counseling, support or advocacy related to domestic violence, harassment, sexual assault, bias or stalking.

END OF POLICY

Legal Reference(s):

[ORS 192.355\(38\)](#)

[ORS 659A.270 - 659A.290](#)

[OAR 839-009-0325 - 0365](#)

Seaside School District 10

Code: GCBDD/GDBDD
Adopted: 3/15/16
Revised/Readopted: 3/15/22
Orig. Code: GCBDD/GDBDD

Sick Time

In Senate Bill 454 (2015; ORS 653.601-653.661) the state of Oregon defines “sick time”.

“Employee” means an individual who is employed by the district and who is paid on an hourly, stipend or salary basis, and for whom withholding is required under Oregon Revised Statute (ORS) 316.162-316.221. The definition does not include volunteers or independent contractors.

Employees may use accrued paid sick time beginning on the 91st calendar day of employment with the district and may use such sick time as it is accrued. The leave plan year is defined as July 1 through June 30.

The district will “front-load” all regular full-time (working 30 hours or more per week) employee groups (licensed, classified, administrative, confidential) the required 40 hours of paid sick time at the beginning of the plan year. All other part-time (working less than 30 hours per week) employee groups (licensed, classified, administrative, confidential) temporary, and seasonal employees will earn one (1) hour of paid sick time for every 30 hours worked or $1\frac{1}{3}$ hours for every 40 hours worked throughout the plan year.

Employees will be allowed to use paid sick time in hourly increments; however, substitutes for licensed staff will only be hired in four-hour increments. The district will allow employees to take sick time for all reasons defined by the Bureau of Labor and Industry (BOLI) and/or negotiated contract. Sick time will also be concurrently deducted if it meets the same qualifying circumstance of other negotiated paid leaves. When the reason for sick time is consistent with FMLA/OFLA leave, the sick time and the FMLA/OFLA leave may run concurrently.

Employees may carry over up to 40 hours of unused paid sick time from one year to the next however, the district limits employees to accruing no more than 80 hours of sick time or using no more than 40 hours of sick time in a plan year. Employees will receive at least quarterly notifications of the amounts of accrued and unused sick time. Sick time is not counted towards any Public Employees Retirement System calculation and is not transferable to other employers.

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

The district reserves the right after three consecutive days of absence, to require proof of personal illness or injury from an employee, including a medical examination by a physician chosen and paid for by the district. An employee refusing to submit to such an examination or to provide other evidence as required by the district, shall be subject to appropriate disciplinary action, up to and including dismissal.

If the reason for sick time is a foreseeable absence, the district may require the employee to provide advance notice of their intention to use sick time within 10 days of the requested sick time, or as soon as practicable. When the employee uses sick time for a foreseeable absence, the employee shall take

reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (e.g., grading deadlines, inservice training, mandatory meetings).

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district consistent with the reporting time established by the district or as soon as practicable.

The district shall establish a standard process to track the eligibility for sick time of a substitute.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)
[ORS 342.545](#)

[ORS 342.610](#)
[ORS 653.601](#) to -653.661

[ORS 659A.150](#) to -659A.186

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2012); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2016).
Americans with Disabilities Act Amendments Act of 2008.

Cross Reference(s):

ACA - Americans with Disabilities Act
GBDA - Expression of Milk or Breast-feed in the Workplace
GCBDA/GDBDA - Family Medical Leave

OSBA Model Sample Policy

Code: GCBDD/GDBDD
Adopted:

Sick Time *

{ORS 653.606 requires employers to “implement a sick time policy and provide notice to employees of sick time policies and procedures. OSBA does not interpret this as a requirement for school boards to adopt a policy on sick time. Rather, school districts are required to have practices and procedures to implement the requirements of this law. Having a board-adopted policy may help the district meet legal requirements. Many districts bargain aspects of this leave; policy language should not conflict with language in collective bargaining agreements.}

“Employee” means an individual who renders personal services at a fixed rate to the district if the district either pays or agrees to pay for personal services or permits the individual to perform personal services. The definition does not include volunteers, ~~or~~ independent contractors ~~or others excluded by law.~~

Employees qualify to begin earning and accruing sick time on the first day of employment with the district and are eligible to use sick time beginning on the 91st calendar day of employment with the district and may use sick time as it is accrued.

