



# AGENDA

## 1.0 **Meeting Business**

- 1.1 Flag Salute
- 1.2 Approval of Agenda and Regular Board Minutes from October 9, 2024
- 1.3 Future Meetings
  - 1.3.1 Regular Board Meeting, January 15, 2025
  - 1.3.2 Regular Board Meeting, February 12, 2025

## 2.0 **School Spotlight**

Coquille Junior High School – Albert Dixon

## 3.0 **Board Goals**

Increase opportunities for student academic advancement. (Advanced courses at both High Schools, grow the number of students participating) – Tiffany Clapper, Paige Yi, and Tanya Sinko

## 4.0 **Program/School Written Reports**

- 4.1 Winter Lakes High School
- 4.2 Winter Lakes Elementary School
- 4.3 Coquille Junior High School
- 4.4 Coquille High School
- 4.5 Coquille Valley Elementary School
- 4.6 Lincoln School of Early Learning
- 4.7 Curriculum Director
- 4.8 CTE/Special Programs Director
- 4.9 Athletic Director
- 4.10 Maintenance Supervisor
- 4.11 Technology Supervisor
- 4.12 Food Services Supervisor
- 4.13 Transportation Supervisor
- 4.14 School Resource Deputy

## 5.0 **Fiscal Report**

- 5.1 Appropriations by Fund & Function
- 5.2 Monthly Summary Report
- 5.3 Object Summary Report

## 6.0 **Superintendent's Report**

- 6.1 Population Report
- 6.2 Correspondence – Yes (Thank you card from Mrs. Bloomquist)

7.0 **Discussion/Action**

- 7.1 Resolution to Amend the OSBA Dues Schedule
- 7.2 Resolution to Amend Oregon School Boards Association's Bylaws Relating to Composition of the Board of Directors.
- 7.3 Resolution to Amend the OSBA 2023 Bylaws

8.0 **Consent Agenda**

- 8.1 Cash Donations
- 8.2 Non-Cash Donations
- 8.3 Out of State Travel – Bosy Varsity Basketball Team – Tournament in Eureka, California, December 19<sup>th</sup> – 21<sup>st</sup>.
- 8.4 Out of State Travel – Shawn Bridges – WIBC Conference in Seattle
- 8.5 Hired – Crystal Baustista – Custodian – LSEL
- 8.6 First Reading:
  - AC – Nondiscrimination
  - BBF – board Member Standards of Conduct
  - CB – Superintendent
  - CBG – Evaluation of the Superintendent
  - CCG – Evaluation of Administrators
  - DJC – Bidding Requirements
  - DJC AR – Exemptions from Competitive Bidding and Special Procurements
  - EBBA – Student Health Services
  - EBBB – Injury or Illness Reports
  - EBC – Emergency Plan and First Aid
  - EBCA – Safety Threats
  - EBCB – Emergency Procedure Drills and Instruction
  - GBEB – Communicable Diseases in Schools
  - GBN\_JBA – Sexual Harassment
  - GBNAB\_JHFE – Suspected Abuse of a Child Reporting Requirements
  - GBNAB\_JHFER AR(1) – Reporting of Suspected Abuse of a Child
  - Delete
    - EBC/EBCA

9.0 **Staff/Public Comments**

*At the discretion of the Board chairman, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing the Board secretary with a completed registration card prior to the Board meeting in order to allow the chairman to provide adequate time for each agenda item. (Please keep all comments to 3 minutes)*



Regular Board Meeting  
Coquille School District Board Room  
Wednesday, November 13, 2024 @ 6:00 pm

10.0 **Move to Executive Session**

(d) to conduct deliberations with persons you have designated to carry on labor negotiations. ORS 192.662(2)(d).

(f) to consider information or records that are exempt from disclosure by law, including written from your attorney. ORS 192.660(2)(f)

11.0 **Adjournment**

DRAFT



## COQUILLE SCHOOL DISTRICT 8

Wednesday, October 9, 2024  
Regular Board Meeting Minutes  
CSD Board Room  
970 N. Central Blvd., Coquille, OR 97423

### Order

Melinda Millet called the meeting to order at 6:00 p.m. Board Members present were Steve Britton, Melinda Millet, Marsha Frost, and Lucas Taylor. Absent was Board Member Cliff Wheeler, Heather Echavarria and Julie Nighswonger. Others present were Superintendent Wayne Gallagher, Assistant Business Director Denese, and Board Secretary Julie Simpson.

### Meeting Business

Motion made by Steve Britton to approve the Agenda and Regular Board Meeting Minutes from September 11, 2024. Luke Taylor seconded the motion; it passed unanimously.

### Future Meetings:

OSBA Road Show, October 30, 2024, @ 6:00 pm,  
OSBA Fall Conference, November 7<sup>th</sup> – 9<sup>th</sup>,  
Regular Board Meeting, November 13, 2024, and  
Policy Meeting, November 13, 2024, @ 10:00 am.

### School Spotlight

Winter Lakes Elementary School – Sharon Nelson and Chris Anderson

Core Classes are held in the morning and then after lunch we have created electives, hand on projects. And a lot of there are STEM or junior CTE classes.

Mr. Anderson my background is Engineering and Computer Programing. The student's first project was building bridges with only toothpicks and glue. They had to earn toothpicks from completing assignments in other classes. One bridge was able to hold 24 pounds. Noah Ish-Shalom demonstrated what he has been learning in computer programing with a game of potato throw. After a number of throws it will tell you that you are out. You can play the game with a group of people.

### Board Goals

***All Students Feel Welcomed in Coquille –***

Amy May, Armando, Ruiz, Sharon Nelson, & Albert Dixon

LSEL – Amy May

#### Kindergarten Launch

- Half day sessions for five days
- 40 participants

#### Parent – Teacher Meetings

- Pre-K & Kindergarten Families
- Tour classrooms & calm worries

#### Staggered Start to the Year

- 1<sup>st</sup> Grade started 9/3
- Kindergarten started 9/5
- Pre-K started 9/9



**CVE – Armand Ruiz**

- Positive Behavior Intervention System (PBIS) Start the year talking about expectations in all areas of the school and meet the staff.
- Open House 1<sup>st</sup> week of School
- Students earning Eagle Wings for Safe, Respectful, & Responsible behavior
- Eagle Assemblies
- Grandparents' Days coinciding with the Scholastic Book Fair
- Movies for each grade levels after school

**CJSHS – Albert Dixon**

- Slow Start – Middle School Students & Freshman attend the 1<sup>st</sup> day of school without the other grades in the building. Reduces stress and anxiety for the 7<sup>th</sup> graders and gives 9<sup>th</sup> graders the chance to learn high school routines in a less crowded environment.
- 7<sup>th</sup> Grade Orientation Night – Allows parents/guardian to learn specific details about the school. Helps parents/guardians log into ParentVue. Gives a chance for the staff and parents/guardians to be familiar with each other.
- Devil Connections –
  - Promotes student engagement throughout the school
  - Builds positive relationships among the older students to the younger ones
  - Allows the high school students to act as a mentor to support the middle school students
  - Amplifies the inclusive & caring atmosphere at CJSHS

***Highest Paid Staff on the South Coast*** (Make Coquille a Destination School District) –

Jeff Philley, Rachel Price, & Tony Jones

What makes Coquille a destination school district?

- Certified Staff Salary – Highest on the South Coast
- Classified Staff Comparable to other districts
  - Example of the five districts in Coos County a Custodian at step 7 makes \$22.02 an hour. The highest paid in the County is North Bend @ \$23.08 and lowest is Coos Bay @ \$21.49.
- In 2024 – 2025 budget athletics department increased coaches pay. High School Head Coaches received a 42% increase.
- Employer paid PERS
- Longevity pay
- Grow-Your-Own Program
- Signing bonuses for Licensed Staff
- Daycare for employees' children from 3 years of age to 10.

Program/School Written Reports provided:

Winter Lakes High School  
Winter Lakes Elementary School  
Coquille Junior High School  
Coquille High School  
Coquille Valley Elementary School  
Lincoln School of Early Learning  
Curriculum Director

CTE/Special Programs Director  
Athletic Director  
Maintenance Supervisor  
Technology Supervisor  
Food Services Supervisor  
Transportation Supervisor  
School Resource Deputy

## Program Report

### Presentation of the Integrated Guidance Report – Tanya Sinko, Director of Curriculum Grant & Title Funding

- High School Success Grant
  - Two Academic Counselors
  - One SE Counselor
  - AG Teacher (CTE)
  - Portion of the Cosmetology Teacher (CTE)
- Student Investment Account
  - Two pre-K paraprofessionals and one
  - Two SE counselors
  - One first grade teacher
  - One CTE teacher, will pay .5 CTE teacher and EA for Simulators
  - .5 Curriculum Director
  - Summer School and Summer Programs
  - Equity Team Stipends, subs to attend conference
  - SLP, ELD curriculum, SEL curriculum
  - Will pay for Science Curriculum
  - Will pay for Jump Start Kindergarten
  - Will pay for Summer PLUS stipends, teachers, and EAs
  - Will pay for .5 CTE teacher and EA for Simulators
- Early Indicator Intervention System
  - Five Tech Team Stipends (Salary & Benefits)
- Early Literacy (Ages 3 to Grade 3)
  - Curriculum: FrogStreet ages 3 & 4
  - Gardner's New Alphabet & Secret Stories
  - A "targeted tutor" at LSEL (EA)
  - Additional Books
- Title I \$377,549 preliminary 24-25
  - Two interventionists and .5 EA
  - Michele Crook full time at LSEL this year
  - Intervention Curriculum
  - 25% match funding for Early Literacy
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  - MV Student transportation
- Title III \$3457 – Preliminary
  - Portion of ESD Consortium
  - ELL teachers to attend conferences
  - Some supplies for translation devices/Texts in 1<sup>st</sup> Language
- Title IV \$20,204 – Preliminary
  - .1 of Deputy Owen's Salary
- Title VI \$9800 – Preliminary
  - Stipend for (this year) Liaison
  - Food & supply cost for meetings and events

### Integrated Guidance

- CIP per campus
  - Admin, Teacher, Classified Staff, Community Member(s), Students (secondary level), Counselors (at least one academic and one SEL)

- Surveys to different groups at the schools and to Coquille Community
- 9/27/24 was the first meeting
- October – Building mtg to discuss presented data; generate rough drafts of goals
- 11/25/24 building teams to finalize goals/plan/budget
- December -building teams to finalize SIP and submit to Tanya by Winter Break
- January – Whole team meet; campuses share SIPs and survey data presented
- 2/19/25 – Present IG/SIPs to Board
- 3/19/25 – Board Approve
- 4/30/25 – Submission Deadline

Fiscal Report -Assistant Business Manager provided the board with three fiscal reports:

Appropriations by Fund & Function

Monthly Summary Report

Object Summary Report

Audit was completed their field portion. Auditors will be at the January Boad Meeting. Though the Audit will be done in December.

Superintendent's Report - Superintendent Gallagher - Population Report, finally have the student count of 1220. Budget is back to normal, no spending freeze. We have not received any correspondence since the last meeting in September. Invited the Board to the OSBA Road Show – Wednesday, October 30<sup>th</sup> @ 6:00 pm. Wanted to talk about Tanya's presentation about the grants and title funds. I wanted to make sure the board is aware of what a great job Tanya does with writing the grants, reporting and staying in compliance. Because of those funds it allows the school district to provide additional programs.

#### Consent Agenda

Motion made by Luke Taylor to approve the Consent Agenda Items 9.1 thought 9.5 below:

- 9.1 Non-Cash Donations
- 9.2 Hired – Cassandra Hardman – Daycare EA
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And Marsha Frost seconded the motion; it passed unanimously.

#### Staff/Public Comments

None

#### Adjournment

Melinda Millet adjourned the meeting at 7:09 pm

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Approved



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#### Staff/Public Comments

None

#### Adjournment

Melinda Millet adjourned the meeting at 7:09 pm

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Approved



*Cognille*

School District #8

# Section Six Program & School Reports





# Winter Lakes High School



## Calendar



- November is National Homeless Youth Awareness Month
- NOV 1: CTE PD @ SWOCC
- NOV 3: Daylight Saving Time Ends – Turn your clocks back one hour
- NOV 5: NCRC Testing in WLHS Commons
- NOV 5: Fire Drill
- NOV 5: Recruit Hippo working with students
- NOV 7: Picture Day
- NOV 13: Board Meeting 6PM @ DO
- NOV 7: Recruit Hippo working with students
- NOV 11: Veterans Day – NO SCHOOL
- NOV 12: Recruit Hippo working with students
- NOV 19: Recruit Hippo working with students
- NOV 21: Freshman Credit Check Night 4:00-7:00PM
- NOV 22: End of 1st Trimester
- NOV 25: FULL PD DAY DISTRICT WIDE
- NOV 26: WLHS Progress Report Day/Teacher Work Day
- NOV 25 – 29: NO SCHOOL FOR STUDENTS – Thanksgiving Holiday Break



## Learning Focus

- Progress Reports, Conferences with families, on- track to graduate.
- IXL Diagnostics to help fill the academic gaps in Math/ELA.



## Invitation

Come Check out:

- Student projects in Construction
- Student projects in Cosmetology
- Student projects in Drones





## WLE School Board Report

November 1, 2024

**Focus on teaching and learning:** It's nose to the grindstone this last month. Kids and teachers have settled into their classroom routines and have become more familiar with our new curriculum.

The Makerspace room is in its final stages of set up. Mr. Anderson's robotics and coding crews have worked hard to set up the computers and various workstations. Please come by any afternoon if you would like to see how engaged and talented these middle school students really are. 😊

Thank you again for approving Kim Gallagher's extended leave of absence. She and her 4-H group returned from Kentucky with many awards and good stories. I will have her give us a written account of the National Championships in the world of rabbits and cavies!

**Focus on the family and fun:** Our Open House and Ice Cream Social held Oct. 3<sup>rd</sup> was well attended. We had 81 students and families enjoy touring the classrooms, visiting with teachers, and gobbling bowls of ice cream with syrup, sprinkles, and cherries on top! A big thank you to Tanya Sinko and Phil Johnson who helped serve our people. A good time was had by all.

