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: Jeff Roberts

Regular Meeting

Tuesday, September 15, 2026 at 6:00 PM
Location: Secondary School Library AND Virtual
2600 Spruce Drive, Suite 200
Seaside, OR 97138

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

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

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

1. **CALL TO ORDER**
   Speaker(s): Board Chair
   1.1. Acknowledgement of Board Members Present
   1.2. Pledge of Allegiance
2. **AGENDA APPROVAL**
   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. **REPORTS**
   3.1. STUDENT BUSINESS
   Speaker(s): Student Representative Ella Crater
   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_Sept 2026 5
   3.2. SUPERINTENDENT'S REPORT

Speaker(s): Jeff Roberts
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:
August 2026 Board Report- Function 11

3.3.2. Revenue & Expenditure by Object
Attachments:
August 2026 Board Report- Object 12

3.4. STUDENT INVESTMENT ACCOUNT (SIA) REPORT

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 Minutes of the August 18, 2026 Regular Meeting of the School Board
Attachments:
Seaside SD 08-18-2026 SB Meeting Minutes 13

5.2. Ratify Licensed Employment Actions:

- Employment - Bryan Scott - Temporary MS Health and Physical Education Teacher
- Resignation - James Nagel - MS Health and Physical Education Teacher (and HS Football - Asst. Coach)

Attachments:
Nagel Resignation Email 23
Scott, Bryan - Recommendation to Hire 24

5.3. Ratify Teacher Mentors Extended Duty
Attachments:
Teacher Mentor Extended Duty 26-27 25

5.4. Ratify Special Education Teachers Extended Duty.
Attachments:
SPED Teacher Extended Duty 26-27 26

5.5. Ratify Elementary Teacher Leaders Extended Duty.
Attachments:
Elementary Teacher Leaders 26-27 27

5.6. Ratify Extended Duty Assignments — High School and Middle School

Attachments:

MS and HS Extended Duty 26-27 28

5.7. Ratify Coaching & Extra Duty Employment Actions:

- High School:
  - Evan Yokoyama - HS Strength & Conditioning Coach (Fall)
  - Austin Wells - HS Strength & Conditioning Volunteer Coach
  - Shane Maher - HS Girls Basketball Volunteer Coach
  - Bryan Scott - HS Football Assistant Coach
  - Adam Israel - HS Football Assistant Coach (from Volunteer Coach)
  - Andrew Gooch - Robotics Coach
  - Greg Dotson - Robotics Volunteer
  - Dani Nelson - Robotics Volunteer
- Middle School:
  - Katie Ethridge - MS Volleyball Assistant Coach
  - Hailee Wawro - MS Volleyball Head Coach (from Assistant Coach)
  - Kierra Millhouse - MS Volleyball Assistant Coach
  - Sherry Wood - Yearbook
- Extra Duty (Misc) - Ashley Nelson

Attachments:

HS Coaching_Yokoyama_Wells 30
HS Coach_Maher 31
HS Coach_Scott 32
MS Volleyball 8-24-2026 33
Coaching_Israel 34
Coaching_Millhouse 35
Extra Duty_Nelson 36
Extended Duty_Robotics_MS Yearbook 37

5.8. POLICY - Second Reading and Adoption

- KNA - Immigration Enforcement on District Property (New - Adopt)

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 were brought to the Board in August for First Reading and are now presented for a Second Reading and action.

Attachments:

KNA G1 38

6. **ACTION ITEMS**

6.1. Continuation of Swim Co-Op with Warrenton HS

Attachments:

Swim Co-op Request 43

6.2. Superintendent Goals

7. **BOARD REFLECTIONS/ANNOUNCEMENTS/GOOD OF THE ORDER**

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. School Reports

Attachments:

Seaside Secondary School Board Report Sept 2026 44
CBA Director's Report 9_26 47
PRE Monthly Report - Sept 2026 50

8.2. Union Group Reports

Attachments:

SEA monthly Report_Sept 26 51

8.3. Classified Employment Actions

- Employment:
  - Lauren Dale - Elementary Educational Assistant/SPED
  - Jennifer Bromley - Elementary Educational Assistant/SPED
  - Jaimine Garcia Corona - Elementary Educational Assistant/SPED
  - Olivia Castellano Kestler - Elementary Educational Assistant/PreK
- Resignations:
  - Elizabeth Bastasch - Elementary Educational Assistant
  - Kelly Smith - Elementary Educational Assistant/PreK
  - Tatyana Pokitko - Elementary Educational Assistant/SPED
  - Lynn Addis - Graduation Support Specialist
  - Alex Townsend- Custodian
  - Carson Schulte - Custodian
  - Steve Telfer - Substitute Van Driver
  - Jim Beal - Bus Driver
  - Nadine Subia - Bus Driver
- Transfers:
  - Joy Duff - to Elementary Educational Assistant/Title IA, from Educational Assistant/SPED
  - Jose Luis Yaker Rodriguez - to Head Custodian, from Custodian

8.4. POLICY - AR Updates

- KNA-AR(1) - Interactions with Immigration Enforcement
- KNA-AR(2) - Federal Immigration Enforcement Request Log

Description: These policy Administrative Regulation (AR) changes do not require School Board action; they are included for informational purposes. They have been 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 were presented for a first reading in August and will now be implemented.

Attachments:

KNA R 1 G1 52
KNA R 2 G1 56

9. **ADJOURN**

STUDENT REPORT

Ella Crater, SSD, 09.15.26

THEME=
100 YEARS OF HOLLYWOOD!

HOMECOMING!

Student Acitivities!

- Seagull Smash- Volleyball (Mon & Wed @ 8:35am)
- SeaGOALS!- Futsal (Tue & Thur @ 8:35am)
- Flock Football- Flag Football (Thur @ 7pm- Broadway Field)
- Airband (Fri @ 8:35am)
- Parade & Tailgate (Pre-Game Friday 5-7pm)
- Homecoming Game (Fri @ 7pm vs. Taft)
- Homecoming Dance (Sat @ 7pm AUX GYM)

DRESS UP DAYS

M

GREEK DAY/PINK



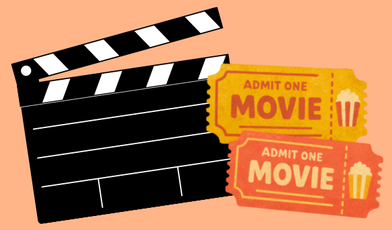
TU

CLASS ERAS



W

MOVIE DUO



TH

JERSEY DAY



F

SPIRIT OUT!



ONE COMMUNITY NIGHT

- Last Thursday!
- Community Resources!
- Great Turn Out!



SPORTS

CROSS COUNTRY

Next Meet:
09/19/26 @ Long Beach
09/23/26 @ Jewell
09/26/26 THREE COURSE CHALLENGE

FOOTBALL

Next Game:
09/18/26 (Home) vs. Taft
09/25/26 (Away) @ Tillamook

SOCCER

BOYS:
09/15/26 @ Gladstone
09/17/26 @ St. Helen's

GIRLS:
09/15/26 vs. Gladstone
09/17/26 vs. St. Helen's

VOLLEYBALL

Next Game:
09/15/26 (Home) vs. Molalla
09/17/26 (Away) vs. Valley Catholic



THANK YOU!

Happy Homecoming!

