

Pleasant Hill School District Student Enrollment - Comparison 2023-24 to 2024-25



September		October		November		December		January	
24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24
961	997	0	991	0	980	0	1007	0	970

	September		October		November		December		January	
	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24
KG	58	60		61		60		61		60
1	59	76		77		76		78		75
2	70	80		80		81		82		79
3	77	72		72		72		73		74
4	72	85		85		82		84		81
5	82	78		78		77		79		74
6	84	73		72		72		72		72
7	77	70		69		71		74		70
8	71	66		67		67		69		66
9	75	80		81		80		80		78
10	81	80		79		77		80		77
11	78	82		80		78		84		78
12	77	95		90		87		91		86

February		March		April		May		June	
24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24
0	967	0	963	0	964	0	960	0	958

	February		March		April		May		June	
	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24
KG		59		60		59		58		58
1		75		75		75		75		75
2		79		79		79		78		78
3		73		74		74		74		74
4		80		80		81		80		79
5		75		74		75		75		74
6		72		72		72		72		72
7		71		69		68		68		68
8		67		66		66		65		65
9		78		78		77		77		77
10		75		75		76		76		76
11		77		77		78		78		78
12		86		84		84		84		84

**Pleasant Hill School District
 Student Enrollment - Quarterly Comparisons to past years
 Quarter 1 - September 30**



	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
KG	58	61	49	64	62	78	73	61	71	76	60	58
1	68	65	73	55	67	63	81	84	60	78	76	59
2	72	73	72	72	64	66	66	82	74	71	80	70
3	56	70	79	75	73	67	73	70	78	83	72	77
4	73	61	76	79	75	75	74	82	63	81	85	72
5	66	78	63	85	80	77	79	71	67	71	77	82
6	86	66	79	70	92	85	77	75	61	76	74	84
7	77	88	73	86	73	98	86	73	87	57	69	77
8	72	77	93	78	81	81	95	77	70	83	66	71
9	79	79	78	98	81	88	81	95	84	82	78	75
10	89	86	83	82	89	85	82	70	98	84	80	81
11	63	84	83	82	84	85	83	72	73	101	80	78
12	55	68	82	81	81	78	84	63	80	63	95	77
Total	914	956	983	1007	1002	1026	1034	975	966	1006	992	961
PHES	479	474	491	430	421	426	446	450	413	460	450	418
PHMS	149	165	166	234	246	264	258	225	218	216	209	232
PHHS	286	317	326	343	335	336	330	300	335	330	333	311

*PHES Grades K-5 beginning 2016-17 School Year

*PHHS Grades 6 beginning 2016-17 School Year



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Commitment, Excellence, Community

**PLEASANT HILL SCHOOL DISTRICT NO. 1
SCHOOL BOARD MEETING MINUTES**

Monday, September 9, 2024; 7:00 p.m.; Pleasant Hill Community Center

1. CALL TO ORDER

Board Chair Stephen Hammond called the September 9, 2024 board meeting to order at 7:00 p.m. with the Pledge of Allegiance. Board members present were Vice Chair Drew Gottfried, John Oldham, Rusty Rexius and Jennifer Woodland. Others present were Superintendent Jim Crist, Business Manager Sheri Longobardo, Special Education Director Whitney Connolly, Elementary School Principal Brenna Fairchild, Middle/High School Principal Chris Reiersgaard, Middle School Assistant Principal Caleb Salmond and Board Secretary Kimberly Silbernagel.

Drew Gottfried read the mission statement.

2. CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions to the agenda.

3. INTRODUCTIONS AND ATTENDANCE

Audience included Laurie Monteith, parent and A. Loose, student.

4. PUBLIC FORUM

- Laurie Monteith addressed the board about no backpacks being allowed in the classroom at the middle school and lack of communication from the administration.

5. ACTION ITEMS

5.1 Consent Agenda

- 5.101 August 19, 2024 Board Charge Meeting Minutes (Exhibit 2425.19)
- 5.102 August 19, 2024 Board Meeting Minutes (Exhibit 2425.20)
- 5.103 Accept 2022-23 EL Legislature Report (Exhibit 2425.21)
- 5.104 Accept Board/Superintendent Operating Agreement 2024-25 (Exhibit 2425.22)

Jennifer Woodland moved to approve 5.1 Consent Agenda. Drew Gottfried seconded the motion. The motion passed 4-0. John Oldham abstained from voting.

5.2 Accept Turf Replacement and Track Resurfacing Proposals (Exhibit 2425.23)

Superintendent Crist presented the proposals to the board.

Rusty Rexius moved to approve 5.2 Turf Replacement and Track Resurfacing Proposal. Drew Gottfried seconded the motion. The motion passed 4-1. John Oldham voted opposed.

5.3 Accept Financial Report – 4th Quarter (Exhibit 2425.24)

Business Manager Sheri Longobardo presented her report to the board.

Jennifer Woodland moved to approve 5.3 Financial Report – 4th Quarter. Rusty Rexius seconded the motion. The motion passed unanimously.

6. BOARD DISCUSSION

6.1 Board Goal Development (Exhibit 2425.25)

The board will use the scheduled work session on September 23 for goal development.

6.101 Review Board Policy DFA – Investment of Funds (Exhibit 2425.26)

Superintendent Crist reviewed Policy DFA with the board.

6.2 September 23, 2024 Work Session Development

The Portrait of a Graduate work session will not happen on September 23. It will be rescheduled later.

6.3 Superintendent Goals, Evaluation Process, Standards, Forms, Timelines (to be formally approved during October Board Meeting) (Exhibit 2425.27)

Superintendent Crist discussed the timeline of the evaluation process and his goals for the year.

7. REPORTS AND INFORMATION

7.1 Elementary School Report (Exhibit 2425.28)

Elementary School Principal Brenna Fairchild presented her report to the board. Enrollment is 427 students.

The 2023-24 state data showed increases in regular attendance, English language arts, mathematics and science scores.

The elementary building has three goals this year. They are focusing on building relationships with families, increasing attendance with a specific focus on tardies and increasing overall literacy achievement scores.

On September 27, 2024 the elementary school will host their annual jog-a-thon.

7.2 Middle School Report (Exhibit 2425.29)

Middle School Assistant Principal Caleb Salmond shared his report with the board. Enrollment is 234 students.

The 2023-24 state data showed increases in regular attendance, mathematics and science scores. There was a decrease in English language arts scores.

The building focuses this year are increasing attendance with a specific focus on tardies and introducing new attendance incentives. The administrative team goals for the year are accessibility, availability and approachability.

Fall sports are off to a great start. There are 32 students registered for football, 19 for cross country and 24 for volleyball. The 6th grade only first day was a success with the WEBB (Where Every Billie Belongs) program.

7.3 High School Report (Exhibit 2425.30)

Middle/High School Principal Chris Reiersgaard delivered his report to the board. Enrollment is 319 students.

The 2023-24 state data showed increased in regular attendance, mathematics, and science scores. English language arts scores stayed the same as the previous year.

The high school building and administrative goals are the same as the middle school.

Fall sports are off to a great start. Volleyball is ranked #1 in the state. Freshman only day was a success. Students participated in a pep assembly, focus group rotations and an abbreviated day of their classes. Seniors had their traditional first last day breakfast.

7.4 Superintendent Report

Superintendent Crist recapped the back to school event that was held August 29. The food trucks were busy, boosters sold 20 memberships and the crowd enjoyed all the activities including the face painter and inflatables.

The AG building is open for classes. Desk still need to be assembled but the classes are enjoying their new space. Three students are participating in Hope Factory this year.

This program allows students to get real world experience working alongside industry professionals, high school and college credits and a BOLI pre-apprenticeship certificate.

The track and turf prospective was sent out in the district newsletter. Some small donations have already come in.

The OSBA (Oregon School Boards Association) annual convention is November 7-9. Any board member that would like to attend should let Superintendent Crist know.

8. BOARD COMMUNICATION

8.1 Lane OSBA Regional Meeting (October 15, 2024; 6:00-8:00 p.m.; Lane ESD)

Stephen Hammond will attend with Superintendent Crist. Any other board members that would like to attend should let Mr. Crist know.

9. OTHER BUSINESS

There was no other business.

10. NEXT MEETING

- Board Work Session – September 23, 2024; 5:30 p.m.; Pleasant Hill Community Center
- Board Meeting – October 7, 2024; 7:00 p.m.; Pleasant Hill Community Center

11. ADJOURNMENT – 8:15 p.m.

Signed: _____, this _____ day of _____, 2024
Stephen Hammond, Board Chair



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Commitment, Excellence, Community

**PLEASANT HILL SCHOOL DISTRICT NO. 1
 SCHOOL BOARD WORK SESSION MINUTES**

Monday, September 23, 2024; 5:30 p.m.; Pleasant Hill Community Center

1. CALL TO ORDER

Board Chair Stephen Hammond called the September 23, 2024 board work session to order at 5:36 p.m. with the Pledge of Allegiance. Board members present were Vice Chair Drew Gottfried, Rusty Rexius and Jennifer Woodland. Others present were Superintendent Jim Crist, Elementary Principal Brenna Fairchild, Special Education Director Whitney Connolly, Middle/High Principal Chris Reiersgaard and Board Secretary Kimberly Silbernagel.

Stephen Hammond read the mission statement.