We will be having our first middle school after school dance. It is tentatively planned for Thursday, Nov. 21, from 3:00 - 5:00pm. Students will have the opportunity to request a guest pass for friends at other schools to attend. Dances are also a great time to see our students who school from home only.

Warm regards,

Sharon and the Winter Lakes Staff



## **COQUILLE JUNIOR HIGH SCHOOL REPORT**

### **CALENDAR**

November 8	1:00 PM Release- CHS Activities Support
November 11	Veterans Day- No School
November 12	Dental Screening
November 13	Board Meeting
December 12	Winter Music Concert
December 20	1:00 PM Release- All District

### **LEARNING FOCUS**

- 7th and 8th Grade Math students are working on the steps of solving algebraic equations, with the added twist of balancing those equations with additional multi-step operations.
- 7th grade Social Studies students are learning about the various religions and beliefs of different early civilizations, while 8th Grade Social Studies students are starting a collaborative project about the 13 colonies.
- 7th and 8th Grade ELA students determine a theme or central idea of a text and analyze its development over the course of the text, including its relationship to the characters, setting, and plot; provide an objective summary of the text. .
- 7th and 8th Grade Science students are learning to apply principles of motion in a fun and engaging way as they relate to bottle-rocket travel. .

### **PLEASE JOIN US!**

- Come enjoy our various Junior High sports teams in action at our athletic venues as their Winter seasons get under way!
- Spend an evening enjoying the wonderful sounds of Coquille's Middle School band and choir! .



## COQUILLE HIGH SCHOOL REPORT

### CALENDAR

November 7	Powder Puff / Muscle Volleyball
November 12	Western Oregon University HS Trip
November 12	Dental Screening
November 13	Board Meeting
November 22	FFA Students with BLM
November 25	PD Day
November 26	Work Day
November 27-29	No School
December 5-6	Yi & Dixon at Law Conference
December 11	Yi @ SWOCC
December 12	Winter Music Concert
December 20	1:00 PM Release
December 20-21	Drama Performance @ Sawdust Theatre

### LEARNING FOCUS

7<sup>th</sup> grade math students are learning about ratios and rates with fractions.

8<sup>th</sup> grade math students are exploring transformations. Students focus on building academic vocabulary, graphing using coordinates, and writing rules for transformations.

High school health students are learning about ways to reduce or prevent injuries and health problems. They are also analyzing the potential severity of injury or illness if engaging in unhealthy behaviors.

Teachers have been working in grade level attendance teams to identify ways to improve regular student attendance.

### Please Join Us!

School Board Members are always invited in to see what's happening at Coquille Junior/Senior High School. We invite the School Board to attend our Winter Music Concert on December 12<sup>th</sup> and our Drama Performance on December 20<sup>th</sup> and 21<sup>st</sup>.

## Coquille Valley Elementary School Board Report for 11/13/2024



### November Calendar: 15 student contact days

10/28 Spirit Week Monday- Farm Day  
10/29 Tuesday- Sports Day  
10/30 Wednesday- 80's Day- 6<sup>th</sup> grade dance after school 3:00-5pm  
10/31 Thursday- Costume Day  
11/1- Friday- Pajama Day  
11/4 week- Missoula Children's Theatre Pinocchio auditions 4 pm  
Monday 11/4- Perfect Attendance treat October  
11/5- Begin PLUS program (Tuesday and Thursday after school)  
11/5 Missoula Children's Theatre workshop for 5<sup>th</sup> graders  
11/7- ALICE Drill  
11/8- Eagle Assemblies  
11/11- No School- Veteran's Day  
11/13- Turkey Trot at Lincoln School 9 am  
11/14- 3<sup>rd</sup> grade movie night & retakes Lifetouch Pictures  
11/22- End of first trimester & 4<sup>th</sup> graders to Laverne Park  
11/25- PD Day-No School  
Week of 11/25- Begin canned food drive  
11/26- No School- Work Day

## **Learning Focus:**

### **2<sup>nd</sup> grade**

**Math-** Double digit addition with regrouping

**ELA-** How does exploring help us understand the world around us?

**Writing-** Going to the Pumpkin Patch

**Science-** Bones activity, matter, and root beer floats

**S.S-** U.S. States & Veteran's Day activity

### **3<sup>rd</sup> grade Math-** Attention to Multiplication and Division strategies and telling time

Applying Multiplication and Division using word problems

**English Language Arts (ELA)-** Developing reading comprehension and fluency

Understanding concepts of narrative and letter writing

Practicing on grammar, spelling, and vocabulary

**Science:** Circles of life investigating different species their life cycles

**Social Studies:** Exploring U.S. history how the United States was founded

**Social-Emotional Learning (SEL):** Connecting students as a community to resolve peer conflict  
Using self-knowledge and action

### **4<sup>th</sup> grade**

**Math-** Practice Fact Fluency to cement math facts in the students' minds

Introduce methods for solving two-digit-by-two-digit multiplication

Show Division as a method of undoing multiplication

**English Language Arts (ELA)-** Developing reading comprehension and critical analysis skills

Understanding themes, character analysis, and text structure in literature

Emphasis Opinion Writing during the Month of November with a book report

Vocabulary expansion and grammar practice in line with HMH curriculum

**Science-** Focus on scientific inquiry and hands-on experiments

This month's topic is Animal and Plant Adaptations.

Field Trip to Lavern park to learn about our watershed and the important habitat it provides for animals.

**Social Studies-** Exploring Oregon history, geography, and indigenous cultures.

**Social-Emotional Learning (SEL)**- Encouraging independence, accountability, and resilience  
Lessons on empathy, conflict resolution, and teamwork  
Building self-management skills like organization and goal-setting

**5th grade Math** - We are working on multi-digit multiplication

**ELA** - Reading non-fiction texts, with a focus on natural disasters. Writing opinion and narrative writing.

**Science** - Engineering Unit

**SEL** - Community agreements

**6<sup>th</sup> grade math:** The current learning target is understanding the concepts of ratios and equivalent ratios.

Tape diagrams, ratio tables and graphing on coordinate planes are techniques that are introduced at this level to further understand ratios.

Students are using unit rates to compare rates and solve rate problems.

**SEL:**

Students are learning how to make connections with one another and building relationships within the classroom.

Understanding how our choices impacted by the choices of others.

Learning how to practice kindness with each other.

**Writing:**

-focus on first person point of view narratives

-writing with details

- five paragraph essay structure-formulating self-editing habits

**Reading:**

-strengthening reading comprehension in fiction and non-fiction texts

-citing textual evidence to demonstrate understanding

-making inferences-understanding figurative language and word meanings for critical vocabulary in reading curriculum

**Eagle Assemblies** – If you have not paid your \$25 student fee this year, please stop by the office to pay the fee. The \$25 student fee at CVE is used to fund our Eagle Assemblies. We hold these assemblies every 4-6 weeks and during our Eagle Assemblies students are recognized for safe, respectful, and responsible behavior(s) at school with “Eagle Wings.” Our students at CVE demonstrate these behaviors in all areas of the school, especially the classroom. Our next Eagle Assembly is scheduled for Friday, November 8<sup>th</sup> during the afternoon. We have a primary, 2<sup>nd</sup> and 3<sup>rd</sup> grade assembly, as well as an intermediate 4<sup>th</sup>-6<sup>th</sup> grade assembly.

**10<sup>th</sup> and Collier-** During drop off and pick up times we realize that traffic gets backed up at our school entrance and exit. Please be mindful of thru traffic at 10<sup>th</sup> and Collier and make every effort to not block the road, so traffic can flow during these busy times. Thank you and your cooperation is greatly appreciated!

**Missoula Children’s Theatre-** This year students in the Coquille SD will be performing Pinocchio at The Sawdust Theatre on Saturday, November 9<sup>th</sup>. Rehearsals begin on Monday, 11/4, at CVE from 4-6 pm and there are many parts available for K-12 students. Actors/actresses need to be available everyday that week from 4:00-8:30 pm.

**6<sup>th</sup> Grade Dance-** The dance was a huge success, and the 6<sup>th</sup> grade class had a blast! Leadership students decided to have an 80s theme with a nacho/taco bar and Italian sodas for refreshments. Leadership students did a great job setting up and cleaning up after the dance.

**Turkey Trot-** The Coquille tradition for our 4<sup>th</sup> and 5<sup>th</sup> grade students is scheduled for Wednesday, November 13<sup>th</sup> at 9 am at Lincoln School. The girls’ race will be first and the boys’ race will follow. Prizes for the top four runners in each race are a turkey, chicken, game hen, and a dozen eggs. You are invited to attend this event and the race will be held rain or shine.

**ALICE Drill-** We have three ALICE drills per year at CVE to train staff/students in what to do in a crisis. Our 2<sup>nd</sup>-5<sup>th</sup> grade students have a read aloud titled, “I’m Not Scared, I’m Prepared, Because I Know All About ALICE,” by Julia Cook read to them by their classroom teacher. This book enhances the ALICE concepts and makes them applicable to children of all ages in a non-fearful way. In a dangerous situation all CVE students are trained to listen to their teacher or the adult in charge. Our 6<sup>th</sup> graders learn more about the acronym ALICE and they watch a video geared towards middle school students. Here is a link to view the video <https://www.youtube.com/watch?v=k6ksnSzs6M>





# LINCOLN SCHOOL OF EARLY LEARNING

1366 N. Gould St, Coquille, OR 97423 /541-396-2811/ Fax:541-396-7351

*Amy May, Principal*

## Lincoln School of Early Learning – November Board Report

### November Calendar:

- 1: Lion Paw Assembly
- 5: Picture Retake Day
- 11: Veterans Day – No School
- 19: Fire Drill @ 10:30
- 22: End of Trimester
- 22: Character Trait Assembly - Honesty
- 25: Professional Development - No School

### ProACT Training

- 26: Teacher Work Day (Report Cards) - No School
- 27-29: No School

### Learning-Focused

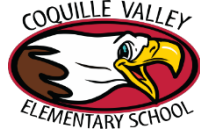
On October 25<sup>th</sup>, we had the pleasure of inviting families to celebrate students who demonstrated the characteristic of sharing. We partnered with the High School National Honor Society, led by Kate Ivy, who presented a skit about sharing for our students. Each child received a certificate recognizing their ability to share consistently. This also marked the first time we showcased our new lion mural in our gym. Lily Deck put in a tremendous amount of time and effort to design a lion mascot to represent our school culture. This has been a positive and welcome addition!

October has been a busy month. Students are settling into the daily school routines and following behavioral expectations. We recently restructured a space in our building to serve as a refocus room to reinforce and encourage classrooms to be productive and safe learning environments. This has offered an additional resource to our teachers and staff.

### Invitation

I would like to invite the School Board to visit our gym to see the new mural. This has been a positive and welcome addition to our gym.





# COQUILLE SCHOOL DISTRICT #8

November 13, 2024

## **DISTRICT TEST COORDINATOR**

State test results from the 23-24 school year have been released by ODE. We have two students signed up to take AP exams this spring, with a potential for additional students who are enrolled in Amy Holbrook's AP Biology class at CHS.

## **TITLE FUNDS**

The work on the family laundry and hygiene station/ restrooms in the lower level of the DO is 95% complete. We have had some families reaching out already to access this valuable resource. We hope to share photos of the completed work with Dr. Charlene Williams and the McKinney-Vento support team upon 100% completion of the work.

The three Title Nights (I, III, and VI) serving students in reading K-6, English Language Learners, and AI/AN students have convened this fall. The AI/AN team is reviewing its bylaws for a vote in November. Julie is already full of ideas about how to engage families in the community. We have some willing volunteers to erect shelving that was purchased with Title VI "COVID" monies in an effort to organize and centralize supplies for AI/AN cultural events. The group also discussed tutoring options and recruitment of jr/sr high school students to get involved with these services. **Title X** "COVID" funds were allocated to remodel the family laundry/hygiene space in the lowest level of the DO. Work is approximately 95% complete.

## **GRANT FUNDS**

In addition to the COPS grant we applied for last summer, we have recently applied for a Coquille Tribal Grant to provide walkie-talkies and additional cameras for LSEL. Marci Gallagher and I are reviewing grant opportunities to replace our two failed and three aging milk coolers.

## **MENTORING**

We have eight teachers in our Mentoring program; five are in their second year and just three are "new." This is thrilling because it means our teacher retention rate is incredibly high!

## **TAG**

We have hosted three SOCC STEAM lectures at WLHS (thank you, Tiffany!) Further plans are to offer midday or evening TAG Talks, where community members will be invited to share about their career or special interest to inspire students. Please let me know if you have connections to folks who might be willing to participate in such talks! I have contacted Miss Shelly of the Coquille Library and Lyndsey Corral about starting a speed jigsaw puzzling group for the winter months.

## **TECH TEAM**

Our Tech Team supported colleagues with progress reports with much support from Rachel Price.

## **PROFESSIONAL DEVELOPMENT**

Many teachers are taking advantage of Flipped PD this year. Over 50% of teachers have communicated their individualized professional development plans. November's PD day will include a debrief from our Equity Team, who attended a summit in late September. Building Continuous Improvement Plans will be generated as a draft for feedback toward our Integrated Guidance planning. The Health/PE curriculum team met on October 23 to discuss options. We decided to request perusal materials over attending a curriculum caravan. There is only one curriculum at the K-5 and 9-12 levels that "MEET" ODE standards. At the junior high level, there are three from which to choose. We expect the materials to arrive prior to Thanksgiving.

## **CURRICULUM**

See above for Health/PE. We also have finally received all our materials for our 5-8 science. Huge thanks to Nicole, who had to process refunds and payments as well as to Denese for partnering with me to find funding for the \$14000 science kits (good for 7 years) in grants as opposed to the general fund!