Seaside School District
Financial Report
2026-2027

For Period Ending August, 2026

General Fund - Revenue & Expenditures by Function Code

	Budget	Actual	Encumbrances	% Remaining	Variance
Revenue:					
Local Revenue	**$ 23,178,145**	**$ 22,744**	$ -	99.90%	$ (23,155,401)
Intermediate Revenue	**1,492,971**	**-**	-	100.00%	(1,492,971)
State Revenue	**300,000**	**154,759**	-	48.41%	(145,241)
Federal Revenue	**50,000**	**-**	-	0.00%	(50,000)
Transfers	**-**	**-**	-	0.00%	-
Beginning Fund Balance *	**6,500,000**	**-**	-	100.00%	(6,500,000)
Total Revenues	**$ 31,521,116**	**$ 177,503**	**$ -**	**99.44%**	**$ (31,343,613)**
Expenditures:					
1000- Instruction	**$ 15,009,600**	**$ 43,684**	**$ 13,993,422**	6.48%	$ 972,494
2000- Support Services	**10,827,816**	**1,553,925**	**7,692,250**	14.61%	1,581,641
5200- Transfers	**883,700**	**-**	**-**	100.00%	883,700
6100- Operating Contingency	**4,800,000**	**-**	**-**	100.00%	4,800,000
Total Expenditures	**$ 31,521,116**	**$ 1,597,609**	**$ 21,685,672**	**26.13%**	**$ 8,237,835**

*Pending audit completion

For Period Ending August, 2026

Special Revenue Funds - Revenue & Expenditures by Function Code

	Budget	Actual	Encumbrances	% Remaining	Variance
Revenue:					
Local Revenue	**$ 1,158,888**	**$ 21,927**	$ -	98.11%	$ (1,136,961)
State Revenue	**2,868,325**	**7,073**	-	99.75%	(2,861,252)
Federal Revenue	**1,617,612**	**-**	-	100.00%	(1,617,612)
Interfund Transfers	**241,000**	**-**	-	100.00%	(241,000)
Sale of Fixed Assets	**-**	**-**		0.00%	-
Beginning Fund Balance *	**566,157**	**-**	-	100.00%	(566,157)
Total Revenues	**$ 6,451,982**	**$ 29,000**	**$ -**	**99.55%**	**$ (6,422,982)**
Expenditures:					
1000- Instruction	**$ 3,261,889**	**$ 69,725**	**$ 2,275,668**	28.10%	$ 916,496
2000- Support Services	**1,580,447**	**61,248**	**801,400**	45.42%	717,799
3000- Community Services	**1,475,372**	**36,437**	**1,144,616**	19.95%	294,319
4000- Facilities Acquisition & Const	**-**	**-**	**-**	0.00%	-
5100- Debt Services	**27,540**	**-**	**27,540**	0.00%	-
7000- Reserved for Next Yr	**106,734**	**-**	**-**	0.00%	106,734
Total Expenditures	**$ 6,451,982**	**$ 167,410**	**$ 4,249,224**	**31.55%**	**$ 2,035,348**

*Pending audit completion

Seaside School District
Financial Report
2026-2027

For Period Ending August, 2026

General Fund - Revenue & Expenditures by Object Code

		Budget	Actual	Encumbrances	Variance
Revenue:					
1111	Current Taxes	**$ 19,914,500**	**$ -**	$ -	$ (19,914,500)
1112	Prior Taxes	**612,745**	**-**	-	(612,745)
1114	PILOT (Payment In Lieu Of Taxes)	**20,000**	**-**	-	(20,000)
1121	Current Local Taxes	**2,195,600**	**-**		(2,195,600)
1122	Prior Local Taxes	**58,900**	**-**		(58,900)
1190	Interest on Taxes	**-**	**-**	-	-
1411	Transportation Fees/Other	**-**	**-**	-	-
1510	Interest	**250,000**	**20,543**	-	(229,457)
1740	Student Fees	**5,900**	**-**	-	(5,900)
1910	Rentals	**20,500**	**-**		(20,500)
1920	Contributions & Donations	**-**	**-**	-	-
1940	Services Provided To Others	**-**	**-**	-	-
1960	Recovery of Expenditures	**-**	**-**	-	-
1990	Miscellaneous Revenue	**100,000**	**2,201**	-	(97,799)
1991	E-Rate Reimbursement	**-**	**-**	-	-
	Total Local Revenue	**23,178,145**	**22,744**	**-**	**(23,155,401)**
2101	County School Fund	**1,392,971**	**-**	-	(1,392,971)
2102	General Education Service District	**100,000**	**-**		(100,000)
2199	Other Intermediate Sources	**-**	**-**	-	-
	Total Intermediate Revenue	**1,492,971**	**-**	**-**	**(1,492,971)**
3101	State School Fund Grant	**-**	**154,759**	-	154,759
3103	Common School Fund	**200,000**	**-**	-	(200,000)
3104	State Timber Revenue	**100,000**	**-**	-	(100,000)
3199	Unrestricted Revenue	**-**	**-**	-	-
3204	Driver Education	**-**	**-**	-	-
3299	Other Restricted Grants in Aid	**-**	**-**	-	-
	Total State Revenue	**300,000**	**154,759**	-	(145,241)
4300/4500	Federal Revenue	**50,000**	**-**	-	(50,000)
4801	Federal Forest Fees	**-**	**-**	-	-
	Total Federal Revenue	**50,000**	**-**	-	(50,000)
			-		
5200	Interfund	**-**	**-**	-	-
5300	Other Sources	**-**	**-**	-	-
5400	Beginning Fund Balance *	**6,500,000**	**-**	-	(6,500,000)
	Total Other Sources	**6,500,000**	**-**	**-**	**(6,500,000)**
	Total Revenues	**$ 31,521,116**	**$ 177,503**	**$ -**	**$ (31,343,613)**
Expenditures:					
	100 - Salaries	**$ 14,664,608**	**$ 590,345**	**$ 12,999,056**	$ 1,075,207
	200 - Benefits	**7,292,570**	**328,157**	**7,317,177**	(352,764)
	300 - Purchased Services	**1,958,867**	**117,468**	**1,002,559**	838,840
	400 - Supplies & Materials	**1,191,500**	**58,387**	**365,345**	767,768
	500 - Capital Outlay	**-**	**-**	**-**	-
	600 - Other Objects	**729,871**	**503,252**	**1,535**	225,084
	700 - Transfers	**883,700**	**-**	**-**	883,700
	800 - Operating Contingency	**4,800,000**	**-**	**-**	4,800,000
	800 - Unappropriated EFB	**-**	**-**	**-**	-
	Total Expenditures	**$ 31,521,116**	**$ 1,597,609**	**$ 21,685,672**	**$ 8,237,835**

*Pending audit completion

For Period Ending August, 2026

Special Revenue Funds - Revenue & Expenditures by Object Code

		Budget	Actual	Encumbrances	Variance
Revenue:					
	Local Revenue	**$ 1,149,540**	**$ 21,927**	$ -	$ (1,127,613)
	Intermediate Revenue	**9,348**	**-**		$ (9,348)
	State Revenue	**2,868,325**	**7,073**	-	(2,861,252)
	Federal Revenue	**1,617,612**	**-**	-	(1,617,612)
	Interfund Transfers	**241,000**	**-**	-	(241,000)
	Sale of Fixed Assets	**-**	**-**	-	$ -
	Beginning Fund Balance *	**566,157**	**-**	-	(566,157)
	Total Revenues	**$ 6,451,982**	**$ 29,000**	**$ -**	**$ (6,422,982)**
Expenditures:					
	100 - Salaries	**$ 2,586,022**	**$ 93,474**	**$ 2,366,429**	$ 126,119
	200 - Benefits	**1,298,638**	**40,889**	**1,348,599**	(90,850)
	300 - Purchased Services	**414,328**	**589**	**37,774**	375,965
	400 - Supplies & Materials	**1,734,720**	**21,491**	**211,787**	1,501,442
	500 & 600 - Capital & Other Objects	**311,540**	**10,967**	**284,635**	15,938
	700 - Transits	**-**	**-**	**-**	-
	800 - Reserved for Next Yr	**106,734**	**-**	**-**	106,734
	Total Expenditures	**$ 6,451,982**	**$ 167,410**	**$ 4,249,224**	**$ 2,035,348**

*Pending audit completion

SEASIDE SCHOOL DISTRICT 10

2600 Spruce Drive, Suite 100, Seaside, Oregon 97138

MINUTES

Regular Meeting
Tuesday, August 18, 2026, 6:00 PM

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

Attendance Taken at 5:52 PM.