2. DEVELOP BOARD GOALS

2.1 Develop annual (2024-25) board goal(s) from the list below utilizing the attached protocol (Exhibit 2425.31)

Superintendent Crist led the board through the protocol for the board to narrow down their goal(s) from the following list to one or two actionable goals with a timeline.

- Assessment Data
- Endowment Development
- Increase visibility and presence at school/community events
- Increase presence with Pleasant Hill Education Foundation (PHEF), Booster Club and PTO
- Follow up with students from the Equity Work Session
- Conduct culture and climate survey
- Other

Superintendent Crist and the board discussed the goal ideas and the pros and cons of each. There was discussion about the kinds of assessment data the board would like to review. Examples include DIBELS, easyCBM and OSAS assessments or creating new assessments for the district. DIBELS assessments are given three times a year and the board would be able to review current school year scores where OSAS scores would be from the previous school year and only for students who took the exams. Pleasant Hill has a high number of students who opt out of taking the exams. The board needs to determine what data they are looking for and the purpose of that data will be.

A discussion was held about creating an endowment fund for the district. In essence it will come down to the board interpretation of how readily available the funds in the endowment would be. For example, would funds in a six-month CD be considered readily available or would they not be considered readily available because they are locked up for six months. More information and discussion are still needed for this decision to be made.

The board talked about being more present with the groups associated with the schools and what that would look like. A possible way for them to get involved would be to attend meetings for each group and report back to the board. The board would have to decided how they would like to assign the responsibilities.

The topic of the culture and climate survey could be revisited with the formation of the District Equity Committee. The board agrees that it is important to follow up with the students who participated in the Equity Work Session.

After discussion the board ranked the goals from highest priority to lowest priority on a paper ballot. Board Chair Hammond tallied the votes and presented the findings to the board. Priority ranking was assessment data, increase visibility and presence at school/community events, follow up with students from Equity Work Session, increase presence with Pleasant Hill Education Foundation, Booster Club and PTO. Conduct culture and climate survey and endowment development were tied for lowest priority.

Although assessment data had the highest priority the board decided that they are unsure of what data they would like to evaluate. They need more concrete examples so they can have discussion about the pros and cons and potential challenges and how they align with the goals of the district. Superintendent Crist will search for examples. The board will use upcoming work sessions to learn more and decide on what data they would like to review.

The second highest priority was to increase visibility and presence at school/community events which can be combined with increasing their presence with Pleasant Hill groups such as PHEF, Boosters and PTO. This could include inviting these groups to board meetings and attending their meetings. They could invite the different groups to attend a meeting at the beginning, middle and end of the year. The board will decide who will attend each of the different meetings. The board members will report back to the board about the meeting they attended during the board communication part of board meeting.

Opportunities that are available to the board to increase their presence with Pleasant Hill groups this year include the School Heath Advisory Committee (SHAC), Elementary PTO, High School Boosters, Pleasant Hill Education Foundation, Pleasant Hill Improvement Plan (PHIP) and Oregon School Employees Association (OSEA) negotiations.

The board will vote to approve their goal(s) for the 2024-25 school year at the October 7, 2024 board meeting.

3. NEXT MEETING

- Board Meeting – October 7, 2024; 7:00 p.m.; Pleasant Hill Community Center

4. ADJOURNMENT – 7:31 p.m.

Signed: _____, this _____ day of _____, 2024
Stephen Hammond, Board Chair

Date: October 7, 2024

Resolution: 2425.36

Alternative Education Program Approval

Relevant Data:

In accordance with ORS 336.631(3) and Board Policy IGBHA, the district must annually evaluate and approve each alternative education program it operates, participates in or contracts with to provide services to students. During 2024-25 Pleasant Hill School District #1 will, with board approval, contract with programs to provide educational services to district students.

The programs have been evaluated on several criteria. The primary factors were the type of service provided, the age, and number of students enrolled and maintained in the program, the ability of the program to address the educational and other pre-identified needs of the students enrolled. The Special Programs Department, in conjunction with other districts in Lane County, evaluates each alternative program utilizing the Alternative Education Programs Toolkit for annual Program Approval (OAR 581-022-1350).

Participation in the Oregon State Assessment is required of all alternative providers under ORS 336.637, so continuation of contract with programs is dependent upon compliance with the required assessment of students placed with outside alternative education contractors.

The Special Education Director and Superintendent meet as needed to consider potential placement options in outsided programs. Ongoing evaluation of the options will take place throughout the school year and in conjunction with the consortium of Lane County School Districts as facilitated by LaneESD.

Student needs at the elementary and middle school level for outside placements are facilitated through the Special Education Director and related staff. The Superintendent's office, including building Principals also utilize a team-based approach that is specific to each case.

The following is a brief overview of Pleasant Hill School District's current out-of district alternative education programs:

Out-of-District - Alternative Programs

Bridgeway School - 37770 Upper Camp Creek Road, Springfield, OR 97478. School provides students affected by autism with an individualized, holistic education preparing them to respond within their abilities in our community. The school offers individualized support so students can learn more effectively.

Target Group - 6-18 year old students

Department of Youth Services - Martin Luther King Education Center - 2515 Martin Luther King Boulevard, Eugene, OR 97401. The MLK Ed Center serves secondary students who currently have an active case with Lane County Youth Services. The program is a collaboration between Lane County Youth Services and Lane ESD. MIK offers wrap-around services and support to youth who have experienced multiple interruptions in traditional school placements. Their mission is to provide our students with opportunities to develop skills needed to be successful in school, work, and our community.

Target Group - 12-19 year old students

Looking Glass: Centerpoint - 1790 West 11th, Eugene, OR 97403. Program provides academic and therapeutic services for youth with mental health concerns.

Target Group 11-17 year old students

Looking Glass: Riverfront School & Career Center - 1666 W. 12th, Eugene, OR 97403. Program provides educational assessment, basic skills instruction, GED preparation and completion, completion of a high school diploma, completion of Adult Education Diploma, vocational assessment, career exploration, pre-employment training (paid & non-paid), work experience, hands-on training in electronics, manufacturing, culinary arts, health occupations, natural resources, teen parent program, and special education services. Full day and half day options are available.

Target Group: 11-17 year old students

Recommendation:

It is recommended that the board approve the following private contractors for alternative education services for the 2024-25 academic year.

Bridgeway School
Martin Luther King Education Center

Submitted By:

Whitney Connolly
Director of Special Education

Recommended By:

Jim Crist
Superintendent

Date: October 7, 2024

Resolution: 2425.37

Personnel Action

Relevant Data:

Each month, the Board of Directors may be asked to approve personnel actions related to licensed employees. Tonight, the Board is being asked to approve a status change for the attached employee from **Probationary 3** to **Contract** status.

This change is based on the employee's prior service with PHSD. The individual worked under a **Temporary Contract** for 137 days during the 2021-22 school year, making them eligible for **Probationary 2** status upon being hired full-time in the 2022-23 school year, instead they were hired as **Probationary 1**. After successfully completing at least 135 days in that year, the employee would have been moved to **Probationary 3** status for the 2023-24 school year and should now transition to **Contract Status** for the 2024-25 school year.

If the Board wishes to discuss these recommendations in executive session, as per **ORS 192.660(2)(f) Exempt Public Records**, the employee can be referred to by number, and the recommendation can be withdrawn pending further instruction.

Recommendation:

It is recommended that the Board of Directors approve the personnel action for licensed employees as reflected in this resolution and any addendum presented along with this resolution. Categories include:

- Change in status from Probationary 3 to Contract

Submitted and Recommended By:

Jim Crist
Superintendent

NO	NAME OR EMPLOYEE ID	CURRENT STATUS	FTE	EFFECTIVE DATE	NOTES
ADJUSTMENTS					
1	101897	Contract	1	8/27/2024	Moved forward as P-3 in error
RESIGNATIONS					
1					
RETIREMENTS					

Date: October 7, 2024

Exhibit: 2425.38

Superintendent Evaluation

Relevant Data:

The attached exhibit 2425.38 outlining the Superintendent's goals and evaluation timeline was presented to the PHSD Board of Directors at the September 9, 2024 Regular Board Meeting along with the OSBA/COSA Superintendent Evaluation Workbook that details the Superintendent evaluation process for review and comment.

Recommendation:

It is recommended that the Board of Directors approve the 2024-25 Superintendent goals, timelines and evaluation process as presented in exhibit and reviewed at the September 9, 2024 regular board meeting.

Submitted and Recommended By:

Jim Crist
Superintendent

2024-25 District / Superintendent Goals:

GOAL 1 (Standard 1 and 6)

Board Goal: Positive and supportive culture.

Superintendent Goal: The Superintendent will provide a safe, respectful and welcoming learning environment that fosters a climate of support and respect and instills a sense of community among its students, families and staff.

- Develop School Community document that highlights (Equity Tool, District Mission, Portrait of a Graduate).
- Carry out the formation of the District Equity Committee
- Continue to develop K-12 Comprehensive Counseling Program
- Multi-Tiered Systems of Support (Care / Data Teams)
- Integration of SHAC Committee
- Back to School Community Event for 2024-25 School Year (August 29, 2024)

Evidence:

GOAL 2 (Standard 3, 4, 5, 6)

Board Goal: Aligned Instructional System to Support Student Achievement

Superintendent Goal: The Superintendent will clearly articulate and support academic expectations with an appropriate curriculum that includes content, scope and sequence.