# COQUILLE SCHOOL DISTRICT SPECIAL PROGRAMS

11/2/2024

## New Students and IDT's

It hasn't slowed down. We continue to have a steady stream of students with disabilities coming to us on IDT's from other districts. Each time this happens our case managers do an in-depth study of the student's IEP and we hold a meeting with the parents to meet them and discuss if there are any changes that need to take place in the IEP because each district has slightly different ways that they provide services.

I ran some numbers, and I thought you would find this interesting. This is the percentage of students that come to us on IDT's that have a disability:

Reedsport 33%  
Powers 25%  
Bandon 22%  
Port Orford 20%  
Myrtle Point 19%  
Coos Bay 16%  
North Bend 6%

The total percentage of all IDT's of students that have a disability is 18%.

## Staffing

We are still making adjustments to suit student needs. We've moved a few EA's and shuffled some teacher hours from building to building. The most pressing needs that we've adjusted to are an uptick in student behaviors at Lincoln as we are working through the special education evaluation process with many students. The other need is a significant uptick in daily attendance for students in our SLC program at WLE. Thank you to Wayne and Rachel for problem solving staffing issues.

## Professional Development

We have been meeting as a special education teaching staff to work on our three year supervision cycle, which means ODE is assessing how good a job we are doing with all the various legal processes surrounding student eligibilities, identification, IEP writing, providing FAPE and all other aspects of the logistics that apply to working with students with disabilities. It is helping our team grow, learn and come together as we work through this process.

Jeff

# Coquille School District Athletic Director Report

## November 2024

### Calendar:

Sports You schedule for the next month is on the following pages.

### Areas of Focus and Note:

Junior High Boys Basketball and Wrestling began competitions the week of November 4<sup>th</sup>. High school Basketball and Wrestling will begin practices November 18<sup>th</sup>.

The 2024-2025 high school basketball and wrestling schedules are complete and are posted on the OSAA website and Sports You calendar. Junior High School Basketball and Wrestling schedules are posted on the Sports You calendar..

The final high school football game on November 1<sup>st</sup> featured pre-game senior recognitions for Pep Band, Cheer Team and Football. Half-time showcased the Jr Cheer Camp participants as well as district champion CHS Volleyball Team, state meet qualifying Girls' Cross Country Team and an on-field Pep Band performance.

Coquille High School's Girl's Cross Country, Football and Volleyball teams all advanced to the OSAA play-off/championship event.

Coaching search is still under way for High School Girls Wrestling Assistant, High School Boys JV2 Basketball and a Junior High Track and Field Assistant.

In December, Coquille HS will host the annual Winter Lakes Basketball Showcase on December 6<sup>th</sup> & 7<sup>th</sup> and the Holiday Send-off Wrestling Tournament on December 20<sup>th</sup>.

### Invitation:

Your presence at any and all events is encouraged and welcomed.

November 5, 2024		Tuesday
4:15 pm - 11:59 pm	7/8 Boys Basketball @ Sutherlin	
November 6, 2024		Wednesday
8:00 am - 11:59 pm	Coquille FFA Chapter Meeting	
4:30 pm - 11:59 pm	Jr Hi Wrestling @ Siuslaw	
November 7, 2024		Thursday
4:15 pm - 11:59 pm	7/8 Boys Basketball v Winston	
November 8, 2024		Friday
7:00 am - 3:30 pm	Food Science/Ag Sales CDE	
November 9, 2024		Saturday
10:30 am - 11:59 pm	OSAA XC Championship	
November 12, 2024		Tuesday
All-day	Rituals (Beginning & Advanced)	
4:15 pm - 11:59 pm	7/8 Boys Basketball v Coffenberry	
November 13, 2024		Wednesday
10:00 am - 2:00 pm	Willamette Valley Ag Expo	
4:15 pm - 11:59 pm	8th Boys Basketball @ North Bend	
4:30 pm - 11:59 pm	Jr Hi Wrestling @ Sutherlin	
November 14, 2024		Thursday
4:15 pm - 11:59 pm	7th Boys Basketball @ North Bend	
November 19, 2024		Tuesday
4:15 pm - 11:59 pm	7/8 Boys Basketball @ Marshfield	
November 20, 2024		Wednesday
4:30 pm - 11:59 pm	Jr Hi Wrestling v Siuslaw, Sutherlin, Winston	
November 21, 2024		Thursday
All-day	Hazelnut Order Forms Due to Ms. Scolari	
4:15 pm - 11:59 pm	7/8 Boys Basketball v Sutherlin	
November 23, 2024		Saturday

All-day	● 7/8 Boys Basketball @ Marshfield Invite	
<b>November 25, 2024</b>		<b>Monday</b>
4:15 pm - 11:59 pm	● 7/8 Boys Basketball @ Winston	
<b>November 30, 2024</b>		<b>Saturday</b>
All-day	● Work at U of O	
All-day	● Work at U of O	
<b>December 2, 2024</b>		<b>Monday</b>
4:15 pm - 11:59 pm	● 7/8 Boys Basketball @ Coffenberry	
<b>December 4, 2024</b>		<b>Wednesday</b>
4:15 pm - 11:59 pm	● 7/8 Boys Basketball v North Bend	
<b>December 5, 2024</b>		<b>Thursday</b>
4:30 pm - 11:59 pm	● Jr Hi Wrestling @ Reedsport	
<b>December 6, 2024</b>		<b>Friday</b>
All-day	● FFA State Officer Visit	
All-day	● Winter Lake Showcase	
All-day	● Winter Lake Showcase	
All-day	● Winter Lake Showcase	
All-day	● Winter Lake Showcase	
<b>December 7, 2024</b>		<b>Saturday</b>
All-day	● Winter Lake Showcase	
All-day	● Winter Lake Showcase	
All-day	● Winter Lake Showcase	
All-day	● Winter Lake Showcase	
9:00 am - 4:00 pm	● Coquille Eagles Christmas Craft Fair	
9:30 am - 11:59 pm	● Boys HS Wrestling @ Hidden Valley	
9:30 am - 11:59 pm	● Girls HS Wrestling at Hidden Valley Tournament	
<b>December 8, 2024</b>		<b>Sunday</b>
11:00 am - 3:00 pm	● Coquille Supply Fishing Pole Giveaway	

Monday

December 9, 2024

4:15 pm - 11:59 pm ● 7/8 Boys Basketball v Marshfield

Tuesday

December 10, 2024

4:00 pm - 11:59 pm ● JV Boys Basketball Pleasant Hill

4:00 pm - 11:59 pm ● JV Girls Basketball Pleasant Hill

5:30 pm - 11:59 pm ● Var Boys Basketball Pleasant Hill

7:00 pm - 11:59 pm ● Var Girls Basketball Pleasant Hill

Wednesday

December 11, 2024

8:00 am - 11:59 pm ● Coquille FFA Chapter Meeting

4:00 pm - 11:59 pm ● Vet Science CDE

4:15 pm - 11:59 pm ● 7/8 Boys Basketball v Sutherlin

Thursday

December 12, 2024

4:30 pm - 11:59 pm ● Jr Hi Wrestling @ Winston

Friday

December 13, 2024

1:00 pm - 11:59 pm ● Boys HS Wrestling @ North Bend

1:00 pm - 11:59 pm ● Girls HS Wrestling @ North Bend Tournament

4:00 pm - 11:59 pm ● JV Girls Basketball @ LaPine

4:30 pm - 11:59 pm ● JV Boys Basketball @ LaPine

6:00 pm - 11:59 pm ● Var Girls Basketball @ LaPine

7:30 pm - 11:59 pm ● Var Boys Basketball @ LaPine

Saturday

December 14, 2024

9:00 am - 11:59 pm ● Boys HS Wrestling @ North Bend

9:00 am - 11:59 pm ● Girls HS Wrestling @ North Bend Tournament

Monday

December 16, 2024

4:15 pm - 11:59 pm ● 7/8 Boys Basketball v TBA

Tuesday

December 17, 2024

10:00 am - 11:59 pm ● Jr Hi Wrestling @ Farwest District

5:30 pm - 11:59 pm ● JV Boys Basketball v St. Mary's





## Coquille School District Technology Report

11-05-24

The month of October was exciting, lots of exciting things happening! Our district secured the COPS grant, and we were tasked with getting fresh quotes for intercom systems for our schools. We reached out to businesses all over Oregon. We had many companies provide demonstrations and travel to come see our schools, take measure, and price-out costs. We were able to secure many quotes that we have been able to use to ensure that the best choice has been made in providing intercom and access control systems for our schools for the COPS grant program.

Beginning about halfway into August and through into these last few weeks the district has run into several internet related interruptions. As a department we have been working diligently with the district internet service provider or ISP to find the cause of these interruptions. On Wednesday October 23<sup>rd</sup> our ISP replaced their service provided hardware at Lincoln School, this device supplies services district wide. The following day in the early morning it was discovered that our internet services had been lost at our schools other than Lincoln. I worked with DFN network engineers, and we spent a good deal of time trying to find a resolution to the problems that had occurred, unable to pinpoint the issue and resolve it, DFN engineers decided the best option was to return the hardware that had been replaced the day prior. When this was completed, all services returned and were back in working order. I am still working with DFN to make this hardware upgrade. Presently, research is being done to isolate why the switch upgrade caused these issues with our transport circuits from Lincoln to our other schools.

Some of the internet related interruptions were found to not be the district's internet but be instead related to the district's new web filtering system that was installed over the summer. We identified a bug in the web filter client software on Windows 11 workstations. We have had success fixing this problem with removing the user account from the chrome web browser and then re-adding it the browser. This process has been found to resolve errors with account identification in the software. This error did cause behavior that seemed very much like laggy internet and did contribute to the overall number of internet related complaints.

These last couple weeks our districts internet services speeds have greatly increased through-out these processes in working with our providers, so we have seen some progress through these processes.

We have set up a specialized server so that we can measure internet bandwidth throughout our internal network. We have a server setup at Lincoln school. This is where all schools traverse to search for the internet, so this was the best place to locate this server. With this server in place at Lincoln school we can travel out to one of our schools and run this client programming that will give us a measure of the total bandwidth from that school to Lincoln this was we can measure our own network and ensure all is well before contacting our internet service provider. This new tool for reading network speeds came at no additional cost to the district. Here is an example reading from this system –

```
iperf@iperf-Latitude-E6540:~$ iperf3 -c 10.243.3.50 -p 7575
Connecting to host 10.243.3.50, port 7575
[ 5] local 10.243.67.59 port 56562 connected to 10.243.3.50 port 7575
[ ID] Interval      Transfer    Bitrate      Retr  Cwnd
[ 5] 0.00-1.00 sec   53.2 MBytes 446 Mbits/sec 156 86.3 KBytes
[ 5] 1.00-2.00 sec   61.9 MBytes 520 Mbits/sec  54 63.6 KBytes
[ 5] 2.00-3.00 sec   58.0 MBytes 487 Mbits/sec  56 120 KBytes
[ 5] 3.00-4.00 sec   59.2 MBytes 497 Mbits/sec  77 134 KBytes
[ 5] 4.00-5.00 sec   63.2 MBytes 531 Mbits/sec  69 89.1 KBytes
[ 5] 5.00-6.00 sec   79.9 MBytes 670 Mbits/sec  52 109 KBytes
[ 5] 6.00-7.00 sec   69.5 MBytes 583 Mbits/sec  65 136 KBytes
[ 5] 7.00-8.00 sec   69.2 MBytes 581 Mbits/sec  82 129 KBytes
[ 5] 8.00-9.00 sec   73.0 MBytes 612 Mbits/sec  70 82.0 KBytes
[ 5] 9.00-10.00 sec  70.8 MBytes 593 Mbits/sec  56 96.2 KBytes
- - - - -
[ ID] Interval      Transfer    Bitrate      Retr
[ 5] 0.00-10.00 sec  658 MBytes 552 Mbits/sec 737
[ 5] 0.00-10.00 sec  657 MBytes 551 Mbits/sec
iperf Done.
iperf@iperf-Latitude-E6540:~$
```

This reading is measuring the speed of 658 Mega Bytes traversing from CHS to Lincoln over the period of 10 seconds. BTW this was a great reading!

In other technology news,

The technology department completed [44] work orders in the month of October. This does not include emails and phone calls.

An addition to the security camera system at Lincoln School has been quoted and provided to be entered as a possible grant funded project.

I have spent this last week completing our districts submission to enter a program with USAC that may provide tens of thousands of dollars to help us improve our cybersecurity.

In the coming months –

E-rate season is upon us, we will be working with our consultant and ensuring we have utilized all available funding and if not, we will be assessing the districts network and looking for weaker infrastructure that can be improved.

Respectfully,



Sean Wirebaugh, Technology Director

## **FOOD SERVICE OCTOBER AT A GLANCE**

**Total Days with staff out: 7 days**

**One staff member on Maternity leave until November 18<sup>th</sup>.**

**November menus were completed and sent to all schools.  
260 sack lunches sent with students for field trips, athletic events, college visits.**

**Site Monitoring done at Lincoln, CVE, CHS, WLE**

### **CATERING OPPORTUNITIES**

**195 Crumbl cookies made for perfect attendance (Sept) at CVE  
Board meeting meal**

### **LOOKING AHEAD IN NOVEMBER**

**I will be traveling to Powers November 4<sup>th</sup> to train staff**

**Additional site monitoring will be completed**

**Board meeting meal**

**Make Krumbl cookies for perfect attendance at CVE for October,  
assembly Nov 4th**

**USDA commodity delivery November 18th**



**Transportation:  
November 2024**

This month Transportation has had a small break in between fall and winter sports. Winter Junior High sports are underway as we gear up for the winter season. During November I will be certifying Winter Coaching Staff to drive. We have completed this year's annual bus evacuation drills required by ODE.

The new bus barn is coming along nicely. I will be starting to order new furniture for the building soon. We are planning to move in during winter break and start operating out of the new location at the start of the new year. This will be an exciting yet busy time.