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

1. **CALL TO ORDER**
   Speaker(s): Board Chair
   Discussion: The meeting was called to order at 6:00 pm.

   1.1. Acknowledgement of Board Members Present
   Discussion: Board Chair Shannon Swedenborg was absent, Vice-Chair Katherine Davidson ran the meeting.

   1.2. Pledge of Allegiance

2. **AGENDA APPROVAL**
   Action(s):I move to approve the agenda as presented. This motion, made by Brian Taylor 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: Absent, Brian Taylor: Yea
   Voting Summary: Yea: 6, Nay: 0, Absent: 1

   2.1. Additional Items
   Description: This area will be held to show any additional items added to the agenda after the meeting was published.
   Discussion: There were no additional items.

3. **ELECTION OF 2026-2027 BOARD OFFICERS**
   Speaker(s): Current Board Chair

3.1. Election of Board Chair
Speaker(s): Board Chair
Action(s):I move to nominate Shannon Swedenborg to serve as Chair of the Board of Directors. This motion, made by Brian Taylor and seconded by Jason Haag, Carried.
Voting Detail: Katherine Davidson: Yea, Sondra Gomez: Yea, Jason Haag: Yea, Chuck Mattocks: Yea, Coral Sadler: Yea, Shannon Swedenborg: Absent, Brian Taylor: Yea
Voting Summary: Yea: 6, Nay: 0, Absent: 1

3.2. Election of Board Vice-Chair
Speaker(s): New Board Chair
Action(s):I move to nominate Kat Davidson to serve as Vice-Chair of the Board of Directors. This motion, made by Jason Haag 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: Absent, Brian Taylor: Yea
Voting Summary: Yea: 6, Nay: 0, Absent: 1

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. Back to School Events Report
Discussion: Ellie Irish-Jone reported about the elementary open house event on August 27th.

Wendy Crozier reported about secondary school Shark Day as well a new event, *One Community, One School* which will be at Broadway Field, on September 10, from 5-7 pm. The schools are partnering with Parks and Rec for this event. Community partners will also be in attendance and there will be a home soccer game that evening.

4.1.2. Transportation Report
Discussion: Transportation Director Chris Peters shared a transportation report presentation.
Attachments:
Transportation Update - School Board - August 2026 - PUBLIC

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 reported on student business. She spoke about students being excited for school to start and said it was good to see Mr. Roberts here [as Superintendent].

4.3. SUPERINTENDENT'S REPORT
Speaker(s): Jeff Roberts
Description: *This standing agenda item is for the Board to receive a monthly report from the Superintendent.*
Discussion: Superintendent Jeff Roberts reported about things going well forty-five days into his tenure. He noted that the administrative team met and, as a group, are excited to be working together. Roberts reported that on Monday, new teachers were here for an orientation, and it is exciting to see them starting in the district. Roberts reminded Board members about the All Staff Breakfast on Monday, August 24th, and that they should arrive at 6:30 am to help prep and serve breakfast to our staff.

4.4. SENATE BILL 141 REPORT
Speaker(s): Jeff Roberts

Discussion:
Superintendent Roberts shared a Senate Bill 141 report presentation. He noted that he will be participating in a COSA workgroup that is engaging with ODE on SB141 work.

Member Jason Haag commented about how this system incentivizes low goals. Discussion ensued. Superintendent Roberts spoke about collective efficacy and this work beginning at the leadership team level.

Roberts continued the presentation, speaking about interim assessments. Member Mattocks asked about the assessment that students can opt-out of, and wondered if there is a plan to increase participation. Discussion ensued. Ella Crater spoke about the student perspective.

Roberts shared the last slide, which was a Data Protocol outline. He thanked Wendy Crozier for developing this protocol that the leadership team will use as we move forward.

Member Haag requested that, moving forward, we look at the gaps and discuss what resources are needed to realize goals.

Member Gomez asked how the College and Career Readiness and Personal Finance classes are going. Roberts noted that the personal finance class has been better received than the college readiness class, and said that he will be working with Wendy Crozier on this.
Attachments:
SB 141 Admin Team Presentation for BOD

4.5. 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: Vandershule reported that there was an improvement in July and August taxes, with a total increase of $227,281 (credited back to 25-26). Vandershule noted that we are now receiving State School Funds.

Member Mattocks asked about progress toward cleaning up payroll. Vandershule noted work with Willamette ESD on an audit and stated that it is going well.

4.5.1. Revenue & Expenditure by Function
Attachments:
July 2026 Board Report- Function

4.5.2. Revenue & Expenditure by Object
Attachments:
July 2026 Board Report- Object

4.6. UNION REPORTS
Description: *This standing agenda item is to receive regular reports from Licensed and/or Classified union representatives.*
Discussion: Jane Crater reported for the SEA about a state union conference, the state jobs market, OTIS, meetings with Superintendent Roberts over the summer, curiosity about the payroll audit, concern around funding and negotiations, and a union offer to help support the local option levy. Crater noted that

teachers are excited to come back and noted that it was great to meet the new teachers this week. In regard to SB141, Crater spoke about the uncertainty and fear around it.

Member Mattocks spoke about his past experience as a teacher, in supporting operating levies. Crater said that teachers are on board to help get the levy passed, she just requests that teachers know the specifics about what it funds.

4.7. ENGLISH LEARNERS ANNUAL REPORT
Speaker(s): Cate Blakesley
Discussion: Cate Blakesley noted that every year, ODE requires that an English Learners report be given to the Board. She then shared an ELL presentation report.
Attachments:
English Learners in Oregon Annual Report
2026 EL School Board Presentation

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**
Speaker(s): Board Chair
Description: *To make more efficient use of meeting time, items that are routine in nature are placed on the Consent Agenda when no debate is anticipated. If discussion is desired, any item placed on the Consent Agenda may be removed to Action items, at the request of any board member, before a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion.*
Action(s):I move to approve the Consent Agenda as presented. This motion, made by Brian Taylor 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: Absent, Brian Taylor: Yea
Voting Summary: Yea: 6, Nay: 0, Absent: 1

6.1. Approve School Board Meeting Minutes:

- June 16, 2026 - Work Session
- June 16, 2026 - Budget Hearing
- June 16, 2026 - Regular Meeting
- July 7, 2026 - Special Meeting
- August 5, 2026 - Special Meeting
- August 10, 2026 - Special Meeting/Work Session

Attachments:
Seaside SD 06-16-2026 Work Session Meeting Minutes
Seaside SD 06-16-2026 SB Budget Hearing
Seaside SD 06-16-2026 SB Meeting Minutes
Seaside SD 07-07-2026 Special Meeting Minutes

Seaside SD 08-05-2026 Special Meeting Minutes
Seaside SD 08-10-2026 Work Session Meeting Minutes

6.2. POLICY - Second Reading and Adoption

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 were brought to the Board in June for First Reading and are now presented for a Second Reading and action.