- Carry out Integrated Guidance Plan to support meeting Longitudinal Growth Targets
- Complete Health Curriculum adoption K-12
- Develop Portrait of a Pleasant Hill Graduate
- Utilize ODS Dashboard, DIBELS (K-6), Grade Reports, Mathematics Data and longitudinal targets to ensure data driven response to instruction and tiered student supports

Evidence:

GOAL 3 (Standard 5, 6, 7)

Board Goal: Safe, secure, modern and well-maintained facilities

Superintendent Goal: The Superintendent will work to provide a school environment for staff, teachers, students and families that are inviting, accessible, safe and secure.

- Carry out instructional space plan (i.e., library, CTE Construction) as budgeted.
- Carry out maintenance plans (i.e., HVAC, paint, siding, roof, water pumps, irrigation, fencing, gates, security) as budgeted and Seismic Rehabilitation of Arched Gymnasium.
- Coordinate turf field replacement and track resurfacing project.

- Continue regular Standard Response Protocol training for all students and staff at each school (Lock Out, Lock Down, Shelter In-Place, etc.)

Evidence:

GOAL 4 (Standard 2, 3, 4 and 5)

Board Goal: High Quality Staff

Superintendent Goal: The Superintendent will collaborate with District office and Administrative staff to recruit, develop, support and celebrate high quality educators.

- Increase teacher knowledge around content, pedagogy, and cultural relevance to impact student outcomes via PD
- Provide regular meeting opportunities with PHEA and OSEA specific to contract maintenance
- Negotiate OSEA Collective Bargaining Agreement - (attract and retain high quality staff)

Evidence:

GOAL 5 (Standard 1, 3, 4, 5, 6, 8)

Board Goal: Effective District Governance

Superintendent Goal: Ensure effective District governance through positive productive Board-Superintendent relationships

- Collaborate with the Board to schedule dates/times for OSBA facilitated workshops and training sessions.
- Establish clear understanding of Board/Superintendent protocols.
- Establish regular meeting times with the Board Chair and Vice Chair for reviewing Board Agendas.
- Establish superintendent evaluation process, procedures, timelines and goals.
- Maintain regular communications systems with the Board.

Evidence:

See Longitudinal Targets: Achievement (3rd Grade Reading), Regular Attenders, On Track to Graduate, 4 Year Graduation, 5 Year Completer.

Date: October 7, 2024
Policy Review

Board Policy Review

Relevant Data:

From time to time, changes in laws or operating practice require changes or additions to board policies. In addition, the district subscribes to a policy review service with Oregon School Boards Association and receives samples that are used to develop policy for Pleasant Hill School District. The following policies are presented to the Board of Directors for review to reflect the updates as required by legislative action or recommended by the Oregon School Boards Association. These policies will be brought back for appropriate action at an upcoming regular board meeting.

Recommendation:

It is recommended the Board of Directors review the following board policy changes. Explanation of changes can be found in accompanying exhibits.

Civil Rights Coordinator

- AC - Nondiscrimination, Required (update) (**Exhibit 2425.39**)

Procurements

- DJC - Bidding Requirements (Versions 1 & 2), Delete
- DJC - Bidding Requirements, Highly recommended, New (**Exhibit 2425.40**)
- DJC - AR - Exemptions from Competitive Bidding and Special Procurements, Delete
- DJC-AR - Exemptions from Competitive Bidding and Special Procurements, Optional, New (**Exhibit 2425.41**)
- DJCA - Personal Service Contracts, Delete
- DJCA-AR - Personal Service Contracts, Delete

Sexual Harassment Definition

- GBN/JBA - Sexual Harassment, Required (update) (**Exhibit 2425.42**)
- JBA/GBN - Sexual Harassment, Required (update) (**Exhibit 2425.43**)

Fingerprinting

- GCDA/GDDA - Criminal Records Checks and Fingerprinting*, Delete
- GCDA/GDDA - Criminal Records Checks and Fingerprinting*, Required, New (**Exhibit 2425.44**)
- GCDA/GDDA-AR - Criminal Records Checks and Fingerprinting, Delete

Exhibit: Civil Rights Coordinator

Summary

House Bill 2281 (2023), effective January 1, 2024, requires a district school board to designate one or more civil rights coordinators for the district. According to HB 2281, the civil rights coordinator may be an employee of the district or the district may contract with an ESD for the services of a civil rights coordinator.

HB 2281, outlines the minimum responsibilities of a civil rights coordinator. Of note is the requirement to comply with rules adopted by the State Board of Education so OSBA is watching for news about these rules. Additionally, the bill includes use of the term “discrimination” which is defined further by ORS 659.850 and is used in the new bill.

There is no current requirement for language to be added to board policy or administrative regulation. The district may choose to add the proposed language to policy AC-Nondiscrimination.

Local District Responsibility

Review the Recommendations for policy changes and present them to the board for adoption.

Policy Impacted by the Revisions

- AC-Nondiscrimination, Required (update)

Exhibit: Procurements

Summary

OSBA recommends deleting the current versions of DJC - Bidding Requirements, DJC-AR - Exemptions from Competitive Bidding and Special Procurements, DJCS - Personal Service Contracts and DJCA-AR - Personal Service Contracts, and replacing them with the new proposed versions of DJC and DJC-AR. The proposed DJC outlines the procurement requirements for Small Procurement, Intermediate Procurement, Regular Procurement, Emergency Procurement, Sole-Source Procurement and Personal Service Contracts. Additionally, the proposed policy DJC - Bidding Requirements, reflects the new amounts for the procurement levels passed in House Bill 1047 (2023) and went into effect January 1, 2024. The policy also defines “public improvements” for purposes of the procurement levels, defines “community benefit contract” and the “Construction Manager/General Contractor procurement.” The proposed administrative regulation, DJC-AR - Exemptions from Competitive Bidding and Special Procurements, has been updated and continues to provide guidance for procurements which are exempt from competitive bidding or are special procurements.

Local District Responsibility

Revise and readopt highly recommended policy DJC - Bidding Requirements and consider whether to also add optional DJC-AR - Exemptions from Competitive Bidding and Special Procurements.

Policies and ARs Impacted by these Revisions

- DJC - Bidding Requirements (Versions 1 & 2), Delete
- DJC - Bidding Requirements, Highly recommended, New
- DJC - AR - Exemptions from Competitive Bidding and Special Procurements, Delete
- DJC-AR - Exemptions from Competitive Bidding and Special Procurements, Optional, New
- DJCA - Personal Service Contracts, Delete
- DJCA-AR - Personal Service Contracts, Delete

Exhibit: Sexual Harassment Definition

Summary

House Bill 2280 (2023) Legislature) modified the definition of sexual harassment affecting schools and has since been followed up with new revisions. The revised definition changes the meaning of assault within sexual harassment context and adds a section describing the meaning of “without consent,” which is also a new definition added to the law.

Local District Responsibility

Review recommended changes and board-adopt revisions to required policy GBN/JBA (JBA/GBN) - Sexual Harassment, in the board’s policy manual.

Policies and ARs Impacted by these Revisions

GBN-JBA - Sexual Harassment, Required (update)

JBA/GBN - Sexual Harassment, Required (update)

Exhibit: Fingerprinting

Summary

Newly revised rules regarding fingerprinting collection offer the addition of a statewide vendor identified by State of Oregon Department of Administrative Services (DAS) as an authorized fingerprint collector and remove the option for volunteers to appeal to ODE on a fitness determination issued by ODE. The other resulting changes come from a decision to have a stand-alone board policy.

Local District Responsibility

Review the recommended changes and issue them to the board for readoption. To clean up duplicate language, a new version of model policy GCDA/GDDA - Criminal Records Checks and Fingerprinting * has been developed and eliminates the need for an administrative regulation. Consider a complete delete/rescind of the old policy version and adopt the revised version to implement new policy language for GCDA/GDDA, before adopting, refer to the board's existing version for direction on choosing brackets in the new version; make changes to reflect current practices as needed.

Policies and ARs Impacted by these Revisions

- GCDA/GDDA - Criminal Records Checks and Fingerprinting*, Delete
- GCDA/GDDA - Criminal Records Checks and Fingerprinting*, Required, New
- GCDA/GDDA-AR - Criminal Records Checks and Fingerprinting, Delete

OSBA Model Sample Policy

Code: AC
 Adopted:

Nondiscrimination

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race¹, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

[The Board designates the [insert position title(s)] as the district's civil rights coordinator.] [The Board directs the superintendent to designate the district's civil rights coordinator and make contact information available to staff, students and parents. {²}]

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act and Americans with Disabilities Act Amendments Act (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

END OF POLICY

¹ Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. 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 {For additional information regarding civil rights coordinators and their responsibilities, see ORS 332.505(2).}

Legal Reference(s):

ORS 174.100	ORS 659A.003	ORS 659A.321
ORS 192.630	ORS 659A.006	ORS 659A.409
ORS 326.051(1)(e)	ORS 659A.009	OAR 581-002-0001 – 002-0005
ORS 332.505	ORS 659A.029	OAR 581-021-0045
ORS 408.230	ORS 659A.030	OAR 581-021-0046
ORS 659.805	ORS 659A.040	OAR 581-021-0047
ORS 659.815	ORS 659A.103 - 659A.145	OAR 581-022-2310
ORS 659.850 - 659.860	ORS 659A.230 - 659A.233	OAR 581-022-2370
ORS 659.865	ORS 659A.236	OAR 839-003
ORS 659A.001	ORS 659A.309	

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2018); 29 C.F.R Part 1626 (2019).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (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).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018); 29 C.F.R. § 1601 (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); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

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); 29 C.F.R. Part 1635 (2019).