I am currently getting a quote from Western Bus Sales for the purchase of a new large size bus. This follows our depreciation and replacement schedule that Superintendent Gallagher and I put together. A new bus would replace a current bus that was purchase in 2015 and is at the end of its depreciation cycle. It is important to keep vehicles that we can still receive depreciation funds as the funds help us purchase new buses on the replacement cycle. We could potentially receive a new bus in June or July of 2025 as the dealer already has these buses in stock.

I hope you have a great Thanksgiving!

Respectfully,

Nate



*Coquille*  
School District #8

## SCHOOL RESOURCE DEPUTY ACTIVITIES

SRD Board Report for October

\*Security at home football games with the help of Coquille PD.

\*9/30. Follow up on threats made by a student that were supposed to happen at the Homecoming dance. The threats were unfounded.

\*9/30 Interviewed student who was harassed at Coquille HS by another student. This was a school issue and not criminal.

\*10/1. Assisted staff at Lincoln with an out-of-control student.

\*10/2. Interviewed students at WLHS regarding harassment. The incident involved all students involved mutually making inappropriate verbal comments towards each other. This was addressed and appears to be taken care of.

\*10/2. Interviewed students regarding damage that was done on bus #22. A student had taken a box knife and put a 4" slice in the seat. I completed a report that was forwarded to the Coos County Juvenile Department. Students' parents were contacted and made aware.

\*Traffic enforcement for drivers failing to yield at stop signs within the school district boundary.

\*10/4. Took a in person report of missing students from CVE and Winter Lakes Elementary/Jr High. Students were found quickly and returned to their schools. Parents were all contacted.

\*Connected one of our High School students at WLHS, who has an interest in law enforcement, with Band PD to do a ride along.

\*10/8. Dog running lose at CVE. The dog was caught and our local shelter picked it up to house it.

\*On 10/8 responded to Lincoln School for a custodial issue. Issue was dealt with children went home with their mother.

\*10/9. I spoke to students in regard to a driving problem.

\*10/11 follow up with staff at CHS in regard to threats a student had made to another student. Risk assessment completed.

\*Security at Home Coming Dance at the Elks Club. I was assisted by CPD Officer Barrett.

\*10/14. Follow up on threats that were caught by the school districts BARK system. Students involved were interviewed and school staff were able to handle the incident. There was no threat.

\*10/16. Assisted staff at Lincoln with students.

\*10/18 Took report of stolen Traeger grill at CHS. Security cameras at CHS did not reveal anything. No other leads on theft. Report was completed.

\*10/22 I responded to a 911 call that came from CVE. There was no emergency was probably an accidental dial.

\*10/28 Assisted staff at Lincoln with students, two separate instances, wandering outside building.

\*Security checks of the perimeter of school property done throughout this time period.

\*Cross walk patrol done at E. Tenth St. And N. Collier St CVE release time.

End of Report

John Owens

SRD



*Cognille*

School District #8

# Section Five Fiscal Reports



*Cognille*

School District #8

# Section Eight Superintendent's Reports



# Coquille School District - POPULATION ONLY REPORT

October 31, 2024

## Lincoln

PK-4 55 (PK - Not Calculated in Grand Total)

KG 85

1<sup>st</sup> 82

**Total** **167**

## CVE

2<sup>nd</sup> 64

3<sup>rd</sup> 76

4<sup>th</sup> 69

5<sup>th</sup> 78

6<sup>th</sup> 56

**Total** **343**

## CJSHS

7<sup>th</sup> 69

8<sup>th</sup> 55

9<sup>th</sup> 65

10<sup>th</sup> 68

11<sup>th</sup> 55

12<sup>th</sup> 53

**Total** **365**

## WLE - Winter Lakes Elementary

KG

1<sup>st</sup> 0

2<sup>nd</sup> 8

3<sup>rd</sup> 11

4<sup>th</sup> 10

5<sup>th</sup> 21

6<sup>th</sup> 13

7<sup>th</sup> 23

8<sup>th</sup> 21

**107**

## WLS - Winter Lakes High School

8<sup>th</sup> 0

9<sup>th</sup> 35

10<sup>th</sup> 51

11<sup>th</sup> 72

12<sup>th</sup> 92

**Total** **250**

**Grand Total** **1232** (Does not include PK)

handmade  
with  
love!

*Thank You*



To all Cogville District #8 Teachers  
& Staff,

It meant a lot to me to receive  
your beautiful floral arrangement  
for Bob's service. It still seems  
 surreal. It was such a comfort  
to be surrounded by so many  
special people from Cogville. We  
left a piece of our hearts there  
when we moved, & it was  
always special to "run into" some  
of you from time to time.

Thank you for sharing our  
grief. It means the world to me.

YOU HAVE FILLED  
my heart  
WITH GREAT JOY

PSALM 4:7

Love, Julie Blomquist  
& Family



*Cognille*

School District #8

# Section Seven Discussion/Action



## Resolution to Amend the OSBA Dues Schedule

WHEREAS, the Oregon School Boards Association (OSBA) dues revenue as a percentage of OSBA's total revenues is declining. OSBA's dues revenue as a percentage of OSBA's operating costs to support the services OSBA provides to members is also declining;

WHEREAS, the percentage of dues revenue as a proportion of total association revenue has fallen 19.1 percent since the 1996-97 fiscal year to 6.4 percent of total association revenue. If dues do not increase, this percentage of total association revenue will continue to decline;

WHEREAS, the OSBA dues schedule has not increased since the 1998-99 fiscal year;

WHEREAS, OSBA retained The Coraggio Group to do an in-depth analysis of the value of the programs and services OSBA offers to its members and develop a 3-5 year sustainable business plan with member engagement;

WHEREAS, based on the survey data obtained by The Coraggio Group, OSBA members overwhelmingly agree that they receive great service for what they currently pay. Current annual member dues are as low as \$250. Given the costs associated with providing no cost or highly subsidized services available to members, \$250 is very low in comparison.

WHEREAS, The Coraggio Group in collaboration with OSBA staff, has recommended a phased increase in the dues schedule. This approach aims to provide financial stability for the organization and align the dues with other state associations, thereby enabling the association to continue offering its high-quality programs and services.

WHEREAS, the proposed dues increase, which was reviewed by the OSBA Finance Committee, and approved by the OSBA Board of Directors on June 15, 2024, supports the recommendation to amend the OSBA Dues Schedule.

THEREFORE, BE IT RESOLVED in recognition of the current financial situation of Oregon districts and the need for an OSBA dues adjustment, the OSBA Board of Directors recommends that the dues schedule be amended in a manner so that OSBA member school districts and education service districts (ESDs) paying more than \$1,500 annually will experience a dues increase of 15% annually for five consecutive years beginning in the 2025-2026 fiscal year. Beginning in the 2030-31 fiscal year, the dues will increase annually as a percentage in alignment with the Consumer Price Index;

THEREFORE, BE IT FURTHER RESOLVED, the OSBA Board of Directors recommends a membership dues floor be established at \$1,500 and a maximum dues rate of \$25,000 per fiscal year. For OSBA member school districts, ESDs, and community colleges who are below this floor, dues will increase \$250 per year until the floor is reached. For school districts and ESDs that reach the floor before the 2030-31 fiscal year, dues will increase by 15% per year until the 2030-31 fiscal year. Beginning in the 2030-31 fiscal year, dues for all school districts, ESDs, and community colleges will increase annually as a percentage in alignment with the Consumer Price Index.

BE IT FURTHER RESOLVED by the OSBA Board of Directors that the proposed amendments to the OSBA Dues Schedule be submitted to the membership for consideration during the 2024 OSBA election; and

BE IT FURTHER RESOLVED by the OSBA Board of Directors that the proposed amendments to the OSBA Dues Schedule and a copy of this resolution be forwarded to all OSBA member boards in accordance with the OSBA Board of Directors' adopted elections calendar.

*Submitted by: OSBA Board of Directors*



DISTRICT	24-25 DUES	25-26 DUES	26-27 DUES	27-28 DUES	28-29 DUES	29-30 DUES	30-31 DUES**
District Member 01 (under 100)*	\$ 250.25	\$ 500.25	\$ 750.25	\$ 1,000.25	\$ 1,250.25	\$ 1,500.00	\$ 1,560.00
District Member 02 (100-249)*	\$ 541.25	\$ 791.25	\$ 1,041.25	\$ 1,291.25	\$ 1,541.25	\$ 1,772.44	\$ 1,843.34
District Member 03 (250-499)*	\$ 778.00	\$ 1,028.00	\$ 1,278.00	\$ 1,528.00	\$ 1,757.20	\$ 2,020.78	\$ 2,101.61
District Member 04 (500-999)	\$ 1,420.50	\$ 1,633.58	\$ 1,878.61	\$ 2,160.40	\$ 2,484.46	\$ 2,857.13	\$ 2,971.42
District Member 05 (1000-1999)	\$ 2,503.00	\$ 2,878.45	\$ 3,310.22	\$ 3,806.75	\$ 4,377.76	\$ 5,034.43	\$ 5,235.80
District Member 06 (2000-2499)	\$ 3,450.00	\$ 3,967.50	\$ 4,562.63	\$ 5,247.02	\$ 6,034.07	\$ 6,939.18	\$ 7,216.75
District Member 07 (2500-3999)	\$ 5,952.75	\$ 6,845.66	\$ 7,872.51	\$ 9,053.39	\$ 10,411.40	\$ 11,973.11	\$ 12,452.03
District Member 08 (4000-4999)	\$ 7,035.00	\$ 8,090.25	\$ 9,303.79	\$ 10,699.36	\$ 12,304.26	\$ 14,149.90	\$ 14,715.89
District Member 09 (5000-9999)	\$ 8,658.25	\$ 9,956.99	\$ 11,450.54	\$ 13,168.12	\$ 15,143.33	\$ 17,414.83	\$ 18,111.43
District Member 10 (10000-25000)	\$ 10,823.00	\$ 12,446.45	\$ 14,313.42	\$ 16,460.43	\$ 18,929.49	\$ 21,768.92	\$ 22,639.68
District Member 11 (over 25000)***	\$ 18,940.00	\$ 21,781.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 26,000.00
						\$	-
ESD Membership Dues 01 (under 1000)*	\$ 473.75	\$ 723.75	\$ 973.75	\$ 1,223.75	\$ 1,473.75	\$ 1,694.81	\$ 1,762.61
ESD Membership Dues 02 (1000-2500)*	\$ 710.50	\$ 960.50	\$ 1,210.50	\$ 1,460.50	\$ 1,679.58	\$ 1,931.51	\$ 2,008.77
ESD Membership Dues 03 (2500-5000)*	\$ 947.00	\$ 1,197.00	\$ 1,447.00	\$ 1,664.05	\$ 1,913.66	\$ 2,200.71	\$ 2,288.73
ESD Membership Dues 04 (5000-7500)*	\$ 1,082.50	\$ 1,332.50	\$ 1,582.50	\$ 1,819.88	\$ 2,092.86	\$ 2,406.78	\$ 2,503.06
ESD Membership Dues 05 (7500-10000)	\$ 1,556.00	\$ 1,789.40	\$ 2,057.81	\$ 2,366.48	\$ 2,721.45	\$ 3,129.67	\$ 3,254.86
ESD Membership Dues 06 (10000-15000)	\$ 2,029.50	\$ 2,333.93	\$ 2,684.01	\$ 3,086.62	\$ 3,549.61	\$ 4,082.05	\$ 4,245.33
ESD Membership Dues 07 (15000-25000)	\$ 2,367.75	\$ 2,722.91	\$ 3,131.35	\$ 3,601.05	\$ 4,141.21	\$ 4,762.39	\$ 4,952.89
ESD Membership Dues 08 (25000-50000)	\$ 3,111.75	\$ 3,578.51	\$ 4,115.29	\$ 4,732.58	\$ 5,442.47	\$ 6,258.84	\$ 6,509.19
ESD Membership Dues 09 (above 50000)	\$ 4,667.50	\$ 5,367.63	\$ 6,172.77	\$ 7,098.68	\$ 8,163.49	\$ 9,388.01	\$ 9,763.53
State Board of Education	\$ 67.75	\$ 77.91	\$ 89.60	\$ 103.04	\$ 118.50	\$ 136.27	\$ 141.72
Community College Association****	\$ 4,601.00	\$ 8,851.00	\$ 13,101.00	\$ 17,351.00	\$ 21,601.00	\$ 25,500.00	\$ 26,520.00

\*Add \$250 annually until floor is reached, then increase 15% through year 5

\*\*Reflects an estimated CPI increase of 4%

\*\*\* \$25,000 cap prior to CPI

\*\*\*\*Reflects an increase of \$250 per year, per community college (17) annually until the community colleges reach the \$1,500 floor amount per college.  
(\$25,500)



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## **Resolution to Amend Oregon School Boards Association's Bylaws Relating to Composition of the Board of Directors**

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WHEREAS, the Oregon School Boards Association (OSBA) was formed in 1946 as a volunteer association of locally elected public school boards and transitioned to a nonprofit public benefit corporation under Oregon Revised Statute Chapter 65 as of July 1, 2018;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has been operating as an OSBA board appointed advisory committee since September 22, 2023; has a record of regular meetings; has draft bylaws; has identified goals that align with the mission, vision and goals of OSBA; has draft action plans; and a draft budget;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee is ready to elect officers and their Leadership Assembly;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has articulated its mission as follows: "To promote quality education for all students with an emphasis on the unique needs of LGBTQIA2S+ students, staff and board members.";

WHEREAS, OSBA's Board of Directors recognizes the importance of the Oregon LGBTQIA2S+ School Board Members Advisory Committee's mission and goals; and

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has respectfully requested that the Board of Directors submit a resolution to the membership creating the Oregon School Board Members PRIDE Caucus (OSBM PRIDE) and designate a seat on the OSBA Board of Directors and Legislative Policy Committee.

THEREFORE, BE IT RESOLVED by the OSBA Board of Directors that the proposed bylaws amendment designating an Oregon School Board Members PRIDE Caucus representative as a voting member of the OSBA Board of Directors and Legislative Policy Committee be submitted to the membership for consideration during the 2024 OSBA election; and

BE IT FURTHER RESOLVED that the draft bylaws and a copy of this resolution be forwarded to all association member boards in accordance with OSBA's adopted elections calendar.