6.2.1. BOARD POLICY/SECOND 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)
- ECAA – Access to Buildings, (Revise)
- GAA – Personnel Definitions (Delete)

- GBA – Equal Employment Opportunity, (Revise)
- GBN/JBA – Sexual Harassment, (Revise)
- GCBDA/GDBDA - Family Medical Leave (Delete)
- GCBDA/GDBDA - Family and Medical Leave (New - Adopt)
- 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)
BBAA G1 (Re-Adopt)
BBE G1 (Delete)
BBE G1 (Re-Adopt)
BCB G1 (Revise)
BCE D1 (Delete)
BCE G1 (Re-Adopt)
BCF D1 (Delete)
BD G1 (Adopt)
BD_BDA D1 (Delete)
BDC D1 (Delete)
BDC G1 (Re-Adopt)
BDD D1 (Delete)
BDD G1 (Re-Adopt)
BDDC D1 (Delete)
BDDC G1 (Re-Adopt)
BDDG D1 (Delete)
BDDG G1 (Re-Adopt)
BDDH G1 (Adopt)
CBA D3 (Delete)
CBA G1 (Re-Adopt)
CBG D1 (Revise)
CEA G1 (Adopt)
DBEA D1 (Revise)
EBB D1 (Revise)
EBBA D1 (Delete)
EBBA G1 (Adopt New)
ECAA D1 (Revise)
GAA G1 (Delete)
GBA D1 (Revise)

GBN_JBA G1 (Revise)
GCBDA_GDBDA D1 (Delete)
GCBDA_GDBDA G1 (Re-Adopt)
GCBDC_GDBDC G1 (Delete)
GCBDC_GDBDC G1 (Re-Adopt)
GCBDD_GDBDD D1 (Delete)
GCBDD_GDBDD G1 (Re-Adopt)
JBA_GBN G1 (Revise)

7. **ACTION ITEMS**

7.1. Rescind 2025-2026 Resolution #7 for Local Option Levy in November 2026

Speaker(s): Jeff Roberts

Action(s):I move to rescind the 2025-2026 Board Resolution #7 calling for a measure election to submit to the electors of the district for a local option levy tax in November 2026. This motion, made by Brian Taylor 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: Absent, Brian Taylor: Yea

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

Discussion: Superintendent Roberts noted that this item is to rescind the resolution to put an operating levy on the ballot in November. He reported that he feels we need time to do this well and appropriately and would like to see us put this on the ballot in May instead.

Member Taylor asked for confirmation that, either way, we will not realize funds until next school year. Roberts confirmed.

Roberts indicated that he has spoken to professionals who do this work, and they have made strong recommendations to wait until May.

A motion was made and discussion ensued.

Attachments:

Resolution #7 for Local Option Levy 2026 in NOVEMBER_SIGNED

7.2. School Board Goals 2026-2027

Speaker(s): Kat Davidson

Action(s):I move to adopt the 2026-2027 School Board goals 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: Absent, Brian Taylor: Yea

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

Discussion: Member Kat Davidson shared a Board Goals presentation outlining the work the Board did at its August 10th work session.

Attachments:

2026-2027 School Board Goals

8. **BOARD REFLECTIONS/ANNOUNCEMENTS**

- **August 24 - All Staff Back to School Breakfast. Board Members should arrive at 6:30 am to help prepare/serve breakfast.**

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: At Board members' request, Superintendent Roberts reported that we are now in the State School Fund. He noted that historically, our district has seen local revenue that is higher than the State School Fund formula, but we are now within the fund. Roberts continued, noting that this year we have the potential to realize more funding than we would have through local revenue. Roberts also noted that ADM will be more important than ever. This item will be added to a future agenda for the Board to get more information.

Member Mattocks asked if a modified budget will come before the Board. Roberts noted that the supplemental budget does not require Board action.

Member Gomez reported about the one-year anniversary of the Seaside Education Foundation. They have been getting information out at the Seaside Farmers Market, and are looking for other avenues to do outreach.

Member Taylor thanked Ella Crater for speaking up about assessments.

9. **INFORMATION ONLY**

9.1. School Reports
Description: *This informational item is for the Board to receive informal written reports from each school about business that does not warrant a formal report.*
Attachments:
CBA Director's Report 8_26
Secondary school board report August 2026
PRE School Board Report August 2026

9.2. Licensed Employment Actions:

- Karolina Gage - Transfer to Secondary Assistant Principal (from Middle School Assistant principal)
- Jason Boyd - Transfer to Secondary Associate Principal (from High School Assistant Principal)

Description: During the Board's summer recess, the Superintendent was given the authority to hire. The licensed employment actions listed here occurred during the summer recess.

9.3. Classified Employment Actions:

- Employment:
  - Kelton Mortensen - Substitute Food Service Worker
  - Laurie Mespelt - Substitute Food Service Worker
  - Steve Telfer - Substitute Van Driver
- Transfer:
  - Megan River - Educational Assistant/Preschool (from Educational Assistant/SPED)
- Resignation:
  - Karen Fish - Head Custodian

9.4. Coaching Employment Actions:

- Tyler Guerrera - HS Girls Basketball - Assistant Coach
- Zachary Adamson - HS Boys Soccer - Assistant Coach
- Jamie Bingham - MS Cross Country - Assistant Coach

- Satchel Stinson - HS Volleyball - Assistant Coach
- Amelia Gastelum - HS Volleyball - Assistant Coach
- Dani Pike - HS Volleyball - Volunteer Coach

Description: During the Board's summer recess, the Superintendent was given the authority to hire. The coaching employment actions listed here occurred during the summer recess.

9.5. POLICY - AR Updates

- EBBA-AR - First Aid - Infection Control (Delete)
- GBA-AR - Veterans' Preference (Delete)
- GBA-AR – Veteran and State Servicemember Preference, (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)

Description: These policy Administrative Regulation (AR) changes do not require School Board action; they are included for informational purposes. They have been 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 were presented for a first reading in June and will now be implemented.

Attachments:
EBBA R D1 (Delete)
GBA R G1 (Delete)
GBA R G1 (Re-Adopt)
GCBDA_GDBDA R 1 G1 (Delete)
GCBDA_GDBDA R 1 G1 (Re-Adopt)
GCBDA_GDBDA R 2 D1 (Revise)
GCBDA_GDBDA R 3 D1 (Delete)

9.6. BOARD POLICIES/FIRST READING:

- KNA - Immigration Enforcement on District Property (New - Adopt)
- KNA-AR(1) - Interactions with Immigration Enforcement (New - Adopt)
- KNA-AR(2) - Federal Immigration Enforcement Request Log (New - Adopt)

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:
KNA G1
KNA R 1 G1
KNA R 2 G1

10. **EXECUTIVE SESSION**

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

- **ORS 192.660(2)(h) - To consult with counsel concerning current or possible litigation.**

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

Discussion: The regular meeting was recessed and the Board moved to Executive Session.

11. **ADDITIONAL ACTION ITEMS**
Description: *This item is held for any action items that may result from the Executive Session.*
Discussion: The Board returned to regular session. There were no additional action items.

12. **ADJOURN**
Discussion: The meeting was adjourned at 8:55 pm.

Garvin, Leslie <lgarvin@seasidek12.org>

Fwd: [Payroll] Credits

1 message

Stephanie Wheatley <swheatley@seasidek12.org> Wed, Aug 26, 2026 at 1:30 PM
To: Leslie Garvin <lgarvin@seasidek12.org>

--
Stephanie Wheatley
Human Resources Generalist
Seaside School District
503.738.5591

---------- Forwarded message ---------
From: **J1N1** <jimmy.nagel@gmail.com>
Date: Wed, Aug 26, 2026 at 1:15 PM
Subject: Re: [Payroll] Credits
To: Stephanie Wheatley <swheatley@seasidek12.org>

As anticipated I'm locked in with Portland & now officially resign as of now from the Seaside SD. Thanks for all the help and the opportunity to be there last year. Take care

Recommendation for Hire Form - *submit to HR office*

Individual to Hire: __Bryan Scott__ Start date: _Aug. 31, 2026__ Position: TEMP Middle School PE& Health Teacher_ Job posting #: _26051___

Changes to position terms as specified in the job posting:

☐ FTE: __ ☒ Temporary: term __One Year_ Work schedule: 8:00 am-4:00 pm Monday-Friday_

Reasoning for hire:

We are in need of a Middle School Grade PE/Health teacher. Bryan is passionate about working with our students and our Seaside team.

(Ex. references, experience, etc.)

Licensed positions: PE and Health

Required Endorsements: __Physcial Education & MS Health_ ☒

❑ 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:

Bryan is currently in a Masters Program for PE/Health. The district will need to sponsor him for PE/Health endorsement.