~~{The district employs {¹} 10 or more employees and therefore shall allow an eligible employee to access up to 40 hours of paid sick time per year. {For District employed substitutes: Paid sick time shall accrue at the rate of at least one hour of paid sick time for every 30 hours the employee works, or 1-1/3 hours for every 40 hours the employee works.} {For regular District staff members: Paid sick time of 40 hours shall be {²} front-loaded to an employee at the beginning of each year.}}~~

OR

~~{The district employs {³} 10 or more employees and has established and invokes the “undue hardship” exception of ORS 653.621 (1)(b); therefore, 56 hours of paid sick time shall be {⁴} front loaded to an eligible employees at the beginning of each year.}~~

OR

¹ {If the district is located in a city with a population exceeding 500,000, the threshold is whether the district employs at least six employees working anywhere in this state.}

² {For employees employed by an employer for less than a full year, “front-load” means to assign and make available to an employee as soon as the employee becomes eligible to use sick time a number of hours of sick time that is the pro rata percentage of the hours the employee would be entitled to for an entire year based on the number of hours the employee was actually employed by the employer for the year. ORS 653.601(5)(b)}

³ ~~{If the district is located in a city with a population exceeding 500,000, the threshold is whether the district employs at least six employees working anywhere in this state.}~~

⁴ ~~{For employees employed by an employer for less than a full year, “front-load” means to assign and make available to an employee as soon as the employee becomes eligible to use sick time a number of hours of sick time that is the pro rata percentage of the hours the employee would be entitled to for an entire year based on the number of hours the employee was actually employed by the employer for the year. ORS 653.601(5)(b)}~~

~~[The district employs fewer than 10 employees and therefore shall provide access for an eligible employee of at least 40 hours of unpaid sick time or unpaid time off. [Unpaid sick time or time off shall accrue at the rate of at least one hour of paid sick time for every 30 hours the employee works, or 1 1/3 hours for every 40 hours the employee works.] [Unpaid sick time or time off shall be ^{5} front-loaded to an employee at the beginning of each year.]]~~

The employee may carry ~~up to 40 hours of~~ unused sick time from one year to the subsequent year. ~~[^{6} An employee is limited to [accruing no more than 80 hours of sick time] [and] [using no more than 40 hours of sick time in a year].]~~

~~[Sick time shall be taken in hourly increments] [^{7} Sick time shall be taken in increments of more than [one] hour[s]]~~ Sick time may be used in increments of less than one hour⁷ and may be used for the employee's or a family member's⁸ mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or need for preventive care, or for reasons consistent with qualifying Family and Medical Leave (FMLA), Paid Family and Medical Leave Insurance (PFMLI) or Oregon Family Leave (OFLA).

Sick time earned by an employee may also be used for the following reasons:

1. ~~in~~ In the event of a public health emergency ~~or~~ compliant with Oregon Revised Statute (ORS) 653.616;
2. [^{9} To donate accrued sick time to another employee if the other employee uses the donated sick time for a purpose consistent with ORS 653.616;]
3. To donate blood in connection with a voluntary program for the donation of blood that is approved or accredited by the American Association of Blood Banks or the American Red Cross; or
4. ~~for~~ For leave to address domestic violence, harassment, sexual assault, bias, or stalking under ORS 659A.272 (safe leave).

⁵ ~~{For employees employed by an employer for less than a full year, "front-load" means to assign and make available to an employee as soon as the employee becomes eligible to use sick time a number of hours of sick time that is the pro rata percentage of the hours the employee would be entitled to for an entire year based on the number of hours the employee was actually employed by the employer for the year. ORS 653.601(5)(b)}~~

⁶ ~~{If the district chooses to limit the accrual or usage, the district must choose language in the bracketed sentence and keep this sentence in policy. The application of these limits need not be applied to employers with less than 10 employees and who front-load at least 40 hours of unpaid sick time or unpaid time off at the beginning of each year used to calculate the accrual and usage of sick time or time off. (ORS 653.606 (1)(d))}~~

⁷ ~~{This bracketed option only applies if the public charter school claims "undue hardship" (as is defined in OAR 839-007-0000(7)) and front-loads 56 hours of paid sick time per year. The school may require the employee to use paid sick time in increments of more than one hour; however in the case of front-loading 56 hours of paid sick time, the school cannot require an employee to use sick time in increments that exceed four hours, however the employee may choose to do so. OAR 839-007-0025}~~

⁸ "Family member" is defined in OAR 839-007-0000.