*Submitted by: OSBA Board of Directors*

# BYLAWS

OREGON SCHOOL BOARD MEMBERS PRIDE CAUCUS  
OF THE OREGON SCHOOL BOARDS ASSOCIATION

DRAFT



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# ARTICLE 1

## CHARTER

The Oregon School Boards Association (the “OSBA”) exists solely to perform essential governmental functions and all its income must accrue to the State of Oregon or its political subdivisions as required under IRC Section 115. OSBA’s mission is to improve student success and education equity through advocacy, leadership and service to Oregon public school boards.

OSBA is aware and acknowledges that diversity is a core value of OSBA. OSBA desires to identify areas of concern and causation, convene a caucus of stakeholders, and create a plan to better promote and support the success of students, school staff and school board members who identify as part of the LGBTQIA2S+ communities.

To this end, The OSBA Board of Directors has formally recognized the Oregon School Board Members PRIDE Caucus (the “Caucus”) to serve as a resource and provide guidance and leadership for these initiatives to the OSBA Board of Directors.

The activities of the Caucus shall align with OSBA bylaws as well as complement, not duplicate, OSBA’s efforts on behalf of all local governing boards.

# ARTICLE 2

## NAME, MISSION AND GOALS

**2.1 Name.** This organization shall be known as the Oregon School Board Members PRIDE Caucus (OSBM PRIDE) of the Oregon School Boards Association (OSBA).

**2.2 Mission.** To promote quality education for all students with an emphasis on the unique needs of LGBTQIA2S+ students, staff and board members.

### **2.3 Goals.**

**2.3.1** The implementation of ODE’s “Oregon LGBTQ2SIA+ Student Success Plan.”

**2.3.2** Promoting positive and effective relationships among LGBTQIA2S+ school board members, their communities, political leaders, partner organizations and OSBA.

**2.3.3** Building and increasing capacity of LGBTQIA2S+ school board members and support a pipeline for LGBTQIA2S+ people to run for school board seats.

**2.3.4** Serving as a resource.

**2.3.5** Developing, promoting, and advancing legislation to improve educational opportunities and outcomes for LGBTQIA2S+ students, staff and families.

**2.3.6** Equipping and advancing LGBTQIA2S+ board members to serve in the general OSBA leadership.

**2.3.7** Building capacity of the general board membership in understanding the issues of LGBTQIA2S+ people and inclusion.

## ARTICLE 3

### MEMBERSHIP

**3.1 Qualification.** All members must support the purposes and goals of the Caucus as set forth in Article 2.

**3.2 Members.** The Caucus members may include any elected or appointed member of any public board of education in Oregon who are active members in good standing with the Oregon School Boards Association and identify as a member of the LGBTQIA2S+ communities. Caucus members may participate in all discussions, vote, and serve as an officer of the Caucus. Members must attend the meeting in person, via telephone, or via virtual meeting platform (e.g., Zoom) to vote. Voting by proxy shall not be permitted.

**3.3 Attendees.** The Caucus may, in its discretion, invite to participate in any meeting or event any other individuals who support the purpose and goals of the Caucus as set forth in Article 2.

**3.4 Membership List.** The Membership list shall be maintained by the Secretary.

## ARTICLE 4

### BUDGET

**4.1 Budget.** The Caucus shall submit an annual budget request as outlined under the OSBA budget process, including approval by the OSBA Board of Directors. The request shall set forth the areas of concern, recommended actions, and annual goals.

## ARTICLE 5

### MEETINGS

**5.1 Annual Meetings.** An annual meeting of the Caucus shall be in conjunction with the OSBA Annual Convention at which time the Caucus shall elect officers and shall conduct other business as may properly be brought before the meeting of the Caucus.

## **5.2 Regular and Special Meetings.**

**5.2.1 Regular Meetings.** The Caucus shall meet as often as required to achieve the goals outlined in its annual Work Plan. These meetings shall be scheduled for the year at the Annual Meeting.

**5.2.2 Special Meetings.** Special meetings of the members for any purpose may be called, either in writing or by e-mail, by the President or by a majority of the Executive Committee. Such a request shall state the purpose or purposes of the proposed meeting.

**5.2.3 Place of Meetings.** Regular and special meetings of the Caucus shall be held at any location within Oregon, by virtual meeting platform, or a combination of the two, as designated by the President or the Executive Committee.

## **5.3 Notice.**

**5.3.1** Notice of every annual meeting of members, stating the time and place thereof, will be provided with an agenda no less than 15 days prior to such meeting.

**5.3.2** Notice of every regular or special meeting of members, stating the time and place thereof, shall be provided with an agenda no less than 10 days prior to such meeting.

**5.4 Quorum.** Except as otherwise provided by law, the presence at any meeting of a majority of the Executive Committee shall constitute a quorum.

**5.5 Organization.** The President may determine in their sole discretion whether any meeting of the Caucus shall be held in accordance with Robert's Rules of Order.

**5.6 Records.** The President shall see that all correspondence, minutes, agendas, and Charter be sent to and kept on file with OSBA.

**5.7 OSBA Staff Liaison.** The Executive Director of OSBA shall designate a staff member to serve as a liaison representative to the Caucus. The designee shall not have voting rights.

**5.8 Compliance with Open Meetings Laws.** The Caucus shall comply with the open meetings law requirements of ORS chapter 192 at every convening of its membership in which a quorum is required in order to make a decision or to deliberate toward a decision on any matter.

# **ARTICLE 6**

# CAUCUS LEADERSHIP COUNCIL

**6.1 Composition.** The Leadership Council of the Caucus shall include the President(s), Vice President, Secretary, Treasurer, Regional Directors and two Members of the Caucus.

**6.2 Term.** Leadership Council members shall serve a two-year term. The President may only serve one consecutive term. The Vice President, Secretary, Treasurer, Regional Members, and Members-at Large may serve any number of consecutive terms. Each officer shall hold office until the term has expired or until a successor has been duly elected and qualified for the position, or until the officer can no longer hold the position because they no longer qualify to be a member of the Caucus as defined in Article 3 above, or because of removal or death.

## 6.3 Nomination and Election

**6.3.1 Nomination.** Leadership Council members may be nominated by either the nominating committee or a caucus member at the annual meeting.

**6.3.2 Election.** The members shall elect the Leadership Council by majority vote at the annual meeting in even numbered years.

## 6.4 Designations

**6.4.1 President.** The President shall preside at all meetings of the Caucus and the Executive Committee. The President shall appoint all standing and special committees and shall be an ex-officio member of all committees, except the nominating committee, with voting power. The President shall sign all official reports of the Caucus. Two persons may share the position of President, or one person may serve as President and another as Vice President.

**6.4.2 Vice President.** In the absence of the President, the Vice President shall have and perform all the powers and duties of the President.

**6.4.3 Immediate Past President.** The Immediate Past President shall advise and counsel with other officers. The Immediate Past President chairs the officer succession planning process. The past president serves for two calendar years.

**6.4.4 Secretary.** The Secretary shall keep the minutes and records, maintain a roster of the current membership, and shall see that all notices are duly given in accordance with the provisions of law and this Charter, and such other duties as from time to time may be assigned by the Executive Committee.

**6.4.5 Treasurer.** The Treasurer shall have the responsibility for receiving and disbursing all funds related to the Caucus in coordination with the OSBA liaison. The Treasurer shall report regularly to the Executive Committee, shall prepare a written yearly financial

report to be distributed to the members at each annual meeting, and shall perform other duties assigned by the Executive Committee.

**6.4.6 Regional Caucus Directors.** There shall be one Regional Director for each congressional district apportioned to Oregon for election at the Oregon general election held in the year of the Caucus' annual meeting. (For reference, there shall be six Regional Directors starting in 2025.) The Regional Directors shall live in the region which they represent. The Regional Directors shall report issues from their region to the Caucus and shall perform other duties assigned by the Executive Committee. The regions shall be based on Oregon's congressional districts.

#### **Future positions:**

**6.4.7 At-Large Members.** There shall be two At-Large Directors.

**6.5 Resignation.** A Leadership Council member may resign by filing a written resignation with the President or Secretary of the Caucus or the President of OSBA.

**6.6 Vacancies.** Any vacancy in any office may be appointed for the unexpired portion of the term by a majority of the officers at the next regular or special meeting.

**6.7 Removal.** Any member of the Caucus who misses more than two meetings out of any four consecutive meetings, unless they are excused by the board for a valid reason, may have their office vacated by action of the board.

## **ARTICLE 7**

### **EXECUTIVE COMMITTEE**

**7.1 Composition.** There shall be an Executive Committee made up of the President(s), Vice President, Immediate Past President, Secretary, and Treasurer.

**7.2 Responsibilities.** The Executive Committee shall have the following responsibilities and powers:

- (a) To respond to any inquiry or question from OSBA.
- (b) To act on behalf of the Caucus when deemed necessary by the President.
- (c) To review plans and programs to be presented to the Caucus at its meetings.
- (d) To give direction to the OSBA liaison on legislative action to come before the state legislature on which there is no formal Caucus policy or resolution.

(e) The Executive Committee shall act as the Nominating Committee and nominate a candidate for each office of the Caucus. A nominating committee report will be included in the notice of the annual meeting of the membership.

**7.3 Ratification.** Any actions by the President shall be reported to the Executive Committee as soon as the action has taken place. All actions of the Executive Committee shall be subject to ratification by the Caucus at the next meeting of the members.

**7.4 Administration.** The Executive Committee may use the guidance of Robert's Rules of Order for all procedures. The Executive Committee shall keep regular minutes of its proceedings and all actions by the Executive Committee shall be reported promptly to the membership. Such actions shall be subject to review by the membership, provided that no rights of third parties shall be affected by such review.

## ARTICLE 8

### COMMITTEES

The President or Executive Committee may establish committees of two or more members to serve at the discretion of the President or the Executive Committee. These committees may consist of such persons and perform such duties as the President designates from time to time. The committees may not act on behalf of the Caucus but may make recommendations to the Caucus for approval. The Chair of any such committee shall be a member of the Executive Committee.

## ARTICLE 9

### SEAT ON THE OSBA'S BOARD OF DIRECTORS

The Caucus shall appoint one officer from the Leadership Council to serve as liaison to the OSBA Board of Directors and to be a member of the OSBA Board of Directors. The appointee must be an elected or appointed member of any public board of education in Oregon and an active member in good standing with the Association.

## ARTICLE 10

### GENERAL PROVISIONS

## **10.1 Amendment of Bylaws**

**10.1.1** Bylaws may be altered, amended, or replaced by the members of Caucus as approved by voting members at the annual meeting by a majority vote.

**10.1.2** Notice of proposed bylaws changes shall be in the annual meeting agenda and sent to all members 15 days prior to the annual meeting.

**10.1.3** Omissions from this Charter shall be governed by Robert's Rules of Order when they do not conflict with the Charter.

## **10.2 Seat on OSBA'S Legislative Policy Committee (LPC)**

**10.2.1** The Caucus shall appoint one caucus member to serve as liaison to the OSBA Legislative Policy committee and to be a member of the LPC. The appointee must be an elected or appointed member of any public board of education in Oregon who is an active member in good standing with the Association.

\*\*\*\*\*

*The foregoing charter was adopted by the active membership of OSBM PRIDE on August 10, 2024.*





### Resolution to Amend the OSBA 2023 Bylaws

---

WHEREAS, the Oregon School Boards Association (OSBA) was formed in 1946 as a volunteer association of locally elected public school boards;

WHEREAS, in 2017, through a vote of the OSBA membership, OSBA was incorporated under ORS chapter 65 as a public benefit non-profit corporation and the OSBA bylaws replaced the OSBA constitution;

WHEREAS, in 2018, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon school board members of color caucus;

WHEREAS, in 2023, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon rural school board members caucus and additional revisions to the bylaws;

WHEREAS, in 2024, the OSBA board of directors reviewed the OSBA bylaws and proposes to amend the OSBA bylaws as reflected in the attached draft OSBA bylaws with changes highlighted in the attached draft OSBA bylaws crosswalk document; and

WHEREAS, the substantive changes to the draft OSBA bylaws are the following:

- Allowing caucuses to have an additional director on the OSBA board of directors in the circumstance where the OSBA president or immediate past president is a director from a caucus. This revision is intended to provide the same opportunity for representation for caucuses as is currently provided to regionally elected directors.
- Clarify that OSBA board of directors must comply with the Oregon government ethics laws with respect to conflicts-of-interest.
- Require OSBA caucuses to submit an annual year end fiscal report to the OSBA board of directors.
- Create officer eligibility criteria that requires candidates for officer positions and directors in officer positions to be voting members of the OSBA board of directors.
- Expand the OSBA board of directors and legislative policy committee with representatives from the Oregon school board members PRIDE caucus.
- Edits to grammar, punctuation, and language for readability.

THEREFORE, BE IT RESOLVED by the OSBA board of directors that the proposed draft OSBA bylaws be submitted to the membership for consideration during the 2024 OSBA election; and

BE IT FURTHER RESOLVED that the proposed draft OSBA bylaws, the draft OSBA bylaws crosswalk document and a copy of this resolution be forwarded to all OSBA member boards in accordance with the OSBA board of directors' adopted elections calendar.