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: Karolina Gage
Administrator/Supervisor Date

FOR OFFICE USE ONLY: _____ 8/28/26
Superintendent Date

☐Submit to School Board for approval ☐Issue hire letter

2600 Spruce Drive, Suite 100
Seaside, OR 97138
P: 503.738.5591
F: 503.738.3471

SEASIDE SCHOOL DISTRICT

Pacific Ridge Elementary
Seaside Middle School
Seaside High School

August 31, 2026

Mr. Jeff Roberts, Superintendent
2600 Ste. 100
Seaside, OR 97102

Dear Mr. Roberts,

I recommend the following full and modified, (½ of a full stipend), mentors receive a stipend in accordance with the Collective Bargaining Agreement:

Full
Ashley Beaudoin
Erica Acton
Sherry Wood
Ann Susee
Kristi Roberts
Jane Crater

Modified
Angela Bice
Brett Duer
Erin Thompson
Tammy Bowles
Jeff Bilyeu
Cody Hartsoch
Hunter Svec-Orr
Amber Schwegman
Christina Young
Betsy Mahoney
Grace Bruncke
Nicole Aydt

Thank you,

Cate Blakesley
Director of Curriculum and Instruction

SEASIDE SCHOOL DISTRICT

September 1, 2026

Dear Superintendent Roberts,

I would like to recommend the following Special Education Teachers for extended duty stipends for the 2026-2027 school year.

Jackie Bergerson
Beth Godell
Tammy Bowles
Corinne Capoldagli
AlmaLee Ingram-Jones
Kathryn Zacher
Tiffany Wallin
Kristi Roberts
Jennifer James
Katherine Ethridge
Tina Hess
Candace Carver
Laurie Lavins

Jenny Risner

Jenny Risner
Director of Special Services
jrisner@seasidek12.org

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ADMINISTRATION
Jeff Roberts, Superintendent
Toni Vandershule, Business Manager
Cate Blakesley, Director of Curriculum & Instruction
Jenny Risner, Director of Special Services



Pacific Ridge Elementary
Seaside Middle School
Seaside High School

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Sondra Gomez
Jason Haag
Chuck Mattocks
Coral Sadler
Brian Taylor

MEMO

TO: Juli Wozniak, Payroll, and Human Resources

FROM: Jeff Roberts, Superintendent

DATE: August 17, 2026 OK JM 8/17/26

SUBJECT: 2026-2027 Elementary Extended Duty Assignments

I have approved the recommendation of Principal Juli Wozniak for the following extended duty stipends:

Pacific Ridge Elementary Teacher Leaders:

- Claire Martinez – Kindergarten
- Christina Young – 1st Grade
- Erin Lowther – 2nd Grade
- Hunter Svec-Orr – 3rd Grade
- Betsy Mahoney – 4th Grade
- Erica Acton – 5th Grade
- Jackie Bergerson – Special Education
- Brynn Ripley - Specialist

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Chuck Mattocks
Coral Sadler
Brian Taylor

MEMO

TO: Wendy Crozier, Payroll, and Human Resources

FROM: Jeff Roberts, Superintendent

DATE: August 17, 2026

SUBJECT: 2026-2027 Secondary Extended Duty Assignments

I have approved the recommendation of Principal Wendy Crozier for the following extended duty stipends:

- Athletic Director – Chad Clouse

High School Content Area Leaders:

- English - Susan Baertlein
- Math - Chris Wojturski
- Science – Jeff Bileyu
- Social Studies - Matt Klosterman
- Health/PE - Chad Clouse
- CTE/Performing Arts/Visual Arts/Foreign Language – Mike Verhulst
- Special Education - Tina Hess

High School Success Team (Freshman on Track):

- Lynn Addis
- Hailee Wawro
- Donald Zwahlen
- Ann Susee
- Jane Forman
- Jarom Bowles
- Matt Klosterman
- Chelsea Archibald

High School Class Advisors:

- Senior Class Advisor - Kriste York & Matt Klosterman (50/50 split)
- Junior Class Advisor - Susan Baertlein & Amber Schwegman (50/50 split)
- Sophmore Class Advisor - Tori Keller
- Freshman Class Advisor – Donald Zwahlen

Other High School Extended Duty:

- Natural Resources - Head - John Meyer
- Natural Resouces – Assistant – Will Griffin
- Fall Play – Head – Susan Baertlein
- Fall Play – Assistant – Ann Susee
- Winter Play – Head – Susan Baertlein & Ann Susee (50/50 split)
- Musical – Head – Ann Susee
- Musical – Assistant – Susan Baertlein
- Activity Coordinator/ASB – Hailee Wawro
- FBLA – Mike Verhulst
- Music – Vocal – Jacob Brien
- Music – Instrumental – Sutter Cummings
- Pro Culinary Arts – Chelsea Archibald
- Yearbook/Seabreeze – Kriste York
- Pacifica Project Coordinator – Kriste York & Matt Klosterman (50/50 split)

Middle School Extended Duty:

- Activity Coordinator/ASB – Hailee Wawro
- 6th Grade Team Leader – Erin Thompson
- 7th Grade Team Leader – Angie Bice
- 8th Grade Team Leader – Karma Herd
- Electives Team Leader – Patrick Dehler

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

August 19th, 2026

Jeff Roberts, Superintendent
Seaside School District
2600 Spruce Dr. Suite 100
Seaside, OR 97138

Dear Supt. Roberts:

I would like to recommend the following people for Seaside School district Athletic positions for the 2026-2027 school year.

Evan Yokoyama- HS Strength and Conditioning Coach (Fall)
Austin Wells- HS Strength and Conditioning Volunteer

Sincerely,

Wendy Crozier
Principal

Chad Clouse
Athletic Director

PSW

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

August 20th, 2026

Jeff Roberts, Superintendent
Seaside School District
2600 Spruce Dr. Suite 100
Seaside, OR 97138

Dear Supt. Roberts:

I would like to recommend the following people for Seaside School district Athletic positions for the 2026-2027 school year.

Shane Maher- HS Girls Basketball Volunteer

Sincerely,

Wendy Crozier
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

August 31st, 2026

Jeff Roberts, Superintendent
Seaside School District
2600 Spruce Dr. Suite 100
Seaside, OR 97138

Dear Supt. Roberts:

I would like to recommend the following people for Seaside School district Athletic positions for the 2026-2027 school year.

Bryan Scott- HS Football Assistant Coach

Sincerely,

Jason Boyd
Associate 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

August 24th, 2026

Jeff Roberts, Superintendent
Seaside School District
2600 Spruce Dr. Suite 100
Seaside, OR 97138

Dear Supt. Roberts:

I would like to recommend the following people for Seaside School district Athletic positions for the 2026-2027 school year.

Katie Ethridge- MS Volleyball Assistant Coach
Hailee Wawro- MS Volleyball Head Coach- Transfer from MS Volleyball Assistant Coach

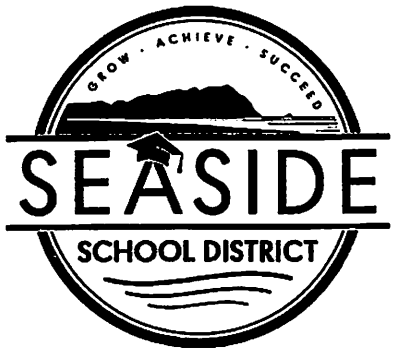
Sincerely,

Wendy Crozier
Principal

Chad Clouse
Athletic Director

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Chuck Mattocks
Coral Sadler
Brian Taylor

MEMO

TO: Athletic Department, Wendy Crozier

FROM: Jeff Roberts, Superintendent

DATE: August 18, 2026

SUBJECT: Coaching Recommendation

I have approved the recommendation of Secondary Principal Wendy Crozier and Athletic Director Chad Clouse for the following coaches for the 2026-2027 school year.