~~House Bill 2935 (2021).~~

~~House Bill 3041 (2021).~~

OSBA Model Sample Policy

Code: DJC
 Adopted:

Bidding Requirements

{Highly recommended policy. The Board serves as the Local Contract Review Board (LCRB) and has the ability to adopt its own procurement rules. Many districts choose to use the *Oregon Attorney General's Model Public Contracting Rules* in OAR Chapter 137, Divisions 045 - 049. If the LCRB does not adopt rules, the Attorney General's Model Public Contracting Rules apply. This policy is based on those rules. The LCRB may also include as part of its rules portions of the Oregon Department of Administrative Services administrative rules in OAR Chapter 125, Divisions 269 - 249. If the LCRB adopts its own rules, delete portions of this policy that are inconsistent with those rules.}

The Board is the Local Contract Review Board (LCRB) for the district. The LCRB has not adopted its own rules of procurement. Consequently, the *Oregon Attorney General's Model Public Contracting Rules*¹ shall apply to the district.²

Additionally, the district may include as part of its procedures portions of the Oregon Department of Administrative Services administrative rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246 - 249.

The LCRB may make the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the district and made available on request.

The district may not artificially divide or fragment a procurement to reduce the procurement requirements.

The superintendent may develop administrative regulations or procedures to assist with the implementation of this policy and applicable procurement rules.

Goods and Services

The district will purchase goods and services through the following procedures, unless an exception applies:

1. **Small Procurement.** For purchases of goods and services with a contract price not exceeding \$25,000, the district can use any manner deemed practical or convenient, including direct selection or award. Amendments to a contract awarded through small procurement must be in accordance with OAR 137-047-0800.
2. **Intermediate Procurement.** For purchases of goods and services with a contract price exceeding \$25,000, but not exceeding \$250,000, the district shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The district will keep record of the request and quotes. If three quotes are not reasonably available, fewer will suffice, but the district will make a written record of the effort made. The district may negotiate with a

¹ Oregon Administrative Rules (OAR) 137-045 - 049

² See ORS 279A.065(5). {The LCRB can formally adopt the AG rules. If the LCRB formally adopts the rules, the district is required to review the AG rules each time there is a modification.}

prospective contractor to clarify the quote or offer, or to effect modifications. Amendments to a contract awarded through intermediate procurement must be in accordance with OAR 137-047-0800.

3. Regular Procurement. For purchases exceeding \$250,000, the district will use competitive sealed bids (OAR 137-047-0255) or competitive sealed proposals (OAR 137-047-0260). Amendments to contracts awarded through regular procurement must be in accordance with OAR 137-047-0800.
4. Emergency Procurements. In situations of emergency⁵, the LCRB or designee may authorize an emergency procurement. In an emergency procurement, the district is not required to follow general procurement requirements. The district must ensure competition for the contract that is reasonable and appropriate under the circumstances. The district must document the nature of the emergency and the method used for the selection of the contractor.
5. Sole-source Procurements. If the LCRB or designee determines that the goods or services are available from only one source, the district may award a contract without competition. To the extent reasonably practicable, the district shall negotiate with the sole source to obtain contract terms that are advantageous to the district. The determination of sole source must be based on written findings and may include:
 - a. That the efficient utilization of existing goods requires acquiring compatible goods or services;
 - b. That the goods or services required to exchange software or data with other public or private agencies are available from only one source;
 - c. That the goods or services are for use in a pilot or experimental project; or
 - d. Other findings that support the conclusion that the goods or services are available from only one source.⁶
6. Special Procurements. “Special procurement” means a contract or class of contracts that use a contracting procedure other than competitive sealed proposals, competitive sealed bidding, small procurement or intermediate procurement. Special procurements require LCRB approval and will be conducted in accordance with ORS 279B.085, OAR 137-047-0285[, and] this policy [and administrative regulation DJC-AR - Exemptions from Competitive Bidding and Special Procurement].^{7}
7. Personal Services Contracts. “Personal services contract,” as used in this policy, means a contract whose primary purpose is to acquire specialized skills, knowledge and resources in the application of technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment.⁸ Unless otherwise designated by the LCRB, personal services contracts will be procured

⁵ “Emergency” means circumstances that:

1. Could not have been foreseen;
2. Create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and
3. Require prompt execution of a contract to remedy the condition.

⁶ If the contract does not exceed \$250,000, using intermediate procurement is likely less burdensome than sole source.

⁷ {If the LCRB has designated contracts or classes of contracts as special procurements, include this information along with reference to the LCRB action.}

⁸ This includes, but is not limited to, contracts for the services of an accountant, physician or dentist, educator, consultant (including a provider under an Architectural and Engineering Service Contract), broadcaster, or artist (including a photographer, filmmaker, painter, weaver or sculptor (OAR 137-045-0010(19))). Also includes architectural, engineering, photogrammatic

in accordance with applicable procurement laws. The LCRB may designate certain service contracts or classes of service contracts as personal services contracts and exempt them from competitive bidding.⁹ All personal services contracts shall be based on demonstrated qualifications and competence to perform the required services, encourage competition, discourage favoritism and obtain services at a fair and reasonable price. Personal service contractors may be required to qualify as independent contractors in accordance with applicable laws.¹⁰

Procurements for services estimated to be in excess of \$250,000 shall go through the cost analysis and feasibility process in accordance with ORS 279B.030.

Public Improvements

“Public improvement” means a project for construction, reconstruction or major renovation on real property by or for the district.¹¹ The district will contract for public improvements using the following procedures, unless an exception applies.

1. Public improvements contracts with a value of less than \$25,000 are exempt from competitive bidding.
2. Intermediate Procurements. For public improvement contracts not exceeding \$100,000, the district may utilize three quotes¹²:
 - a. The request for the quotes shall be in writing (unless not reasonably practicable)¹³;
 - b. The request for quotes shall include the selection criteria and if the criteria are not of equal value, their relative value or ranking.

The district shall award the contract to the prospective contractor whose quote will best serve the interest of the district, based on the selection criteria. If the award is not made to the offeror and quote with the lowest price, the district will make a written record of the basis for the award. Amendments to a contract awarded via intermediate procurement may be increased in accordance with OAR 137-049-0160(6)-(7).

3. Regular Procurements. For purchases exceeding \$100,000, the district will use invitation to bid or request for proposals except as otherwise allowed by law. See OAR 137-049-0130 and OAR 137-

mapping, transportation planning or land surveying services procured under ORS 279C.105 (ORS 279C.100) and related services procured under ORS 279C.120 (ORS 279C.100(5)).

⁹ {If the LCRB has designated contracts or classes of contracts as personal services contracts, include this information along with reference to the LCRB action.}

¹⁰ See ORS 670.600 and OAR 459-005-0020.

¹¹ Public improvement does not include:

1. Projects for which no funds of the district are directly or indirectly used, except for participation that is incidental or related primarily to project design or inspection; or
2. Emergency work, minor alternation, ordinary repair or maintenance necessary to preserve a public improvement.

¹² If three quotes are not reasonably available, the district shall make a written record of the effort made to obtain these quotes.

¹³ For Public Works Contracts, oral quotations may only be utilized in the event that written copies of prevailing wage rates are not required by the Bureau of Labor and Industries.

049-0640. Amendments to contracts awarded through regular procurement must be in accordance with OAR 137-049-0910.

4. Emergency Procurements. Emergency contracts for construction services are not considered public improvement contracts and will be procured in accordance with OAR 137-049-0140 and OAR 137-049-0150.
5. Community Benefit Contracts. “Community benefit contract” means a public improvement contract that includes, but is not limited to, terms and conditions that require the contractor to:
 - a. Qualify as a training agent, as defined in ORS 660.010, or provide apprenticeship training that meets applicable federal and state standards for apprenticeship training;
 - b. Employ apprentices to perform a specified percentage of work hours that workers in apprenticeable occupations perform on the community benefit project;
 - c. Provide employer -paid family health insurance; and
 - d. Meet any other requirements that the LCRB sets forth.

Community benefits contracts may be procured in accordance with ORS 279C.308.

6. Construction Manager/General Contractor (CM/GC) Procurement. The district shall procure CM/GC services in accordance with model rules the Attorney General adopts under Oregon Revised Statute (ORS) 279A.065(3) and OAR 137-049-0690, which requires “the assistance of legal counsel with substantial experience and necessary expertise in using the CM/GC Method, as well as knowledgeable staff, consultants or both staff and consultants who have demonstrated capability of managing the CM/GC process in the necessary disciplines of engineering, construction scheduling and cost control, accounting, legal, Public Contracting and project management.”

END OF POLICY

Legal Reference(s):

[ORS Chapter 279](#)
[ORS Chapter 279A](#)
[ORS Chapter 279B](#)
[ORS Chapter 279C](#)

[ORS 670.600](#)
[OAR Chapter 125](#), Divisions 246 -
249

[OAR Chapter 137](#), Divisions 045 -
049
[OAR 459-005-0020](#)

[OREGON PROCUREMENT MANUAL](#), Oregon Department of Administrative Services.