**Submitted by: OSBA Board of Directors**



# BYLAWS

As Amended by the Membership: December 2023

Proposed Edits: September 14, 2024

## SECTION 1 PURPOSE

The Oregon School Boards Association (the “Association” or “OSBA”) exists solely to perform essential governmental functions and all of its income accrues to the State of Oregon or its political subdivisions as required under IRC Section 115. In particular, the Association’s mission and purpose are as follows:

- A. To work for the general advancement and improvement of the education of all public school children of the State of Oregon.
- B. To gather and disseminate information pertinent to the successful operation of public schools.
- C. To work for the most efficient and effective organization of public schools of this state. “Public schools” include local school districts, education service districts, the State Board of Education, and community colleges classified as a political subdivision.
- D. To work for adequate and dependable financial support for the public schools of this state.
- E. To study all legislation which affects the public schools of Oregon and to support and work for that which appears to be desirable and to keep members informed thereof. To propose and work for the enactment of proper educational legislation.
- F. To encourage the establishment and maintenance of best practices and high standards in the conduct and operation of the public school educational system.
- G. To study and interpret educational programs and to relate them to the needs of pupils.
- H. To promote public understanding of the role of school boards and school board members in the improvement of education.
- I. To conduct seminars, conferences, and research projects in the various aspects of education for the benefit of members.
- J. To endeavor to implement the policies, beliefs, and resolutions of the Association members and board of directors.
- K. To do such other things as the member boards or board of directors may deem appropriate for the accomplishment of these and other purposes which tend to improve public education.
- L. To enter into such cooperative agreement with members for the pooling of resources and the provision of services as may result in the more efficient utilization of district resources and accrue to their financial advantage.

## SECTION 2 MEMBERS

**2.1 Admission.** All members must qualify as (1) a “political subdivision” as defined under Treas Reg § 1.103-1(b) and Revenue Ruling 78-276, 1978-2 CB 256 and (2) as one of the following:

- 2.1.1 ~~Local~~ School District as defined under ORS Chapter 332;
- 2.1.2 Education Service District as defined under ORS Chapter 334;
- 2.1.3 Community College District as defined under ORS Chapter 341;
- 2.1.4 State Board of Education as defined under ORS Chapter 326; and

2.1.5 Any other governmental educational organization qualifying as a political subdivision, as approved by resolution of the board of directors.

**2.2 Dues.** Annual dues shall be set by majority vote of the members and shall be based on resident Average Daily Membership (ADMr) as of December 31 of the preceding year as reported to the Oregon Department of Education. Dues shall be payable on July 1 of each year and shall become delinquent on September 1 of each year. Member status shall automatically terminate for members failing to pay dues by September 1 unless an extension is requested and granted by the board of directors.

**2.3 Reserved Powers of the Members.** The following corporate actions require the consent and approval of the members:

2.3.1 Election and removal of directors except as set forth in Section 3.8;

2.3.2 Election and removal of the Legislative Policy Committee ("LPC") members except as set forth in Section 4.1.3(g);

2.3.3 Approval of resolutions to effectuate any of the following:

(a) Adoption, amendment, or restatement of the articles of incorporation or bylaws;

(b) Modification to the region descriptions set forth in Section 2.6.1; and ~~the~~

(c) Dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association's assets.

**2.4 Voting Power.**

2.4.1 Election of Directors and LPC Members. For the purposes of nominating and electing directors and LPC members, each member shall have one vote.

2.4.2 Resolution. For the purposes of approving a resolution, each member shall have one vote on all resolutions except as follows:

(a) K-12 Local Districts with an ADMr between 15,600 and 23,400 shall have two votes.

(b) K-12 Local Districts with an ADMr between 23,400.1 and 31,200 shall have three votes.

(c) K-12 Local Districts with an ADMr between 31,200.1 and 39,000 shall have four votes.

(d) K-12 Local Districts with an ADMr of 39,000.1 or more shall have five votes.

**2.5 Process of Approval of Member Resolutions.**

2.5.1 Generally, members shall approve resolutions annually by ballot vote. Members or the board of directors may submit a resolution for member approval. Such resolutions shall be submitted to the board of directors no later than September 30~~th~~. The board of directors shall distribute all timely submitted resolutions, together with an official ballot, to the members no later than October 15. Members shall vote by ballot submitted to the board of directors no later than December 15.

- 2.5.2 ~~The board of directors may call a special meeting of the members under Section 2.9, as necessary.~~

## 2.6 Regional Election of Directors and LPC Members.

- 2.6.1 Regional Voting. For the purposes of nominating and electing the board of directors and LPC members, the Association members shall be organized into and represented by region:
- (a) Eastern Region includes all of the members located in the counties of Baker, Grant, Malheur, Union, Wallowa, and Wheeler.
  - (b) Gorge Region includes all of the members located in the counties of Gilliam, Morrow, Sherman, Umatilla, and Wasco.
  - (c) Central Region includes all of the members located in the counties of Crook, Deschutes, and Jefferson.
  - (d) Southeast Region includes all of the members located in the counties of Harney, Klamath, and Lake.
  - (e) Southern Region includes all of the members located in the counties of Jackson and Josephine.
  - (f) Lane Region includes all of the members located in the county of Lane.
  - (g) Clackamas Region includes all of the members located in the county~~ies~~ of Clackamas and Hood River.
  - (h) Douglas/South Coast Region includes all of the members located in the counties of Coos, Curry, and Douglas.
  - (i) Linn, Benton, Lincoln Region includes all of the members located in the counties of Benton, Lincoln, and Linn.
  - (j) Marion Region includes all of the members located in the county of Marion.
  - (k) Yamhill, Polk Region includes all of the members located in the counties of Polk and Yamhill.
  - (l) North Coast Region includes all of the members located in the counties of Clatsop, Columbia, and Tillamook.
  - (m) Washington Region includes all of the members located in the county of Washington.
  - (n) Multnomah Region includes all of the members located in the county of Multnomah.
- 2.6.2 Members shall be assigned to the region in which their main administrative office is located. If a member's district boundaries span more than one region, the member board must declare which region it intends to vote and shall vote only in that region.
- 2.6.~~23~~ Regional elections shall be determined ~~taken~~ by a majority of votes cast by members within of the members within the region.

- 2.7 Modification of Regions.** A formal review of the regional organizations described in Section 2.6.1 shall be conducted by the board of directors at least every three years commencing with 2017. Any recommended changes to the regional organization shall be submitted to the members in the form of a resolution in accordance with the provisions of Section 2. ~~145~~.
- 2.8 Annual Meetings.** An annual meeting of members shall be held in November of each year unless a different date or time is fixed by the board of directors and stated in the notice of the meeting. Failure to hold an annual meeting on the stated date shall not affect the validity of any corporate action. At the annual meeting, the president and secretary-treasurer of the board of directors, and any other officer or person whom the president may designate, shall report on the state of the Association, ~~the its~~ activities, and its financial condition ~~of the Association~~.
- 2.9 Special Meetings.** A special meeting of members shall be held upon the call of the president or 25 percent of the board of directors. All members shall be officially notified of a special meeting by written notice, mailed via U.S. mail or electronic mail, to all members at least 15 days prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the members, the place and time of the meeting, and instructions describing the method by which members can participate by telephone or video. Notice shall also comply with all procedures and include any information as required by ORS Chapter 192.
- 2.10 Telephonic/Video Meetings.** The board of directors may permit any member to participate in any annual or special meeting of the membership, or conduct the meetings through, the use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A member participating in the meeting by this means is deemed to be present ~~in person~~ at the meeting.
- 2.11 Place of Meetings.** Meetings of the members shall be held at any place, in ~~or out of~~ Oregon, designated by the board of directors. If a meeting place is not designated by the board of directors, the meeting shall be held at the Association's principal office.
- 2.12 Action by Written Ballot.** Any action required of the members will be taken by written ballot, and the Association will deliver a written ballot to every member entitled to vote on the matter. Once delivered, a written ballot may not be revoked.
- 2.13 Quorum.** A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the association.
- ~~2.13.1~~ 2.14 Approval:** With the exception of approving amendments to the Association's bylaws, ~~which is as~~ outlined in Section 7.1 ~~of these bylaws~~, and with the exception of regional elections outlined in 2.6.3, approval by written ballot is effective ~~when~~ at the end of the voting period when:
- (a) The number of votes cast by ballot equals or exceeds a quorum of the members; and
  - (b) The number of approvals equals or exceeds a majority of the number of returned ballots.

## SECTION 3 DIRECTORS

- 3.1 Powers.** Except as provided under Section 2. ~~23~~, all corporate powers shall be exercised by or under the authority of ~~and the affairs of, are managed under the direction of~~ the board of

directors. The board of directors shall adopt policies defining specific obligations of the board of directors.

**3.2 Qualifications.** Directors must serve on the board of a member of the Association throughout the duration of their term, with the exception of the director serving as past president.

**3.3 Number.** The board of directors shall consist of not fewer than three nor more than 25 persons. The number of directors may be fixed or changed periodically, within the minimum<sup>7</sup> and maximum<sup>2</sup> by the members.

**3.4 Term.** Directors shall take office on January 1 and shall serve for a term of two calendar years or until their successors are elected and qualified. Terms shall be staggered as per the election calendar.

3.4.1 Directors who took office prior to January 1, 2018, and are re-elected may serve for any number of terms as long as they continuously remain members of the board of directors.

3.4.2 Directors taking office on or after January 1, 2018, may serve five consecutive two-year terms and, if eligible, may rerun after a two-year hiatus.

3.4.3 If a director serving as immediate past president requires additional time beyond the term limits outlined above, the term limits will be held in abeyance to allow the director to complete their term as immediate past president.

**3.5 Composition.** The board of directors will be comprised of up to ~~23~~<sup>22</sup> regionally elected directors, one designated director as defined in the bylaws of the Oregon School Board Members of Color Caucus, ~~and one designated director as defined in the bylaws of the Oregon Rural School Boards Members Caucus, and one designated director as defined in the bylaws of the Oregon school board members PRIDE caucus and ex-officio nonvoting members advisors as delineated in Section 3.5.4.~~

3.5.1 Regional Elected Directors. Each region, as described under Section 2.6.1, shall elect one director except as follows:

(a) Clackamas Region shall elect two directors;

(b) Marion Region shall elect two directors;

(c) Washington Region shall elect three directors; and

(d) Multnomah Region shall elect three directors.

(e) ~~Provided, however, that i-~~ If the president or immediate past president of the board of directors is a representative director from a region that elects only one director, that region shall elect an additional director or directors to serve for the duration of the president and/or the immediate past president's term.

3.5.2 Regional Election.

(a) The nomination and election of directors shall be in accordance with the elections calendar annually adopted by the board. The board of directors shall distribute notice of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions.

(b) Each regional candidate for a director position shall be nominated by a member within the region by means of a nomination form. ~~The board of directors shall distribute notice of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions.~~ To nominate a director candidate, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion of the member and the completed nomination form(s). Nominations in regions where there is more than one open director position shall indicate the numbered position for which the nomination is being submitted.

(c) Each member in a region shall have one vote in the regional elections for the board of directors. The director candidate receiving a majority of the votes ~~cast by the~~ members within the region shall be elected.

~~(a)~~(d) In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, a second regional ballot shall be required between the two candidates receiving the highest number of votes; the one receiving a majority of the votes is elected.

3.5.3 ~~Designated-Caucus~~ Representatives. In accordance with their bylaws, caucuses of OSBA shall appoint a representative of the Caucus to serve as a director of the Association. The representative must be an elected or appointed member of any public board of education in Oregon ~~who that~~ is an active member in good standing with the Association. All Association bylaws and policies shall apply to the designated representative serving as the Caucus' director of the Association.

If the president or immediate past president of the board of directors is a representative director from a caucus, then the caucus shall elect an additional director to serve for the duration of the president and/or the immediate past president's term.

3.5.4 Ex-Officio. The following individuals or their designee may serve as ex-officio, nonvoting, advisors to the board of directors:

- (a) Any director of the National School Boards Association elected from Oregon;
- (b) ~~Any officer of the National School Boards Association, National School Boards Advocacy Committee, or an officer of the NSBA Pacific Region.~~
- (c) ~~The immediate past president of the Oregon Association of School Executives;~~
- (d) The ~~immediate past president~~ Executive Director of the ~~Confederation Coalition~~ of School Administrators;
- (e) The ~~board section president~~ Chair-Elect of the Oregon Association of Education Service Districts;
- (f) The board ~~section~~ president of the Oregon Community College Association;
- (g) The chair of the State Board of Education; and
- (h) Any other person ~~as that~~ the board of directors may appoint.



Ex-officio advisors do not attend executive sessions of the board of directors unless they hold a separate position that entitles them to attend executive session, or they are invited to attend by the board of directors.

Ex officio advisors are not eligible for travel reimbursement from OSBA unless they hold a separate position for which travel reimbursement is provided.

- 3.6 Vacancies.** In the event that any director position, other than the president or immediate past president serving as a second director for a region as set out in Section 3.5.1(e), is vacant during the term of office, the remaining directors may appoint an interim director from the same region to serve until December 31 of the same year.

If the board of directors cannot recruit a candidate from the region, they may appoint a person from a contiguous region to serve as director representing the open region. An individual appointed as a director from a contiguous region is not eligible to serve as an officer of the board.

All appointed interim directors must run for regional election during the next election cycle following appointment in order to be eligible to continue service on the board of directors past December 31 of the election year. The members shall elect, using the procedures in Section 3.5.2, an interim director to serve from January 1 of the next year until the end of the remaining term.

If there is a vacancy in an OSBA caucus-designated director position, then the caucus shall, as set forth in Section 3.5.3, appoint a new caucus representative to serve the remaining term.

- 3.7 Resignation.** A director may resign at any time by delivering written notice to the president or the secretary. A resignation is effective when notice is effective under ORS 65.034 unless the notice specifies a later effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors.
- 3.8 Removal.** A director may be removed for cause by vote of two-thirds majority of the directors. A director may be removed with or without cause by a majority vote of the members who elected the director. The board may provide guidance or adopt and amend policies regarding what types of actions the board considers to be sufficient cause for removal.
- 3.9 Regular Meetings.** An annual meeting of the board of directors shall be held immediately after, and at the same place as, the annual meeting of members. The board of directors may schedule additional regular meetings to occur during a calendar year. ~~If the time and place of any other directors' meeting is regularly scheduled by the board of directors, the meeting is a regular meeting.~~ All other meetings are special meetings.
- 3.10 Special Meetings.** A special meeting of the board of directors may be called by the president or the president-elect or 20 percent of the board of directors. All directors shall be officially notified of a special meeting by written notice delivered personally, by telephone, or electronic mail at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. No matter may be considered at a special meeting other than the matter(s) specified in the notice.