Seaside High School:

- Adam Israel – Football – Assistant Coach (previously approved as volunteer coach)

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SEASIDE SCHOOL DISTRICT

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Chuck Mattocks
Coral Sadler
Brian Taylor

MEMO

TO: Athletic Department, Wendy Crozier

FROM: Jeff Roberts, Superintendent

DATE: August 17, 2026

SUBJECT: Coaching Recommendation

I have approved the recommendation of Secondary Principal Wendy Crozier and Athletic Director Chad Clouse to appoint the following coach for the 2026-2027 school year.

Seaside Middle School:

- Kierra Millhouse – Volleyball – Assistant Coach

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

September 3rd, 2026

Jeff Roberts, Superintendent
Seaside School District
2600 Spruce Dr. Suite 100
Seaside, OR 97138

Dear Supt. Roberts:

I would like to recommend the following people for Seaside School district Athletic positions for the 2026-2027 school year.

Ashley Nelson- Extra Duty

Sincerely,

Jason Boyd
Associate Principal

Chad Clouse
Athletic Director

SEASIDE HIGH SCHOOL
SEASIDE MIDDLE SCHOOL
GROW, ACHIEVE, SUCCEED

WENDY CROZIER, PRINCIPAL
JASON BOYD, ASSOCIATE PRINCIPAL
KAROLINA GAGE, ASSISTANT PRINCIPAL
SHELBY GAGNON, ASSISTANT PRINCIPAL
CHAD CLOUSE, ATHLETIC DIRECTOR

September 10th, 2026

Jeff Roberts, Superintendent
Seaside School District
2600 Spruce Dr., Suite 100
Seaside, OR 97138

Dear Supt Roberts:

I would like to recommend the following people for the extracurricular/stipend positions listed below for the 2026-27 school year.

HS:
Robotics Coach: Andrew Gooch
Robotics Volunteer: Greg Dotson
Robotics Volunteer: Dani Nelson

MS:
MS Yearbook: Sherry Wood

Sincerely,

Wendy Crozier
Secondary Principal

OSBA Model Sample Policy

Code: KNA
Adopted:

Immigration Enforcement on District Property

{House Bill 4079 (2026) requires districts to "adopt a policy for providing notice when a federal immigration authority is confirmed to have entered school property for immigration enforcement." This policy must be "consistent with applicable model policies published by the Attorney General as provided by ORS 180.810."}

The district complies with state and federal law, including Oregon Revised Statute (ORS) 180.805 and ORS 181.826, and this policy and accompanying administrative regulations KNA-AR(1) – Interactions with Immigration Enforcement and KNA-AR(2) – Federal Immigration Enforcement Request Log when responding to requests from federal immigration authorities regarding immigration enforcement. ~~[~~Absent a judicially authorized subpoena, warrant or court order, district staff must not allow federal immigration authorities access to the district's records or facilities not open to the public for the purposes of immigration enforcement and must verify the validity of any subpoena, warrant or court order involving immigration enforcement presented to them by federal immigration authorities to ensure it is judicially authorized. Examples of judicial and administrative warrants and subpoenas can be found in the Oregon Attorney General's Model Public School Policies.[1] The superintendent or designee must review and approve any response to a request involving immigration enforcement. The district will provide ongoing training to designated staff to ensure compliance with this policy.~~]~~

This policy will be made available in the student handbook and on the district's website[2]. ~~[The district will ensure a copy of the Oregon Attorney General's Model Public School Policies[3] and this policy and accompanying administrative regulations are provided to staff.]~~

Designation of Primary Point of Contact

The ~~[~~Superintendent ~~position{[4]}]~~ is the primary point of contact for coordinating interactions with federal immigration authorities occurring in the district ("immigration liaison"{[5]}). The ~~[~~Director of Special Services~~alternate position]~~ shall serve as an alternative point of contact during the immigration liaison's absence or unavailability ("alternate immigration liaison").

The immigration liaison's responsibilities include:

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

[2] Must be provided in culturally appropriate languages that are used to communicate effectively with parents and guardians of students in the district, as determined by the Board. {The district is encouraged to evaluate language needs in the district in order to effectively communicate with all parents and guardians.}

~~[3] https://www.doj.state.or.us/wp-content/uploads/2026/06/Attorney-Generals-Model-Public-School-Policies-in-Compliance-with-SB-1538.pdf~~

~~[4] {House Bill 4079 (2026) requires the policy to "identify at least one administrator" for this purpose. The Board should consider whether a single administrator is sufficient for the district, or whether multiple administrators should be designated.}~~

[5] {The district can choose any title to use for this individual and should use it throughout this policy.}

PROPOSED

1. Serving as the district's representative during encounters with federal immigration authorities;

2. Confirming when federal immigration authorities have entered school property for immigration enforcement purposes;

3. Ensuring federal immigration authorities engaging in enforcement activities at the district have notice of relevant district policies: JO/IGBAB – Education Records/Records of Students with Disabilities, JOA – Directory Information, JOB – Personally Identifiable Information and this policy;

4. Assisting staff in performing their duties in response to immigration enforcement efforts, including ensuring compliance with all district policies and procedures related to interactions with federal immigration authorities and immigration enforcement efforts;

5. Reviewing and responding to requests from federal immigration authorities, in coordination with, and under the direction of, the superintendent or designee;

6. Facilitating the district's compliance with lawful immigration enforcement efforts in a manner that does not unnecessarily disrupt the school environment or invade the privacy of students, staff, or volunteers;

7. Providing notice as required in this policy when a federal immigration authority has been confirmed to have entered school property for immigration enforcement.

Required Notice

When a federal immigration authority is reported to have entered school property for the purpose of immigration enforcement the immigration liaison shall confirm whether federal immigration authorities have entered school property for immigration enforcement and when confirmed, shall provide notice as follows:

1. Notice must be provided to:

    a. Students who attend the school where the federal immigration authority is confirmed to be on school property for immigration enforcement and who are in grades ~~[~~6~~7]~~ and above;
    b. Parents or guardians of students attending the school where the federal immigration authority is confirmed to be on school property for immigration enforcement;
    c. Staff of the school where the federal immigration authority is confirmed to be on school property for immigration enforcement; and
    d. Community-based service providers that have requested to receive notice when a federal immigration authority is confirmed to be on school property for immigration enforcement. Community-based service providers can request to receive such notifications by contacting ~~[~~the school~~immigration liaison at the~~ district office~~]~~.

2. Notice must include:

    a. The general location of the federal immigration authority; and
    b. Whether classes or school operations were affected by the presence of the federal immigration authority. ~~[{~~Districts may include resources available to those impacted by immigration enforcement actions.~~}]~~

3. Notice must not disclose:

a. Personally identifiable information;
b. Other information that may not be legally disclosed; or
c. Other information when the disclosure may threaten the health or safety of students or staff of the district or is prohibited by a court order.

The required notice will be provided as expediently as possible using ~~[insert communication methods the district will use]~~ ~~[~~existing methods used for providing electronic communications~~]~~.

Unless otherwise prohibited by law or court order, the district will make reasonable efforts to provide notice to a student, or to the parent of guardian of a student, when the district has provided information related to the student to a federal immigration authority.

~~[~~**Confidentiality of School Records**

Except when required by a judicially authorized warrant, subpoena, or order, Oregon law prohibits the district from disclosing protected information to federal immigration authorities for the purpose of enforcing federal immigration laws. Protected information includes information relating to a person's:

1. Address;
2. Workplace or hours of work;
3. School or school hours;
4. Contact information, including telephone number, electronic mail address or social media account information;
5. Known associates or relatives; and
6. Date, time or location of the person's hearings, proceedings or appointments with a public body that are not matters of public record.

Oregon law also prohibits sharing any of the above information about a person's relatives or known associates with federal authorities for immigration enforcement purposes.