OSBA Model Sample Administrative Regulation

Code: DJC-AR

Revised/Reviewed:

Exemptions from Competitive Bidding and Special Procurements

{This optional administrative regulation is intended to provide guidance for the district in preparing a request for special procurement to the Local Contract Review Board (LCRB). This administrative regulation is not intended as procurement rules in place of the *Attorney General's Model Public Contracting Rules* or rules adopted by the LCRB.}

All public contracts shall be based upon competitive bids or proposals, except the following:

1. Contracts below threshold levels in accordance with ORS 279B.065 (small procurements for goods and services), 279B.070 (intermediate procurements for goods and services) and 279C.412 (intermediate procurements for public improvements);
2. Special procurements for goods and services in accordance with ORS 279B.085 and OAR 137-047-0285;¹
3. Contracts which have been exempted under ORS 279A.025 and 279C.335; and
4. Any other contract exempted by law.

SPECIAL PROCUREMENTS FOR GOODS AND SERVICES

To proceed with a special procurement, the district shall submit a written request to the Board, acting as the Local Contract Review Board (LCRB). This request shall describe the contracting procedure, the goods and services or class of goods and services that are the subject of the special procurement, and circumstances that justify the use of a special procurement.

The special procurement must be unlikely to encourage favoritism in the awarding of a public contract or to substantially diminish competition for public contracts; and (A) must be reasonably expected to result in substantial cost savings to the district or to the public; or (B) must substantially promote the public interest in a matter that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065, 279B.070 or any related rules.

After LCRB approval, the district may proceed with a special procurement. Public notice of the approval of a special procurement must be given in the same manner as provided in ORS 279B.055(4). If the district intends to award a contract through special procurements that calls for competition among prospective contractors, the district shall award the contract to the contractor it determines to be most advantageous to the district.

When the LCRB approves a class special procurement the district may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of the approval without making a subsequent request for a special procurement.

¹ Procurement law for goods and services uses the term "special procurement." Procurement law for public improvement contracts does not use the term "special procurement," but a comparable exemption is allowed under ORS 279C.335.

The following are additional considerations and requirements for specific types of special procurements. The request submitted to the LCRB should address these provisions and satisfy any requirements.

Brand Names or Equal²

1. “Brand name or equal specification” means a specification that uses one or more manufacturers’ names, makes, catalog numbers or similar identifying characteristics needed to meet the district’s requirements and that authorizes bidders or proposers to offer goods or services that are equivalent or superior to those named or described in the specification.
2. “Brand name specification” means a specification limited to one or more products, brand names, makes, manufacturer’s names, catalog numbers or similar identifying characteristics.”
3. “Specification” means any description of the physical or functional characteristics of, or of the nature of, goods or services to be procured by a contracting agency.³

A brand name or equal specification may be used when the use of a brand name or equal specification is advantageous to the district because the brand name describes the standard of quality, performance, functionality and other characteristics of the product needed by the district. The district is entitled to determine what constitutes a product that is equal or superior to the product specified, and any such determination is final. Nothing in the law or this administrative regulation may be construed as prohibiting the district from specifying one or more comparable products as examples of the quality, performance, functionality or other characteristics of the product needed by the contracting agency.

A brand name specification may be prepared and used only if the district determines for a solicitation or class of solicitations that only the identified brand name specification will meet the needs of the district based on one or more of the following written determinations:

1. That use of the brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts;
2. That use of a brand name specification would result in substantial cost savings to the contracting agency;
3. That there is only one manufacturer or seller of the product of the quality, performance or functionality required; or
4. That efficient utilization of existing goods requires the acquisition of compatible goods or services.

Advertising Contracts, Purchase of⁴

The district traditionally purchases advertising in newspapers, however, the district may also purchase advertising in other media, such as radio, television or the internet. Advertising contracts may be procured without competitive procurement based on findings of:

² For additional guidance, see OAR 125-247-0691.

³ Specification may include a description of any requirement for inspecting, testing or preparing goods or services for delivery.

⁴ See OAR 125-247-0288(5) for additional guidance.

1. Advertisements are placed in a particular source because of the specific audience that source serves;
2. Competition to furnish advertising space in daily newspapers of general, trade or business circulation in the vicinity of the district is limited;
3. Cost savings are difficult to quantify where the sources are unique and not interchangeable;
4. Advertisements may be placed to satisfy legal notice or Board policy requirements;
5. Other published advertisements or notices, such as routine public notices, personnel recruitment information, etc., are placed in one or more of the publications of general circulation in the local area and other publications, as appropriate;
6. The communities served by the district rely upon its use of the local daily newspaper as a central source of news and information regarding district activities; or
7. It is unknown whether contracts for advertisements placed with radio, television, the internet or other media are going to result in cost savings if not placed for competitive bid or request for proposal (RFP). If possible, savings could be obtained through competitive means, the district would attempt to obtain competitive quotes or bids, as appropriate.

Advertising Contracts, Sale of

The district may sell advertising for district publications and activities, regardless of a dollar amount, without competitive bidding, including school newspapers, yearbooks, athletic programs, drama or music programs and the like.

Sales of advertising for student activities are generally other fund revenues, where student groups solicit advertisements from local businesses to help with the cost of the activity itself. A common example is the sale of advertising in school newspapers and yearbooks. The district itself would not achieve any increased revenue to the General Fund by seeking competitive bids or proposals for such advertising. This holds true for other student activities, such as athletics, drama or music events and the like.

Equipment Repair and Overhaul⁵

The district may enter into a public contract for equipment repair or overhaul without competitive bidding when competitive procurement is not practical. This may include when service or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing, or service or parts required are for sophisticated equipment for which specially trained personnel are required and such personnel are available from only one source. The district will use a competitive procedure to the extent practicable.

If the repair or overhaul qualifies as an emergency, the district may use emergency procurement procedures.

Copyrighted Materials

⁵ For additional guidance, see OAR 127-247-0288(6).

Contracts for the procurement or distribution of textbooks are exempt from public procurement requirements. Purchase of copyrighted materials available from only one source may be procured through the sole source procedures. Requests for special procurement approval for the purchase of other copyrighted materials may be submitted to the LCRB with supporting information.

Used Personal Property or Equipment, Purchase⁶

The district may purchase used property or equipment without obtaining competitive bids or quotes, if at the time of purchase, the LCRB has determined that the purchase will result in substantial cost savings to the district or promote the public interest and will unlikely diminish competition or encourage favoritism. “Used personal property or equipment” is property or equipment which has been placed in its intended use by a previous owner or user for a period of time recognized in the relevant trade or industry as qualifying the personal property or equipment as “used,” at the time of district purchase.

Information Technology and Telecommunication Contracts⁷

The district may enter into a contract to acquire information technology hardware and software and services (including telecommunications) without competitive bidding if, the LCRB has determined that the purchase will result in substantial cost savings to the district or promote the public interest and will unlikely diminish competition or encourage favoritism.

Renegotiation of Existing Contracts with Incumbent Contractors

The district may amend or renegotiate contracts with existing vendors, service providers or other parties in accordance with OAR 137-047-0800.

EXEMPTIONS FOR PUBLIC IMPROVEMENT CONTRACTS

Oregon law⁸ allows for exceptions to competitive bidding for public improvement contracts or classes of contracts when the LCRB approves findings that:

1. The exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts; and
2. Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the district.

In approving a finding, the LCRB shall consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract or class of public improvement contracts, the following:

⁶ For additional guidance, see OAR 125-247-0288(10). When contracting with another governmental entity, a district has a statutory exception under ORS 279A.025. The district may purchase state/federal surplus property through the Department of Administrative Services, State Services Division for Surplus Property. For more information on this program, contact DAS at 503-378-4714.

⁷ For additional guidance, see OAR 127-247-0185.

⁸ See ORS 279C.335.

1. How many persons are available to bid;
2. The construction budget and the projected operating costs for the completed public improvement;
3. Public benefits that may result from granting the exemption;
4. Whether value engineering techniques may decrease the cost of the public improvement;
5. The cost and availability of specialized expertise that is necessary for the public improvement;
6. Any likely increases in public safety;
7. Whether granting the exemption may reduce risks to the contracting agency, the state agency or the public that are related to the public improvement;
8. Whether granting the exemption will affect the sources of funding for the public improvement;
9. Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;
10. Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement;
11. Whether the public improvement involves new construction or renovates or remodels an existing structure;
12. Whether the public improvement will be occupied or unoccupied during construction;
13. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions; and
14. Whether the contracting agency or state agency has, or has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency or state agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

In granting this exemption, the LCRB shall:

1. If appropriate, direct the use of alternative contracting methods that take account of market realities and modern practices and are consistent with the public policy of encouraging competition;
2. Require and approve or disapprove written findings by the district that support awarding a particular public improvement contract or a class of public improvement contracts, without the competitive bidding requirements. The findings must show that the exemption complies with the requirements outlined in this administrative regulation; and
3. If the procurement involves construction manager/general contractor services, require the district conduct the procurement in accordance with OAR 137-049-0690.

Notification of a proposed exemption under this section must be published in at least one trade newspaper of general statewide circulation a minimum of 14 days before the date on which the LCRB intends to take action to approve or disapprove the exemption. The notice must state that in response to a written request, the district will hold a public hearing for the purpose of taking comments on the draft findings for an exemption from the competitive bidding requirement.⁹ If a hearing is held, the district shall offer an opportunity for any interested party to appear and comments. If the district must act promptly because of circumstances beyond the district's control that do not constitute an emergency, notification of the proposed exemption may be published simultaneously with the district's solicitation of contractors, as long as responses to the solicitation are due at least five days after the agency intends to take action to approve or disapprove the proposed exemption.