**3.11 Place of Meetings.** The board of directors may hold annual, regular, or special meetings at any location in the State of Oregon.

**3.12 Telephonic/Video Meetings.** The board of directors may conduct meetings through the use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A director participating in the meeting by this means is deemed to be present at the meeting.

**3.1013 Notice of Meetings.** All ~~members~~ directors shall be officially notified of a special meeting by written notice delivered personally, by telephone or electronic mail to all directors at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. Notice of meetings shall ~~also~~ comply with all procedures and include any information as required by ORS Chapter 192.

**3.1114 Waiver of Notice.** A director may at any time waive any notice required by these bylaws. A director's attendance at or participation in a meeting waives any required notice to the director of the meeting unless the director, at the beginning of the meeting or promptly upon the director's arrival, objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to any action taken at the meeting. Except as provided in the preceding sentence, any waiver must be in writing, must be signed by the director entitled to the notice, must specify the meeting for which the notice is waived, and must be filed with the minutes or the corporate records.

**3.1215 Quorum.** A quorum of the board of directors shall consist of a majority of the number of directors in office at the time the meeting begins.

**3.1316 Voting.** If a quorum is present when a vote is taken, the affirmative vote of a majority of the directors present when the action is taken is the act of the board of directors except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of directors.

**3.1417 Presumption of Assent.** A director who is present at a meeting of the board of directors when corporate action is taken is deemed to have assented to the action taken unless:

- (a) The director objects at the beginning of the meeting, or promptly upon the director's arrival, to holding the meeting or transacting the business at the meeting; and
- (b) The director's dissent from the action taken is entered in the minutes of the meeting.

**3.1518 Compensation.** Directors and members of committees may receive reimbursement of such expenses as may be determined by resolution or policy of the board of directors to be just and reasonable. Directors shall not otherwise be compensated for service in their capacity as directors.

**3.1619 Director Conflict of Interest.** The Association shall maintain a Conflict of Interest policy, the terms of which comply with ORS 65.361 and ORS Chapter 244. The board of directors shall annually review and notify ~~its members and the~~ directors of the current Conflict of Interest policy. ~~Each director shall annually complete and return a Conflict of Interest statement.~~

## SECTION 4 COMMITTEES AND CAUCUSES

**4.1 Standing Committees.** The board of directors shall maintain the standing committees described below:

4.1.1 Executive Committee. The executive committee shall consist of the five officers of the board of directors: the president as chair~~man~~ and as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws, the president-elect, the vice president, the secretary-treasurer, and the immediate past president. The executive committee ~~may~~ act, pursuant to delegation delegated of authority to such committee by the board of directors, act in place and instead of the board of directors between board meetings on all matters except those specifically reserved to the board under the terms of the bylaws. Actions of the executive committee shall be reported to the board of directors by mail, email, on a timeframe consistent with the seriousness and urgency of the matter and within two weeks if practicable. Additionally, executive committee actions will be reported or at the next regular board meeting.

4.1.2 Finance Committee. The finance committee shall be appointed by the president and shall be composed of members from Oregon public school districts, education service districts, and community colleges with boards that meet all criteria to be Association voting members. The members shall include, but are not limited to, the President as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws, the Association secretary/treasurer and vice president, one ~~Association board director trustee~~ from the PACE board, one district business official, and one at-large board member.

~~Finance committee members serve for a term of two (2) years unless they are appointed to replace a member who left the committee before finishing their two-year term, in which case the member will serve the remainder of the two-year term. The trustee from the PACE board is recommended by the PACE Board of trustees, appointed by the President, subject to approval by the Board, and will serve a two-year term, with no term limits. The district business official and the at-large board member will be recommended by OSBA staff, appointed by the President, subject to approval by the Board, will serve two-year terms, with no term limits, and staggered start dates starting in January.~~

The finance committee shall operate within the corporation's investment guidelines and the Finance Committee ~~e~~Operating ~~g~~Guidelines.

4.1.3 Legislative Policy Committee. The board of directors shall maintain a Legislative Policy Committee ("LPC").

(a) Purpose. The LPC shall develop legislative policies which are recommended to and approved by the members as a resolution proposed by the board of directors and voted on by the membership in accordance with Section 2.4 and 2.5. The LPC also advises the executive director and staff during legislative sessions.

(b) Composition. The LPC shall be composed of the voting members of the board of directors, the President as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws, ~~and the~~ regional representatives elected under the procedures defined in Section 4.1.3(c) and (d), ~~and~~ one designated voting member as defined in the bylaws of the Oregon School Board Members of Color Caucus, and one designated

voting member as defined in the bylaws of the Oregon Rural School Boards Members Caucus, and one designated voting member as defined in the bylaws of the Oregon school board members PRIDE caucus. All committee members must be elected or appointed directors of a member as defined in Section 2.1. The vice president of the board of directors shall chair the LPC.

~~(b)(c)~~ Qualifications. LPC representatives must serve on the board of a member of the Association throughout the duration of their term.

~~(c)(d)~~ Nomination. The board of directors shall cause the nomination form to be distributed to all members in eligible regions. A member may To nominate a candidate to the LPC, and shall do so one or more of the members in the region must timely submit to the board of directors by a formal resolution or motion of the member and timely submission of the nomination form(s) to the office of the Association and the completed nomination form(s). Nominations in regions where there is more than one representative position shall indicate the numbered position for which the nomination is being submitted. The Nominations and election of the LPC representatives will be closed by a date identified in shall be in accordance with the elections calendar adopted by the board.

~~(d)(e)~~ Election. Each LPC member shall be elected by majority of member boards of a region. Each member in a region shall have one vote in the regional elections for the LPC representative. The LPC representative candidate receiving a majority of the votes cast by the members within the region shall be elected. Each region shall elect the number of LPC members as described in Section 3.5, without regard to Section 3.5.1 ~~(de)~~. Such elections shall be held using the procedures described in Section 3.5.2.

(f) Term. Each committee member shall take office on January 1 in even numbered years and serve for a term of two (2) years.

~~(e)(g)~~ Vacancies. In the event that there is a vacancy on the LPC, the board of directors may appoint an interim LPC member from the same region to fill the unexpired term of office. If the board of directors cannot recruit an LPC member from the region, they may appoint a person from a contiguous region to serve to represent the open region to fill the unexpired term of office.

~~4.1.4 PACE Trustees. The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust ("PACE"). As per the PACE Restated Trust Agreement, the PACE trustees shall nominate trustee candidate(s) to the OSBA board of directors. If the list of candidates is not acceptable by the board of directors, the PACE trustees will continue to submit nominated candidate(s) for consideration until accepted by the board of directors.~~

~~PACE trustees taking office on or after January 1, 2023, may serve three consecutive three year terms and, if eligible, may return after a one year hiatus.~~

**4.2 Other Board Committees.** The board of directors may create one or more committees of the board of directors and appoint directors and representatives of members to serve on such committee. The creation of a committee and the appointment of directors and member representatives to the committee must be approved by a majority of all directors in office when the action is taken. The provisions of these bylaws governing meetings, action without meetings,

notice and waiver of notice, and quorum and voting requirements of the board of directors shall apply to committees and their members as well. Committees of the board of directors may, to the extent specified by the board of directors, exercise the authority of the board of directors; ~~provided, however,~~ that no committee of the board of directors may:

- (a) Authorize distributions, provided that this restriction does not apply to payment of value for property received or services performed or payment of benefits in furtherance of the Association's purposes;
- (b) Approve or recommend dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association's assets;
- (c) Elect, appoint, or remove directors or fill vacancies on the board or on any of its committees; or
- (d) Adopt, amend, or repeal the articles of incorporation or bylaws.

**4.3 Advisory Committees.** The board of directors may create one or more other committees. Members of these committees need not be members or directors, but at least one director shall serve on each such committee. These committees shall have no power to act on behalf of, or to exercise the authority of, the board of directors, but may make recommendations to the board of directors.

**4.4 Caucuses.** Caucuses shall exist to enhance the work of the Association by addressing the unique needs of member districts. ~~Caucuses shall:~~

4.4.1 ~~Caucuses shall~~ Cclearly articulate the vision, mission, and goals of the Caucus.

4.4.2 ~~Caucuses shall~~ Aadopt bylaws for operating, programming, and governing within the context of the Association bylaws described herein.

4.4.3 ~~Caucuses shall~~ Ccomply with Association policies and guidelines.

4.4.4 Caucuses shall be added or eliminated to this provision through the bylaw's amendment process described in Section 8.1~~these bylaws~~.

4.4.5 Caucuses shall submit an end of fiscal year report to the Board of Directors that includes the following:

4.4.5.1 The caucus is meeting regularly;

4.4.5.2 An accounting of the prior year's budget allocation;

4.4.5.3 Identified officers and current bylaws;

4.4.5.4 A summary of the Caucus current goals, the prior year's Caucus activities that support those goals, and how the Caucus goals align with the mission, vision, and goals of OSBA.

The end of fiscal year report will be submitted at the first regularly scheduled board of directors meeting following the end of the fiscal year.

4.4.~~56~~ The Oregon School Board Members of Color Caucus was established by a vote of the membership in 2018.

4.4.57 ~~With the adoption of this section, t~~The Oregon Rural School Board's Members Caucus ~~is~~ was established by a vote of the membership in 2023.

4.4.8 The Oregon school board members PRIDE caucus was established by a vote of the membership in 2024.

4.5 **Administration.** Each committee and caucus shall prepare minutes of each of its meetings, and such minutes shall be kept on file at the Association's principal office and made available on request to any member of the board of directors. Each committee and caucus shall also report on its activities at the regular meetings of the board of directors. Each committee and caucus shall comply with the public meetings laws requirements under ORS Chapter 192.

## SECTION 5 OFFICERS OF THE BOARD OF DIRECTORS

5.1 **Eligibility.** Effective January 1, 2026, to hold an officer position on the Board of Directors other than the immediate past president, candidates and officers must be a voting member of the OSBA Board of Directors.

5.12 **Appointment.** The board of directors shall elect officers by majority vote ~~at least 10 days~~ prior to the November member meeting. In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes, a second ballot shall be required between the two candidates receiving the highest number of votes. The one receiving a majority of the votes is elected.

5.23 **Designation.** The officers of the Association shall be a president, president-elect, past president, vice president, a secretary-treasurer, and such other officers as the board of directors may appoint.

5.34 ~~Compensation and~~ **Term of Office.** Officer terms are one calendar year. No officer, except the secretary-treasurer, shall serve two consecutive terms in the same office, unless the director ~~completed~~completes ~~athe~~ term ~~for of~~ another officer who was unable to complete ~~atheir~~ term, and is then voted into the same position the following year. The secretary-treasurer may serve up to two consecutive one-year terms.

### 5.5 Compensation

~~Directors and members of committees~~Officers may receive reimbursement of such expenses as may be determined by resolution of the board of directors to be just and reasonable. ~~Directors~~ Officers shall not otherwise be compensated for service in their capacity as ~~directors~~officers.

5.46 **Removal and Resignation.** Any officer may be removed, either with or without cause, at any time by action of the board of directors. An officer may resign at any time by delivering notice to the board of directors, the president, or the secretary-treasurer. A resignation is effective when the notice is effective under ORS 65.034 unless the notice specifies a later effective date. If a resignation is made effective at a later date and the Association accepts the later effective date, the board of directors may fill the pending vacancy before the effective date if the board of directors provides that the successor does not take office until the effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors. No removal or resignation shall prejudice the rights of any party under a contract of employment.

**5.57 Officers.** The officers of the Association are as follows:

- 5.57.1 President: The president shall preside at all member meetings of the Association and of the board of directors; shall appoint any committees positions not otherwise designated in these bylaws or OSBA adopted policy, subject to the approval of the board of directors; shall call all regular and special meetings as provided herein; shall be an ex-officio voting member of all committees established under sections 4.1 and 4.2 of these bylaws. The president shall automatically serve as immediate past president for the following term. The president serves for a term of one calendar year.
- 5.57.2 President-elect: In the absence of the president, the president-elect shall assume the powers and duties of the president, and when a vacancy occurs in the office of president, shall serve in that capacity for the remainder of the term. The president-elect shall automatically serve as president for the following term, even if required to fill an uncompleted term as president. In addition, the president-elect shall assume duties related to the oversight of Association member elections and resolutions processes and such other administrative duties as are assigned by the president. The president-elect serves for a term of one calendar year.
- 5.57.3 Vice president: In the absence of the president-elect, the vice president shall assume the powers and duties of the president-elect. The vice president shall also serve as the chair of the LPC. The vice president serves for one calendar year.
- 5.57.4 Secretary-treasurer: The secretary-treasurer shall be responsible for keeping ~~in a suitable minute book~~ accurate minutes of all board of director meetings in electronic format in accordance with OSBA's record retention schedule; shall carry on official correspondence of the Association; shall arrange for proper banking facilities; ~~and~~ shall receive, account for, and disburse funds in a businesslike manner as provided for by the board of directors; shall see that the minutes of the previous meetings are ~~read~~ approved by the board of directors; and shall give an itemized and detailed report of the financial condition of the Association at each annual meeting and at such other times as may be required by the board of directors. Such duties of the secretary-treasurer as may be specified by the board of directors may be delegated to the executive director or a designated member of the staff. The secretary-treasurer serves for a term of one calendar year.
- 5.57.5 Immediate past president: The immediate past president shall advise and counsel ~~with~~ other officers. The immediate past president chairs the officer succession planning process. The past president serves for one calendar year.
- ~~5.57.6 Assistants: The board of directors may appoint or authorize the appointment of an assistant to the secretary treasurer. Such assistant may exercise the powers of the secretary treasurer, as the case may be, and shall perform such duties as are prescribed by the board of directors.~~

## SECTION 6 NONDISCRIMINATION

The Association shall not discriminate in providing services, hiring employees, or otherwise, upon the basis of gender identity, race, creed, marital status, sex, sexual orientation, religion, color, age, disability, or national origin.