Oregon law generally prohibits the district from sharing or disclosing citizenship or immigration status or country of birth information[6] that the district collects, unless one of the following exceptions applies:

1. The disclosure is required by state or federal law (other than federal immigration law);
2. The disclosure is required by a judicially authorized warrant, order, or subpoena;
3. The information being shared with a person concerns only that person or their dependents; or

[6] Citizenship or immigration status or country of birth information is any information concerning:
1. Where a person was born; or
2. Whether a person is a citizen of the United States; or
3. Whether a person has lawful authority to be present in the United States.

4. The information is aggregated and not personally identifiable.

In addition to the prohibitions described above, federal and state laws make records and information related to students confidential and permit disclosure only in limited circumstances. The district's policies with respect to student records can be found in Board policies JO/IGBAB – Education Records/Records of Students with Disabilities, JOA – Directory Information and JOB – Personally Identifiable Information. To ensure compliance with applicable federal and state law, the district's staff shall not disclose any school records or information to federal immigration authorities except as provided in these policies.

Staff must also maintain the confidentiality of school records and other information about students, staff, and volunteers when communicating with other students, parents, or community members about immigration enforcement activities involving students, staff, or volunteers of the district or occurring on district property. Staff should direct anyone with questions about immigration enforcement activities occurring on district property to the immigration liaison.~~]~~

Training

The district will provide the immigration liaison and alternate immigration liaison with training as follows:

1. The training must include information on the requirements of House Bill 4079 (2026), any applicable model policies published by the Attorney General, and this policy; and

2. The training must be provided at the time of designation and at least once every two years thereafter.

~~[{[7]}Upon the adoption of this policy and not less than once every two years thereafter, the district will provide training to all current district staff of one hour or more regarding federal and state laws, and the district's policies, relating to interacting with federal immigration authorities and responding to immigration enforcement efforts. The district will provide the required training to all new staff within 30 days of beginning employment.]~~

END OF POLICY

Legal Reference(s):

ORS 180.810
ORS 180.805
ORS 181.826
OAR 581-021-0371

~~[7] {This language is included in the Attorney General's *K12 School Model Policy*. House Bill (HB) 4079 (2026) requires that districts adopt policies that are "consistent with applicable model policies published by the Attorney General as provided by ORS 180.810."}~~

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).
Oregon Attorney General's *K12 School Model Policy*
Senate Bill 1538 (2026).
Senate Bill 1594 (2026).
House Bill 4079 (2026).

PROPOSED

Seaside High/Middle School
Grow, Achieve, Succeed!

JEFF ROBERTS, PRINCIPAL
JASON BOYD, ASSISTANT PRINCIPAL
WENDY CROZIER, ASSISTANT PRINCIPAL
AARON TANABE, ATHLETIC DIRECTOR

August 14th, 2026

Dear Supt. Roberts, OK 2/19/26

We would like to continue our Swim Co-Op with Warrenton High School for the 2026-27 school year.

Sincerely,

Chad Clouse
Athletic Director

Wendy Crozier
Principal

Seaside Secondary School Board Report
September 2026
Interim Secondary Principal: Wendy Crozier

📊 Enrollment at a Glance
As of September 8, 2026

Middle School (6–8): 330
- 6th - 108
- 7th - 106
- 8th - 116

High School (9–12): 474
- 9th - 107
- 10th - 123
- 11th- 125
- 12th - 119

Total Seaside Secondary: 804

Attendance Rates as of September 8th:
- MS: 88%
    - 12% Chronic Absenteeism
- HS: 69%
    - 31%

School News & Information:
Seaside Secondary Newsletter
School Events Calendar

📅 Upcoming Events
- **Homecoming Week** — September 14–19
- **Three Course Challenge Cross Country Meet** — September 26, Camp Rilea
- **Fall Conferences** — October 8–9

🌱 Highlights
A Strong Start: Grow • Achieve • Succeed
We are off to a strong start at Seaside Secondary! It has been wonderful to have students back and to see our classrooms, hallways, athletic fields, clubs, and activities filled with energy again. Grow • Achieve • Succeed continues to guide our work, with Known • Challenged • Empowered describing the experience we want every student to have each day.

A huge thank you to our staff for the care, flexibility, teamwork, and energy they have brought to the opening of school. Their commitment to students and to one another has made a tremendous difference in creating such a positive start to the year.

🤝 **One Community, One School**
Our One Community, One School Back-to-School Kickoff is a wonderful opportunity to bring students, families, staff, and community members together to celebrate the beginning of the school year. We are incredibly grateful to our community partners, volunteers, organizations, and staff members who gave their time and support to make this event possible.Events like this are a reminder that supporting our students is truly a community effort. Thank you to everyone who helped welcome our families and celebrate the start of another year together.

🎯 **Seminar: Skills for School, Career & Life**
We are excited about our 6–12 Seminar program, which takes place during first period each day. Seminar provides intentional time for students to build relationships while developing skills that support success in school and beyond.

Across grade levels, students engage in age-appropriate learning focused on life skills, organization and goal setting, social-emotional learning, wellness, and college and career readiness. As students progress toward graduation, Seminar increasingly supports preparation for college, careers, trades, the workforce, and life after high school.

📚 **Teaching & Learning: Known • Challenged • Empowered**
Our Framework for Teaching & Learning connects strong relationships with strong instructional practices and supports our district commitment to Grow • Achieve • Succeed.

Our first instructional cycle emphasizes **relationships and engagement**. We want students to experience classrooms where they are:

- **KNOWN** — connected to adults and peers who know them as individuals
- **CHALLENGED** — engaged in meaningful, rigorous learning
- **EMPOWERED** — developing confidence, agency, and ownership of their learning

This foundation will continue to guide our instructional work throughout the year.

🏫 **Attendance Matters**
Attendance is a major student success priority for us this year. Being at school consistently is foundational to academic growth, relationships, belonging, and ultimately graduation and postsecondary success.

Our Student Success Teams are paying particular attention to students whose attendance falls between **80–90%**, allowing us to connect with students and families early and provide support before attendance becomes a larger concern. Teachers are also intentionally connecting with students about attendance and reinforcing a simple message: **Every Day Matters.**

🎭🏃 **Student Life Is in Full Swing**
There are many ways for students to find their place at Seaside Secondary. Fall sports are in full swing, and our student-athletes and coaches are representing Seaside with commitment, energy, and school pride.
Our Drama program is busy preparing for the fall play, and student clubs are getting underway. Homecoming Week will bring even more opportunities for leadership, traditions, school spirit, and connection.

Whether students find their place through athletics, performing arts, leadership, clubs, or another activity, our goal is for every student to have an opportunity to connect, contribute, and belong.

❤️ **Staff Wellness & Connection**
We are excited for our first **districtwide Wellness & Connection Event on September 22**, at Fultanos, when staff from across the district will come together for **bowling and pizza**.This is an opportunity to have some fun, connect outside of our daily routines, and continue strengthening relationships across our district. Taking care of the people who support our students every day is an important part of building a strong school community and we appreciate your support in continuing our Wellness Program.

📰 **Other News**

- Homecoming Week is September 14–19, with a full week of student activities, traditions, school spirit, and opportunities to celebrate our school community.

- Our cross country athletes will compete in the Three Course Challenge Cross Country Meet on Saturday, September 26 at Camp Rilea.

- Fall Conferences are right around the corner on October 8–9. Conferences provide an important opportunity to strengthen our partnership with families, celebrate student growth, identify areas for support, and ensure students are on track for a successful fall trimester.

- We are excited about the energy we are seeing across our campus—from classrooms and Seminar to athletics, Drama, clubs, and student leadership as we continue working together to help every student Grow • Achieve • Succeed.

Director's Report
MaryEllen Rogozinski
September 2026

Enrollment: 37 Students, 20 - K/1/2 & 17 - 3/4/5

New Floors and Wall

The new hallway floors are DONE and absolutely beautiful! We are so grateful to the City of Cannon Beach and Randall Lee's Flooring for the upgrade.