⁹ The district may hold a hearing even if there is no written request.

OSBA Model Sample Policy

Code: GBN/JBA
 Adopted:

Sexual Harassment

{Required policy. The requirement for this policy comes from ORS 342.700 et. al., OAR 581-021-0038 and federal Title IX laws.}

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints^{1} or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures^{2}.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties³ 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

¹ {Some districts choose not to use the terms "complaint" and "complainant" because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If the district chooses to change these terms, new terms must be consistent and clear. Note, "complainant" is defined under federal law.}

² {Common complaint procedures that may also be involved include: Nondiscrimination (Board policy AC), Workplace Harassment (Board policy GBEA), [Hazing,]Harassment, Intimidation, Bullying, [Menacing,]Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy GBNA/JHFF).}

³ "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

c. Creates an intimidating, offensive, or hostile environment.

3. Assault when sexual contact occurs without consent⁴.^{5}

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person’s actions, offensive because of that other person’s sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, ^{6}physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one’s sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
	Superintendent		

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX coordinator.^{7} 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 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.

⁴ “Without consent” means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

⁵ {The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1). If the district would like to include the full statutory definition, it can do so.}

⁶ {OAR 581-021-0038 requires that the policy include a “examples of harassing behaviors covered by policy”. The bracketed list in this policy reflects OSBA’s recommendations. The district has discretion in what is included in this list. If listing behaviors not reflected in OSBA recommendations, please have the list reviewed by the district’s legal counsel.}

⁷ {This must be communicated elsewhere, but it is a good reason to specify it here as well.}

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 immediately report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

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. ^{8}

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
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:

⁸ {OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined by a reasonable person to be..." 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

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.

Notice

When a person⁹ 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 include¹⁰:

⁹ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

¹⁰ Remember confidentiality laws when providing any information.

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 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.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity¹¹;
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 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 Superintendent is designated as the Title IX coordinator and can be contacted at 541-736-0701. 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.^{12}

¹¹ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

¹² {Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.¹³ The district shall treat complainants and respondents equitably by providing supportive measures¹⁴ to the complainant and by following a grievance procedure¹⁵ 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 of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.¹⁶

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.¹⁷ The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

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.

¹³ (Title 34 C.F.R. § 106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

¹⁴ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.¹⁴ The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

¹⁵ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

¹⁶ The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

¹⁷ The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

Inquiries about the application to Title IX and its requirements may be referred to the Title IX coordinator or the Assistant Secretary¹⁸, or both.

No Retaliation

Neither the district or any person may retaliate¹⁹ 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 shall be prominently published in the school student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)
[ORS 332.107](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)

[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)

[ORS 659A.030](#)
[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

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

¹⁸ Of the United States Department of Education.

¹⁹ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

OSBA Model Sample Policy

Code: JBA/GBN
 Adopted:

Sexual Harassment

{Required policy. The requirement for this policy comes from ORS 342.700 et. al., OAR 581-021-0038 and federal Title IX laws.}

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints^{1} or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures^{2}.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties³ 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

¹ {Some districts choose not to use the terms "complaint" and "complainant" because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If the district chooses to change these terms, new terms must be consistent and clear. Note, "complainant" is defined under federal law.}

² {Common complaint procedures that may also be involved include: Nondiscrimination (Board policy AC), Workplace Harassment (Board policy GBEA), [Hazing,]Harassment, Intimidation, Bullying, [Menacing,]Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy JHFF/GBNAA).}

³ "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

c. Creates an intimidating, offensive, or hostile environment.

3. Assault when sexual contact occurs without consent⁴.^{5}

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person’s actions, offensive because of that other person’s sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, ^{6}physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one’s sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
	Superintendent		

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX coordinator.^{7} See JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
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

⁴ “Without consent” means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

⁵ {The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1). If the district would like to include the full statutory definition, it can do so.}

⁶ {OAR 581-021-0038 requires that the policy include a “examples of harassing behaviors covered by policy”. The bracketed list in this policy reflects OSBA’s recommendations. The district has discretion in what is included in this list. If listing behaviors not reflected in OSBA recommendations, please have the list reviewed by the district’s legal counsel.}

⁷ {This must be communicated elsewhere, but it is a good reason to specify it here as well.}

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 immediately report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

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.^{⁸}

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
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;

⁸ {OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined by a reasonable person to be..." 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

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.

Notice

When a person⁹ 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 include¹⁰:

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;

⁹ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

¹⁰ Remember confidentiality laws when providing any information.

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 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.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual’s participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s education program or activity¹¹;
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 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* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

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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.

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Response

¹¹ “Education program or activity” includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs.” (Title 34 C.F.R. § 106.44(a))

¹² {Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.¹³ The district shall treat complainants and respondents equitably by providing supportive measures¹⁴ to the complainant and by following a grievance procedure¹⁵ 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 of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.¹⁶

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.¹⁷ The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

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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.

¹³ (Title 34 C.F.R. § 106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

¹⁴ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.¹⁴ The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

¹⁵ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

¹⁶ The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

¹⁷ The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

Inquiries about the application to Title IX and its requirements may be referred to the Title IX coordinator or the Assistant Secretary¹⁸, or both.

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Neither the district or any person may retaliate¹⁹ 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 shall be prominently published in the school student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)
[ORS 332.107](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)

[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)

[ORS 659A.030](#)
[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

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

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

¹⁸ Of the United States Department of Education.

¹⁹ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

OSBA Model Sample Policy

Code: GCDA/GDDA
 Adopted:

Criminal Records Checks and Fingerprinting *

{Required policy. Requirement/Authority for policy comes from OAR 581-021-0510 - 021-0512 and ORS 326.603 - 326.607.}

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require certain individuals to submit to a criminal records check and fingerprinting as required by law. This includes employees, contractors, volunteers and others.

Requirements for Employees ^{1} not Licensed, Certified or Registered by the Teachers Standards Practices Commission (TSPC)

All newly hired employees² not identified under Oregon Revised Statutes (ORS) 342.223³ are required to submit to a criminal records check and fingerprinting as required by law. A newly hired employee is not subject to fingerprinting if the district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district⁴ or private school, and has not resided outside the state between the two periods of employment^{5}.

An individual shall be subject to the collection of fingerprint information, only after the offer of employment from the district. Fees associated with criminal records checks and fingerprinting for individuals applying for employment with the district and not requiring licensure shall be paid by the individual.

The district may⁶ begin the employment of an individual on a probationary basis pending the return and disposition of the required criminal records checks.

When the criminal records check indicates an individual has been convicted of any crimes⁷ prohibiting employment, the individual will not be employed, or if employed will be terminated. When the criminal records check indicates an individual has knowingly made a false statement as to the conviction of any crime, the individual may be employed by the district, or if employed by the district may be terminated.

¹ {If the district wants to include the larger section on TSPC-licensed employees (see p. 2), keep this bracketed language. If the district does not want to include the larger section on TSPC-licensed individuals, omit this bracketed language.}

² Any individual hired within the last three months. This does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

³ ORS 342.223 includes teachers, administrators, personnel specialist, school nurses, persons participating in supervised clinical practice experience, practicum or internship as a teacher, administrator or personnel specialist. See statute for details.

⁴ As is defined in OAR 581-021-0510(9); includes school districts, the Oregon School for the Deaf, and educational program under the Youth Corrections Education Program, public charter schools and ESDs.

⁵ {Additional exception applies through July 1, 2024. See ORS 326.603(4)(b).}

⁶ Decisions regarding which employees may begin before the return of the required criminal records checks must be made in a nondiscriminatory manner.

⁷ See OAR 581-021-0511(8).

An individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law may be employed by the district. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

Requirements for individuals in positions requiring licensure, certification or registration with Teacher Standards and Practices Commission (TSPC) are outlined in ORS 342.223.

OR

Requirements for TSPC Licensed, Certified or Registered Individuals

1. Any individual who is applying for a license as a teacher, administrator or personnel specialist is subject to a criminal records check and fingerprinting, unless the individual has submitted to such a check through the Teacher Standards and Practices Commission (TSPC) within the previous three years, or has remained continuously licensed by or registered with TSPC for a different license or registration for which the individual has already submitted to a criminal records check and fingerprinting.
2. Any individual who is applying for an initial certificate under ORS 342.475 as a school nurse shall submit to a criminal records check and fingerprinting with TSPC.
3. Any individual who is applying for a registration as a public charter school teacher or administrator with TSPC shall submit to a criminal records check and fingerprinting with TSPC.
4. Any individual applying for reinstatement of an Oregon license or registration as a teacher, administrator or personnel specialist, or a certificate as a school nurse with the TSPC, whose license, registration or certificate has lapsed for at least three years, shall submit to a criminal records check and fingerprinting with TSPC.
5. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist, if the individual does not hold a current license issued by TSPC and has not submitted to a criminal records check by TSPC within the previous three years for student teaching, practicum or internship as a teacher, administrator or personnel specialist, shall be required to submit to a criminal records check and fingerprinting with TSPC.

Requirements for Contractors^{8}

All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students⁹ or unsupervised access to children are required to submit to a criminal records check and a fingerprint-based criminal records check.