⁹ {The district must first have a policy that allows an employee to donate sick time to a coworker for this purpose. Do not keep this language if there is no policy authorizing this process.}

~~[When sick time is used to care for, or to deal with the death of, an individual related by blood or affinity whose close association with the district employee is the equivalent of a family relationship, the district requires an attestation form signed and submitted by the employee.]~~

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

The district reserves the right, after an employee uses sick time for more than ~~[three~~^{10}] consecutive scheduled workdays, to require verification or certification in accordance with law of the need for the sick time, including a medical verification or certification¹¹ paid for by the district. If an employee fails to provide verification or certification or fails to provide other evidence as required by the district, the employee shall be subject to appropriate disciplinary action, up to and including dismissal.

When the reason for sick time is consistent with FMLA, PFMLI or OFLA leave, sick time leave and qualifying FMLA, PFMLI or OFLA leave may run concurrently.

When the reason for sick time is consistent with ORS 332.507, sick time leave and leave pursuant to ORS 332.507 may run concurrently.

If the reason for sick time is a foreseeable absence, the district requires an employee to provide advance notice of the intention to use sick time ^{12} 10 days prior to when the requested sick time is to begin or as soon as otherwise practicable. When an employee uses sick time for a foreseeable absence, the employee shall take reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (e.g., grading deadlines, inservice training, mandatory meetings). ~~[The district may discipline an employee if the employee fails to make a reasonable effort to schedule leave in a manner that does not unduly disrupt the operations of the district.]~~

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district ~~[consistent with the reporting time established by the district]~~ ^[at least 24 hours in advance] ~~[before the start of the employee's shift]~~, or when circumstances prevent the employee from providing notice as required, as soon as practicable.

~~[The district may discipline an employee for violating workplace policies and procedures if the employee fails to provide notice as required.]~~

The district shall establish a standard process to track the eligibility for sick time of a substitute.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)
[ORS 342.545](#)

[ORS 342.610](#)
[ORS 653.601 - 653.661](#)
[ORS 659A.150 - 659A.186](#)
~~[OAR 839.007.0020 - 007.0065](#)~~

¹⁰ {This number can be increased, but not decreased. Review any applicable collective bargaining agreements.}

¹¹ In the case of need for leave under ORS 659A.272, the district may not require the verification or certification to explain the nature of the illness or details related to the domestic violence, sexual assault, harassment, bias, or stalking, which necessitates the use of sick time.

¹² {ORS 653.621(3): "...not to exceed 10 days"}

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2018/2024); 29 C.F.R. Part 1630 (2023/2025); 28 C.F.R. Part 35 (2023/2025).
Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654 (2018/2024); Family and Medical Leave Act, 29 C.F.R. Part 825 (2023/2025).

Seaside School District 10

Code: JBA/GBN
Adopted: 3/15/22
Revised/Readopted: 6/18/24
Orig. Code(s): JBA/GBN

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties¹ shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student's educational activity or program;
 - b. Interferes with a school or district staff member's ability to perform their job; or
 - c. Creates an intimidating, offensive or hostile environment.
3. Assault when sexual contact occurs without consent².

¹ "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) At a school-sponsored activity or program; or 3) Off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

² "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's action, offensive because of that other person's sexual orientation or gender identity.

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

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
Jenny Risner	Title IX Coordinator	503-738-5591	jrisner@seasidek12.org

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. The director of special services is the designated Title IX Coordinator. *See* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall immediately or as soon as reasonably possible report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

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

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;

4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notices

When a person³ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include⁴:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines.
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol

³ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

⁴ Remember confidentiality laws when providing any information.

policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

~~Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.~~

The notice must:

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

~~Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.~~

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity⁵;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic Violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or

⁵ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The report can be made at any time.

The director of special services is designated as the Title IX Coordinator and can be contacted at 503-738-5591. The Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.⁶ The district shall treat complainants and respondents equitably by providing supportive measures⁷ to the complainant and by following a grievance procedure⁸ prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant

⁶ (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

⁷ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.⁷ The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

⁸ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.⁹

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.¹⁰ The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

No Retaliation

Neither the district or any person may retaliate¹¹ against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX Coordinator shall be prominently published in the school student handbooks and on the schools and district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grades 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

END OF POLICY

⁹ The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

¹⁰ The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

¹¹ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

Legal Reference(s):

[ORS 243.706](#)
[ORS 332.107](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)

[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)

[ORS 659A.030](#)
[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

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

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

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

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

Cross Reference(s):

AC - Nondiscrimination

ACB - All Students Belong

GBNA - Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff

GBNAA/JHFF - Suspected Sexual Conduct with Students and Reporting Requirements

JBA/GBN - Sexual Harassment

JFCF - Hazing, Harassment, Intimidation, Menacing, Bullying, Cyberbullying, Teen Dating Violence and Domestic Violence – Student