BEFORE



AFTER



In July, the Cannon Beach City Council awarded us a Community Grant to help pay for building a permanent wall in between the 3/4/5 classroom and the cafeteria. Already the sound barrier between those two spaces is incredible and offers additional usable space for learning during the school day. A big thank you to Vista Homes Construction for doing an incredible job and working around our school day schedule. The project should be complete by next week.

BEFORE



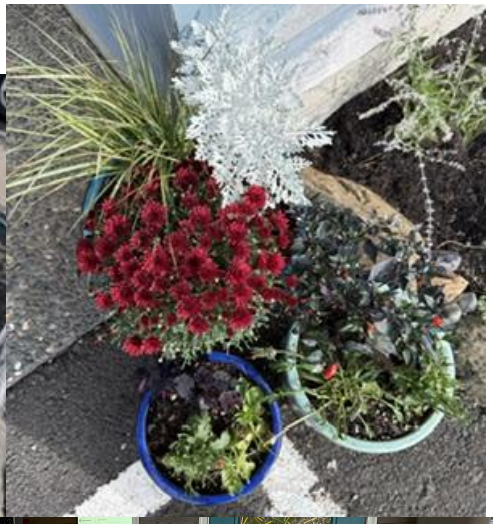
GETTING CLOSE...



New 2026/27 School Year

On Friday, August 28th, we had a work party to get ready for the new school year. New bark chips were spread on the playground, weeds were pulled on school grounds, and garden beds were cleaned up. We even had a parent volunteer wash all of our windows and skylights! Our Open House on Monday, August 31st was well attended as kids brought in their school supplies and met their teachers. The kids came bouncing through the doors on the first day of school excited and eager to see what the day would bring. We're delighted to welcome 12 new students to CBA—what a wonderful way to begin our 10th year!













Upcoming Events

September 8 - 2nd Annual 3/4/5 Field Trip to CB Farmer's Market

September 10 - Emergency Chef Challenge (50% of the proceeds go to CBA)

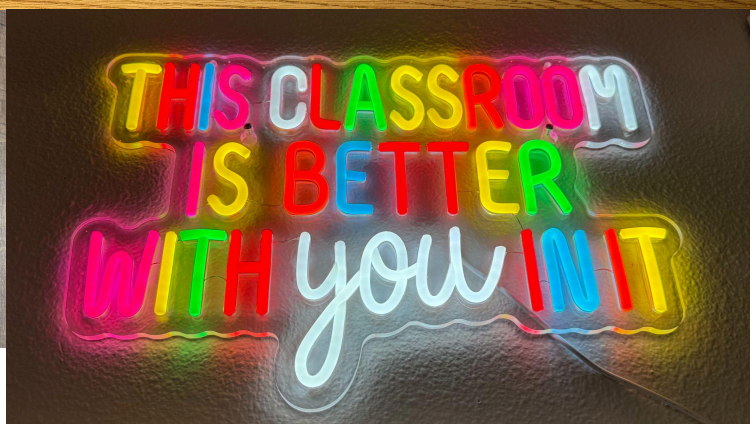
September 12 - PTO Popsicle Stand at the Cottage Tours

September 14 - After School Clubs Begin

September 23 - Picture Day







SCHOOL BOARD REPORT
Pacific Ridge Elementary School

Month: September 2026

Enrollment: 539

- Weekly Family Newsletter
    - Principal's Update 08/28/26
- School events calendar *PacRidge website calendar

Upcoming Events:

- September 14th-18th, The Dental Foundation of Oregon's mobile dental van, the Tooth Taxi, whose mission is to improve oral health for Oregon's children, is at our school this week to continue treatment on students who signed up last May
- Thursday, September 24th, Picture Retake Day
- Tuesday, October 13th, 6-7 PM, Parent Teacher Organization (PTO) Meeting in PacRidge Library
- Thursday, October 15th & Friday October 16th, Parent Teacher Conferences in person & Scholastic Book Fair in PacRidge Library

Highlights:

- Our Open House was the Thursday prior to school starting and was very well attended by our students and families. Students and families were excited to meet their teacher, visit the classroom and drop off supplies.
- Students are working hard to complete their iReady Inform & Benchmark assessments this month and will be starting our WIN (What I Need) programming on September 24th for 1st-5th graders. Kindergarten will begin to walk to WIN groups in October.
- We currently have 2 high school cadet teachers working at PacRidge daily. It's great to have extra help in our classrooms. Our students look up to the cadet teachers as role models, and everyone (teachers & cadets & students) are really enjoying the program. It's nice to be so close to both campuses so we can provide this opportunity.
- The Food 4 Kids program, which provides food bags to families in need each Friday, will start this month.
- SMART, or Start Making a Reader Today, volunteer program will begin in October. Last year we had 14 dedicated volunteers reading to students weekly and we're hopeful for even more this year. Want to volunteer? Go to Smartreading.org to volunteer or donate.

Other News:

- We're still working to hire two more special education instructional assistants and a custodian to be fully staffed with our classified employees.

SCHOOL BOARD REPORT
Seaside Education Association

Date: September 8, 2026
Prepared by: Becky Seybold

1. Association Updates – Briefly share significant activities since the last Board report.
Nothing new to report right now.

We paused our payroll grievance for the next couple months to give our new payroll specialist a chance to rectify some of the errors that we were having last year. We appreciate the district's willingness to work with us on this!

2. Celebrations and Recognition – Recognize positive accomplishments of staff, students, programs, or the District.

We had a successful new hire presentation and all new certified new hires joined the union!

3. Current Priorities and Areas of Focus – Identify broad areas currently important to the association.

Our current area of focus (other than the payroll grievance) is preparing for bargaining. The SEA team will meet in a couple of weeks to start that process.

4. Districtwide Observations – Provide constructive observations regarding issues affecting employees and students.

What is working well:
- Communication at the secondary level, especially with all the changes with admin.
- Transparency from the district office (example - August payroll issues)

Opportunities for continued attention:
- None at this time

5. Upcoming Activities
Share upcoming events or priorities.

- Planning for bargaining

OSBA Model Sample Administrative Regulation

Code: KNA-AR(1)
Revised/Reviewed:

Interactions with Immigration Enforcement

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

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

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

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

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

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

PROPOSED

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

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

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

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

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

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

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

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

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

designee should immediately consult legal counsel or a statewide or regional education organization.

3. Approval of Response by Superintendent

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

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

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

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

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

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

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

4. [School-Sponsored Events

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

5. [School Transportation/Buses

PROPOSED

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

~~6. [Volunteers~~

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

PROPOSED

OSBA Model Sample Administrative Regulation

Code: KNA-AR(2)
Revised/Reviewed:

Federal Immigration Enforcement Request Log

School site: _____

Person Receiving Request: _____ Title: _____

1. Requesting Officer Information

   Officer name: _____ Badge #: _____

   Agency: _____

   Contact information: _____

2. Number of officers present: _____

3. Time, date and location of request: _____

4. Nature of the request:

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

5. Source of Authority for the request

   Authority cited by officer(s):

   ☐ Administrative Warrant
   ☐ Administrative Subpoena
   ☐ Judicial Warrant
   ☐ Judicial Subpoena
   ☐ Court Order
   ☐ Other Authority (describe): _____

   Document Presented? ☐ Yes ☐ No

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

   Copy obtained? ☐ Yes ☐ No

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

Superintendent or Designee Review and Approval

PROPOSED

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

Review Conducted By:

☐ Superintendent ☐ Superintendent's Designee

Name: _____

Title: _____

Date and Time of Review: _____

Response Authorized:

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

Witnesses Present

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

How the Encounter Concluded

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

PROPOSED

Detailed summary of outcome:

Additional notes:

Follow-Up Actions

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

Completed By: _____ (print name)

Title: _____

Signature: _____

Date: _____

Time Completed: _____

PROPOSED