⁸ {The district should include language regarding background checks in any contract that includes direct, unsupervised contact with students whenever applicable.}

⁹ “Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision. (OAR 581-021-0510)

The superintendent or designee will identify contractors who are subject to such requirements.

A contractor or an employee of a contractor required to submit to a criminal records check and fingerprinting in accordance with law and Board policy will be terminated from contract status, or withdrawal of offer of contract will be made by the district upon:

1. Refusal to consent to a criminal records check and fingerprinting; or
2. Notification¹⁰ from the Superintendent of Public Instruction that the individual has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number.

A subject individual may be terminated from contract status upon notification from the Superintendent of Public Instruction that the individual has knowingly made a false statement as to the conviction of any crime.

Requirements for Volunteers

{¹¹} The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students, in the following positions:

1. Head coach;
2. Assistant coach;
3. Overnight chaperone;
4. Volunteers transporting students, other than their own, in a private vehicle off district property for a district-sponsored activity;
5. List of other positions subject to this fingerprinting, if any.

The service of a volunteer into a position identified by the district as requiring a fingerprint-based criminal records check may begin on a probationary basis pending the return and disposition of a state and national criminal records check based on fingerprints.

{¹²} Volunteers allowed by the district into a position designated by the district to have direct, unsupervised contact with students shall submit to an in-state criminal records check.

¹⁰ Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511; involved parties shall cooperate with the investigation pursuant to law.

¹¹ {If the district requires fingerprinting for certain volunteer positions, the district is required to list those volunteer positions in board policy. The bracketed language is only possible examples; modify to identify the positions in the district which require such fingerprinting.}

¹² {If the district allows volunteer service and the volunteers have direct, unsupervised contact with students, this policy language is required, and districts are required to conduct criminal records checks on these volunteers.}

The service of a volunteer allowed to have direct, unsupervised contact with students will not begin before the return and disposition of a criminal records check.

A volunteer that is not likely to have direct, unsupervised contact with students, as determined by the district, will be required to submit to an in-state criminal records check.

A volunteer who knowingly made a false statement on a district volunteer application form or has a conviction of a crime listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number will result in immediate termination from the ability to volunteer in the district.

Fees associated with a required fingerprinting for volunteers shall be paid by the individual . Fees associated with required non-fingerprinting criminal records checks for volunteers shall be paid by the district.

A volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check in accordance with law and Board policy will be denied such ability to volunteer in the district.

Requirements for Others

Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day is required to submit to a criminal records check and a fingerprint-based criminal records check.

Any individual who is an employee of a public charter school and not identified under ORS 342.223 is required to submit to a criminal records check and a fingerprint-based criminal records check.

Notification

The district will provide written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or volunteer forms.

The district will provide the following notification to individuals subject to criminal records checks and fingerprinting:

1. Such criminal records checks and fingerprinting are required by law or Board policy;
2. All employment or contract offers or the ability to volunteer are contingent upon the results of such checks;
3. A refusal to consent to a required criminal records check and fingerprinting shall result in immediate termination from employment, contract status or the ability to volunteer in the district;
4. A determination by the Oregon Department of Education (ODE) which affects an individual's eligibility to be employed, or contracted with, by the district may be appealed to the Superintendent of Public Instruction under ORS 183.413 – 183.470;

5. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts or ODE forms (written or electronic) may result in immediate termination from employment or contract status;
6. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status .
7. A volunteer candidate who knowingly made a false statement or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number will result in immediate termination from the ability to volunteer in the district.] [The district will remove the volunteer from the position allowing direct, unsupervised contact with students.

Processing and Reporting Procedures

Immediately following an offer and acceptance of employment or contract, an individual subject to criminal records checks and fingerprinting shall complete the appropriate forms authorizing such checks and report to an authorized fingerprinter as directed by the district. The district shall send such authorization, any collection of fingerprint information, and the request to ODE pursuant to law.

Fingerprints may be collected by one of the following:

1. Employing district staff;
2. Contracted agent of employing district;
3. Local or state law enforcement agency; or
4. Statewide vendor identified by the Oregon Department of Administrative Services.

To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.

The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then review and notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment, contract or volunteering.

A copy of the fingerprinting results will be kept by the district. The district’s use of criminal history must be relevant to the specific requirements of the position, services or employment.

END OF POLICY

Legal Reference(s):

[ORS 181A.180](#)
[ORS 181A.230](#)
[ORS 326.603](#)
[ORS 326.607](#)
[ORS 332.107](#)

[ORS 336.631](#)
[ORS 342.143](#)
[ORS 342.223](#)
[OAR 414-061-0010 – 061-0030](#)
[OAR 581-021-0510 – 021-0512](#)

[OAR 581-022-2430](#)
[OAR 584-050-0012](#)
[OAR 584-050-0100](#)

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2018).

Pleasant Hill School District #1 Monthly Principal's Report

Date: October 7th, 2024

PHHS___ PHES__X_ (Check one)

Successes/Items of Interest:

1. Attendance Data-

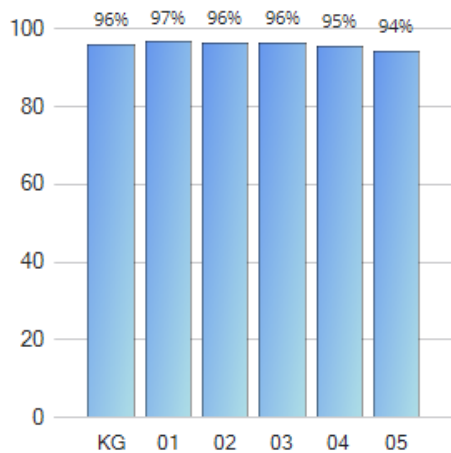
Regular Attenders: 82%

Average Daily Attendance

☰ 2024-2025 Average Daily Attendance Percent



☰ 2024-2025 Attendance By Grade Level



2. Fall DIBELS (Dynamic Indicators of Early Literacy Skills) Data-

Of the 418 student that took the fall benchmark assessments:

130 students in intensive support (At risk)

78 students in strategic support (Some risk)

127 students in core support (Minimal risk)
83 students in core^ support (Negligible risk)
Risk category as defined in DIBELS.

130+78=208 Below grade level
127+83=210 At or above grade level

Events:

3. We had our Jogathon on Friday, September 27th. It was a great event. The theme was Safari Adventure. There were several "wild animals" running around the track. Our PTO has set a goal of \$40,000. If this is met, Ms. Fairchild will get slimed. The PTO also generously voted to donate 10% of the total earnings this year to the Track & Turf Project.

PHES has a character trait of the month. September's character trait is responsibility. We nominate students for awards who have shown responsible behavior. We hand out awards at our monthly Billie Spirit assembly. We had our first set of Billie Spirit Assemblies on Wednesday & Thursday.

4. Upcoming Events:

Safety week is October 7-11th. Each day we practice a different drill to get students accustomed to the types of drills and emergency procedures we may need to implement in case of an emergency.

October 10th is our Jogathon awards assembly. Students will be awarded for the top 3 earnings and Ms. Fairchild will get slimed if we meet our goal.

October 14th-18th is our book fair.

October 21st-25th is our Spirit Week aligned with the high school.

Monday - Pajama Day

Tuesday - Twin Day (match with someone)

Wednesday - Neon Day

Thursday - Hawaiian Day

Friday White-out Day

Pleasant Hill School District #1 Monthly Principal’s Report

Date: October 7, 2024

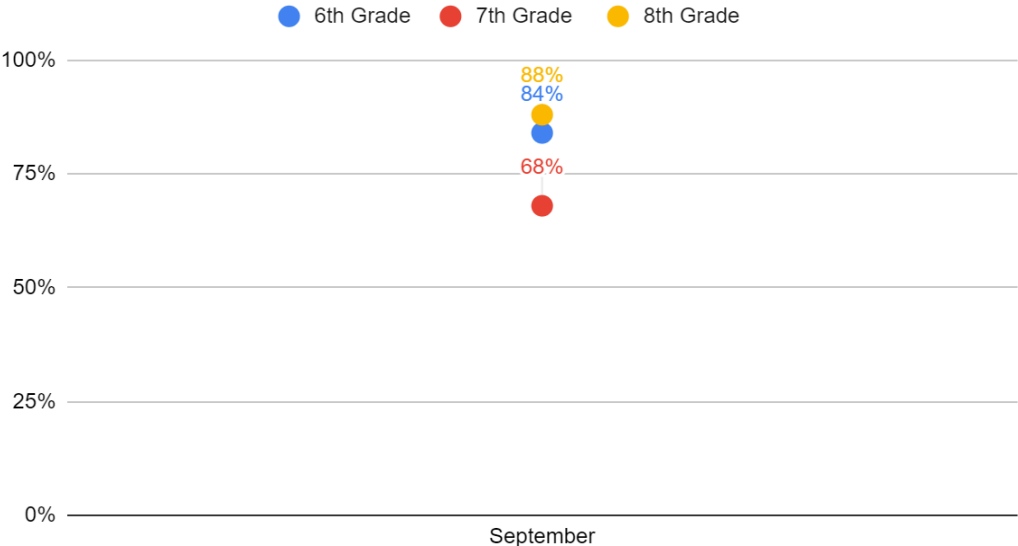
PHHS___ PHMS__X__PHES___ (Check one)

Recap

In September we finished our Fall Dibels Universal screening. At the November 4th Board Meeting I will have that data to share with you.

Last week we had a very successful Outdoor School for 6th graders.

Regular Attenders By Grade Level



Although these numbers are below our goal of 90% of students attending regularly (90%), it is important to recognize this data is greatly affected by the limited number of days of school we’ve had this year. In fact, the average number of days missed for those attending less than 90% is 2.9 days.

Looking ahead

As we approach the end of the first quarter coming up on November 7th, at the December 2nd board meeting I will be providing you the first of four quarterly reports on the number of failing grades in the middle school.

Pleasant Hill School District #1
Monthly Principal's Report

Date: October 7, 2024

PHHS__X__ PHES_____ (Check one)

September Students of the Month:

9th - Kaylee Johnson

10th - Jay Griffith

11th - Addi Hyland

12th - Claire Crawford

Most Improved Students for September:

9th - Parker Shaddon

10th - Ellie Whipple

11th - William Brock

12th - Nick Perkins

Tardy Policy Update:

After the first week of tracking tardy data, five students had 5 or more tardies in a week. After the second week there were **no** students with 5 or more tardies in a week.

Perfect Classroom Attendance

We pick a different period each day and have teachers with perfect attendance in their class call down to the office. So far we have had 26 classes with perfect attendance this year.

Regular Attenders:

76% Regular Attenders

Average Daily Attendance



Average Daily Attendance by Grade

Grade	Daily Attendance Percent
9	94%
10	93%
11	93%
12	92%

On-Track Reporting:

We will be presenting data of on-track students at the quarters. Quarters one and three are progress grades while quarters 2 and 4 are credit earning grading periods.

Student Communication:

Our Leadership class will have someone come to Board meetings (first of the month) and give an update on student activities.

Date: October 7, 2024

**Pleasant Hill School District 2024-2025
Financial Report as of September 30, 2024**

Our audit is scheduled to take place November 12. The Beginning Fund Balance presented in your Monthly Financial Statement will be adjusted once our audit is complete.

Revenues:

- Our current tax year has not begun and any tax payments received through September are journaled back into revenue for the 2023-24 fiscal year.
- We have received our initial double State School Fund (SSF) payment in July and our regular monthly payments in August and September.
- We are averaging over \$50,000 interest earned per month in our two money market accounts. Currently, LGIP is paying 5.3% and Banner Bank Money Market is paying 5.31%.

Expenditures:

- Salary expenditures through September is at \$704,906. We will see a substantial increase when we have our first fully staffed month in October.
- Benefits total \$407,204.
- The purchased services, supplies and capital outlay and other expenditures are currently at \$431,993.
- All inter-fund transfers have been made with the exception of \$30,000 set aside for Food Service.

Submitted by: Sheri Longobardo, Business Manager

PLEASANT HILL SCHOOL DISTRICT #1
 2024-25 GENERAL FUND REVENUES AND EXPENDITURES - MONTHLY ACTIVITY
 10/2/2024 - Prior to Audit

	BUDGET	7/24	8/24	9/24	10/24	11/24	12/24	1/25	2/25	3/25	4/25	5/25	6/25	YTD TOTAL	BALANCE OVER / (UNDER) BUDGET
Resources															
Beginning Fund Balance	\$7,402,903													\$8,426,468	\$1,023,565
Current Year's Taxes	\$3,708,532	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(3,708,532)
Prior Year's Taxes	24,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(24,000)
Payment in Lieu Prop Tax	4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(4,000)
Penalties & Int on Taxes	4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(4,000)
Transportation Fees	5,000	(\$1,209)	\$0	\$458	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$751)	(5,751)
Interest on Investments	525,500	\$51,803	\$54,373	\$52,889	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$159,065	(366,435)
Other Curricular Activity	106,000	\$0	\$29,177	\$11,091	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,268	(65,732)
Rentals	6,000	\$170	\$140	\$310	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$620	(5,380)
Miscellaneous	50,000	\$788	\$6,190	\$14,101	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,080	(28,920)
Fingerprint Rev	1,500	\$0	\$66	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$66	(1,434)
County / Intermediate	25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(25,000)
Lane ESD Stipends	41,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(41,000)
State School Fund	8,811,207	\$1,494,555	\$746,829	\$746,829	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,988,213	(5,822,994)
Common School Fund	150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(150,000)
Small School Grant	55,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(55,000)
High Cost Disability Grant	70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(70,000)
Interfund Transfers	1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(1,000)
Total Revenues	\$13,587,739	\$1,546,107	\$836,776	\$825,677	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	3,208,560	(\$10,379,179)
Total Resources	\$20,990,642													\$11,635,028	(\$9,355,614)
Expenditures															
Salaries	\$6,531,819	\$72,007	\$140,289	\$492,609	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$704,906	(\$5,826,913)
Associated Payroll Costs	4,057,215	\$41,023	\$78,561	\$287,621	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	407,204	(\$3,650,011)
Purchased Services	2,607,052	\$57,041	\$78,783	\$60,018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	195,842	(\$2,411,210)
Supplies and Materials	548,398	\$11,397	\$32,161	\$28,306	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	71,863	(\$476,535)
Cap Outlay	14,000	\$0	\$0	\$690	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$690	(\$13,310)
Other Objects	212,050	\$149,794	\$5,625	\$8,179	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	163,598	(\$48,452)
Transfers	1,125,000	\$0	\$0	\$1,095,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,095,000	(\$30,000)
Contingency/Beg Fund Bal	5,895,108	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$5,895,108)
Total Expenditures	\$20,990,642	\$331,262	\$335,419	\$1,972,423	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,639,103	(\$18,351,539)
Ending Fund Balance														\$8,995,924	\$8,995,924

Summary Report: Pleasant Hill School District Academic Performance Compared to Surrounding Districts and State Averages

Overview of Pleasant Hill's Performance: The recent state assessment results for the 2023-2024 school year show that Pleasant Hill students are facing challenges in key academic areas, with performance results somewhat below state averages in English Language Arts (ELA), math, and science. However, in some areas, the district demonstrates resilience and shows potential for growth, particularly in specific grade levels.

- **ELA Proficiency:** Pleasant Hill students had an overall ELA proficiency rate of **33.6%**, slightly higher than the previous year's **30.6%**, but still lagging behind the state average of **42.5%**.
- **Math Proficiency:** The overall math proficiency rate for the district was **30.2%**, which represents an improvement from **26.9%** the previous year, although still below the state average of **31%**.
- **Science Proficiency:** Pleasant Hill's science proficiency rate was **24.3%**, showing an increase from **18.1%**, but also remaining below the state average of **29.3%**.

Comparison with Surrounding Large Districts: When comparing Pleasant Hill's performance with nearby districts like Eugene 4J, Springfield, Bethel, and other smaller districts, we observe several differences:

- **Eugene 4J School District** consistently outperforms Pleasant Hill in all subjects. For example, their **ELA proficiency** rate is **48.6%**, and their **math proficiency** is **36.8%**—both significantly higher than Pleasant Hill's.
- **Springfield Public Schools** also had slightly higher scores, with **ELA proficiency** at **35.0%** and **math proficiency** at **23.5%**. However, their ELA scores were closer to Pleasant Hill's performance, with Pleasant Hill outperforming them in math.
- **Bethel School District** saw a significant drop in proficiency this year, with **ELA proficiency** at **31.6%** and **math proficiency** at **19.7%**, placing them below Pleasant Hill in both math and ELA performance.

Smaller District Comparisons: Several smaller districts in Lane County provide a more mixed picture of performance:

- **Creswell School District** had relatively strong scores, with **43.4%** ELA proficiency and **33.3%** in math, both higher than Pleasant Hill.
- **Fern Ridge School District** had **42.7%** ELA proficiency and **36.0%** in math, outperforming Pleasant Hill in both areas.
- **Crow-Applegate-Lorane School District** had **38.4%** in ELA and **27.8%** in math, more closely aligned with Pleasant Hill's results.
- **McKenzie School District** had **46.2%** proficiency in ELA and **37.2%** in math, again surpassing Pleasant Hill's scores.

Statewide Trends: The state of Oregon overall saw stagnant proficiency rates across subjects post-pandemic. State averages showed **42.5%** proficiency in ELA, **31%** in math, and **29.3%** in science. While Pleasant Hill is slightly below these averages, the district's growth in both math and science proficiency suggests a positive trajectory, particularly in specific grade levels.

- **Math Improvement:** The most notable improvement in Pleasant Hill came in **7th grade math**, where proficiency rose from **19.2%** to **36.1%**, almost doubling within a year.
- **Science Growth:** Science proficiency, particularly in **5th grade**, jumped from **15.6%** to **28.2%**, and in **8th grade**, jumping from **8.1%** to **20.3%**, marking a significant increase.

Areas for Focus and Improvement: While Pleasant Hill shows promising growth in certain areas, there are also challenges that need addressing:

- **Grade-Level Disparities:** Performance across grade levels varies significantly. For instance, **3rd grade ELA proficiency** dropped to **30.6%**, and **6th Grade Math** dropped to **9.7%**.
- **11th Grade Performance:** Both **ELA** and **math** proficiency in **11th grade** show critical low points, with ELA at **14.9%** and math too low to report, indicating an urgent need for intervention at the high school level.

Conclusion: While Pleasant Hill continues to face challenges, the district is showing resilience and potential in areas such as math and science. By focusing on grade-level disparities, continuing to invest in targeted supports, professional development and interventions, the district can continue improving its academic outcomes.