## SECTION 7 OSBA PROPERTY AND CASUALTY FOR EDUCATION TRUST

~~PACE Trustees.~~ The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust ("PACE") as provided in ~~As per the PACE Restated Trust Agreement. ,the~~ PACE trustees shall nominate trustee candidate(s) to the OSBA board of directors. If the list of candidates is not acceptable by the board of directors, the PACE trustees will continue to submit nominated candidate(s) for consideration until accepted by the board of directors.

It is the policy of OSBA with respect to PACE trustees taking office on or after January 1, 2023, that such trustees will be appointed to no more than ~~may serve~~ three consecutive three-year terms and, if eligible, may return after a one-year hiatus.

## SECTION ~~7~~8 GENERAL PROVISIONS

### ~~7~~8.1 Amendment of Bylaws.

~~7~~8.1.1 Amendments to the bylaws may be initiated by the board of directors or submitted by a member to the board of directors.

~~7~~8.1.2 The board of directors shall provide written notice to the members containing a statement that the members will be asked to approve the amendment and a copy of the proposed amended bylaws.

~~7~~8.1.3 Action by Written Ballot: The Association will deliver a written ballot to every member entitled to vote on the matter. The ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action and specify a reasonable time by which a ballot must be received by the Association in order to be counted. Once delivered, a ballot may not be revoked.

~~7~~8.1.4 Approval: Approval by written ballot shall be valid only when the number of votes cast by ballot equals or exceeds a quorum of the members, and the number of approvals equals or exceeds two-thirds majority of the number of the returned ballots.

~~7~~8.1.5 Quorum: A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the Association.

~~7~~8.1.6 Whenever an amendment or new bylaw is adopted, it shall be ~~copied in the minute books~~ saved in electronic format in accordance with OSBA's record retention schedule with the original bylaws in the appropriate place. If any bylaw is repealed, the fact of repeal and the date on which the repeal occurred shall be stated in such book and place.

~~7~~8.2 **Inspection of Books and Records.** All books, records, and accounts of the Association shall be open to inspection by the directors in the manner and to the extent required by law.



- 78.3 Checks, Drafts, Etc.** All checks, drafts, and other orders for payment of money, notes, or other evidences of indebtedness issued in the name of or payable to the Association shall be signed or endorsed by such person or persons and in such manner as shall be determined by resolution of the board of directors.
- 78.4 Deposits.** All funds of the Association not otherwise employed shall be deposited to the credit of the Association in those banks, trust companies, or other depositories as the board of directors or officers of the Association designated by the board of directors select, or be invested as authorized by the board of directors.
- 78.5 Loans or Guarantees.** The Association shall not borrow money and no evidence of indebtedness shall be issued in its name unless authorized by the board of directors. This authority may be general or confined to specific instances. Except as explicitly permitted by ORS 65.364, the Association shall not make a loan, guarantee an obligation, or modify a pre-existing loan or guarantee to or for the benefit of a director or officer of the Association.
- 78.6 Execution of Documents.** The board of directors may, except as otherwise provided in these bylaws, authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the Association. Such authority may be general or confined to specific instances. Unless so authorized by the board of directors, no officer, agent, or employee shall have any power or authority to bind the Association by any contract or engagement, or to pledge its credit, or to render it liable for any purpose or for any amount.
- 78.7 Insurance.** The Association may purchase and maintain insurance on behalf of an individual against liability asserted against or incurred by the individual who is or was a director, officer, employee, or agent of the Association, or who, while a director, officer, employee, or agent of the Association, is or was serving at the request of the Association as a director, officer, partner, trustee, employee, or agent of another foreign or domestic business or nonprofit corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise; provided, however, that the Association may not purchase or maintain such insurance to indemnify any director, officer, or agent of the Association in connection with any proceeding charging improper personal benefit to the director, officer, or agent in which the director, officer, or agent was adjudged liable on the basis that personal benefit was improperly received by the director, officer, or agent.
- 78.8 Fiscal Year.** The fiscal year of the Association shall begin on the first day of July and end on the last day of June in each year.
- 78.9 Severability.** A determination that any provision of these bylaws is for any reason inapplicable, invalid, illegal, or otherwise ineffective shall not affect or invalidate any other provision of these bylaws.

\* \* \* \* \*

The foregoing bylaws were approved by the membership of the Oregon School Boards Association on December 15, 2023. The original bylaws were duly adopted by the Board of Directors of OSBA on September 15, 2017, and approved by the membership on December 15, 2017.



*Cognille*

School District #8

# Section Four Consent Agenda

# Coquille School District 8

## Donation Acceptance

Donor Name	Myrtle Point Rotary
Donor Address	PO Box 266 Myrtle Point, OR 97458
Donor Phone	N/A
Item or Amount Donated	500.00
Date of Donation	9/5/2024
Purpose of Donation	To Support the Jr High Track Team
Conditions of Donation	None
Date Check to Business Office	9/20/24
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	See Attached
Date Purchase Made	
What was Purchased	
PO#	
Closure	
Submitted By	Becky Sproul

Jalynn T. ♥  
Thank you!!!  
so much! ♥

Thanks to all!!  
Xavier Jr High

Ellen ♥

Thank You! THANK YOU!  
-Coach Lienemann

Thank you for  
your generosity!  
-Asst. Coach  
Hogan

Myrtle Point Rotary,

Thank you for the generous donation  
to Coquille Junior High Cross Country  
that helps keep us AND our program  
RUNNING!

- Coquille Jr High XC





# **Coquille School District 8**

## **Donation Acceptance**

Donor Name	Butch & Elaine Bryson
Donor Address	291 W 17 <sup>th</sup> Street Coquille, OR 97423
Donor Phone	N/A
Item or Amount Donated	100.00
Date of Donation	10/17/24
Purpose of Donation	To support the FFA Program
Conditions of Donation	None
Date Check to Business Office	10/18/24
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	See Attached
Date Purchase Made	
What was Purchased	
PO#	
Closure	
Submitted By	Becky Sproul

Thank you so much  
For the Donation  
-2024-25 VP  
Devnie Crochetiere

Thank you for  
the donation  
-Jacob Sherman

Thank you  
-Zach Noel

Thank you!  
-Glynn

Thank you!!  
-Ann Rogers



Thank you!!  
-2024-25 Treasurer

Thank you  
for the donation  
-Ava Arriola

Thank you!  
-Paityn Pugmire

Thank you  
-Angelina Sanchez

Thank you so much! we really appreciate it!  
-Spencer S

**Thank You!**

Dear Butch and Elaine, thank you  
so much for your wrapping paper  
donations! I am one of the  
students that will be helping,  
and your donation is greatly  
appreciated! Thank you again from  
Coquille chapters Reporter,  
Hudson F.

Coquille FFA  
499 W Central Blvd  
Coquille OR 97423

The Brysons  
291 W 14th Street  
Coquille OR 97423

# Coquille School District 8

## Donation Acceptance

Donor Name	Morrison Gederos, LLC
Donor Address	PO Box 1225 Coos Bay, OR 97420
Donor Phone	541-808-0658
Item or Amount Donated	\$250.00
Date of Donation	10/24/24
Purpose of Donation	To support Girls HS Soccer
Conditions of Donation	None
Date Check to Business Office	10/25/24
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	See Attached
Date Purchase Made	
What was Purchased	
PO#	
Closure	
Submitted By	Becky Sproul



Morrison Gederros

Thank you so much for  
Supporting Coquille's High  
School Girls Soccer Team!

• Go Big Red. •



# Coquille School District 8

## Donation Acceptance

Donor Name	First Community Credit Union
Donor Address	200 Adams Street Coquille OR 97423
Donor Phone	541-396-2145
Item or Amount Donated	\$1,500.00
Date of Donation	10/29/24
Purpose of Donation	To help purchase clothing for the High School Boys Basketball Team
Conditions of Donation	None
Date Check to Business Office	10/29/24
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	See Attached
Date Purchase Made	
What was Purchased	
PO#	
Closure	
Submitted By	Becky Sproul

First Community Credit Union:

Thank you so much for your  
support of Cogville's High School  
Boys Basketball team. We hope  
to see you at some of the  
games!

# Coquille School District 8

## Donation Acceptance

Donor Name	Menasha Legacy Fund
Donor Address	Unknown – Thank you card was picked up by Donna Cochran
Donor Phone	Unknown
Item or Amount Donated	\$755.00
Date of Donation	Journal entry was made on 12/31/2023; crediting Plant Science. District Office processed the deposit; date unknown.
Purpose of Donation	To support Coquille's Trade Curriculum
Conditions of Donation	None
Date Check to Business Office	Unknown
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	See Attached
Date Purchase Made	
What was Purchased	
PO#	
Closure	
Submitted By	Becky Sproul

can use legit materials now! this money will help  
 Thank you for the 20<sup>th</sup> our class and chapter.  
 donated funds!  
 - Paityn P

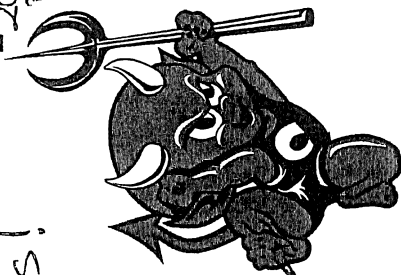
-2024-25 VP  
 Devine Crachetiere

Thank you very  
 much for your  
 donation! - Cecily

Thank you  
 So much  
 for donating!

-2024-25

Treasurer  
 Belle James



Thank you!  
 - Paityn P

Thank you!  
 - Hudson F.  
 Thank you!  
 - Ellie Watts

Thank you!  
 - Candace  
 Lett

Thank you  
 for your  
 support  
 - Paityn P

Thank you  
 - Paityn P

**Thank You!**

Menasha Legacy Fund for  
 all of your support in building  
 our program! Mrs. Sobasi

Thank you  
 for donating  
 - Paisley  
 Thank you!  
 - Paityn Miller

Thank you

Thank you  
 so much!  
 - Charlotte

Calif.

Thank you for  
 your donation!  
 - Grace Gardner

THANKS

2024

Menasha Legacy Fund

# Coquille School District 8

## Donation Acceptance

Donor Name	Julie Nidever
Donor Address	PO Box 332 Coquille OR 97423
Donor Phone	
Item (list quantity also) or Dollar Amount	(2) Men's Socks & (2) underwear
Date of Donation	10/31/24
Purpose of Donation	Clothing Closet
Conditions of Donation	New
Date Check to Business Office	
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	10/31/24
Date Purchase Made:	
What was Purchased:	
PO#:	
Closure	
Submitted By (Your Name)	Cheryl Johnson

Dear Julie,

Thank you for the donation of men's socks & underwear.  
Here at Winter Lakes High School, these items are  
valuable as they are much needed. Thank you again!

Sincerely,

The Staff at Winter Lakes High

**Coquille School District 8****Donation Acceptance**

Donor Name	Les Schwab Tire Centers of Portland, LLC
Donor Address	PO Box 5350 Bend, OR 97708-5350
Donor Phone	N/A
Item or Amount Donated	\$200.00
Date of Donation	7/15/2024
Purpose of Donation	To help with the purchasing of jackets for the Cheer team
Conditions of Donation	None
Date Check to Business Office	8/12/2024
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	See Attached
Date Purchase Made	In Progress – Budget year purchase 24-25
What was Purchased	Team Jackets
PO#	252197
Closure	
Submitted By	Becky Sproul

Thank you for  
Supporting Coguille's  
Cheer Team and  
helping with the  
girls' jackets!



**Donation  
Acceptance**

Donor Name	Buddy Krossman
Donor Address	64434 Penny Road Coos Bay, OR 97420
Donor Phone	
Item or Amount Donated	\$50.00
Date of Donation	7/1/2024
Purpose of Donation	Bob Crim Memorial Fund
Conditions of Donation	None
Date Check to Business Office	8/21/2024
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	See Attached
Date Purchase Made	
What was Purchased	
PO#	
Closure	
Submitted By	Becky Sproul

Thank you for supporting  
the Bob Crim  
Memorial Fund!

-Coquille Jr. Sr. High School

# Coquille School District 8

## Donation Acceptance

Donor Name	First Community Credit Union
Donor Address	200 Adams Street Coquille OR 97423
Donor Phone	N/A
Item or Amount Donated	800.00
Date of Donation	8/8/24
Purpose of Donation	To help purchase shoes for the Cheer Team
Conditions of Donation	None
Date Check to Business Office	8/21/2024
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	See Attached
Date Purchase Made	
What was Purchased	Cheer Shoes
PO#	
Closure	
Submitted By	Becky Sproul

Thank you so much!  
-Kristin Bae

Thank you for your support!

-Bailey Smith

Thank you so much for the shoes! support

-Ann

Thank you so very much!

-Natalie Steubert

Thank you for your support guys! -~~Ann~~  
-Allycia

Thank you for your support!

-Tyler Rutland

Thank you so much!

-Judyn Montoya

Your awesome!  
Thank you!  
-Reiss

Thank you  
so much - Sophie  
-Emma  
-Dorian

**SO VERY MUCH!**

WE APPRECIATE YOU AND  
YOUR DONATION OF CHEER  
SHOES THIS YEAR. THANK YOU!

COACH DOMENIGHINI

. Cheer.

# Coquille School District 8

## Donation Acceptance

Donor Name	Coquille Valley Booster Club
Donor Address	499 W Central Blvd Coquille, OR 97423
Donor Phone	N/A
Item or Amount Donated	Check #128 \$8,400.00
Date of Donation	11/12/24
Purpose of Donation	Fall Sports Concession Distribution
Conditions of Donation	None
Date Check to Business Office	11/13/24
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	See Attached
Date Purchase Made	
What was Purchased	
PO#	
Closure	
Submitted By	Becky Sproul

Boys Basketball

Chess

Cross Country

Coguille

Softball

Valley

Football

Booster

NHS

Club

Track

Cheer

Girls Soccer

Thank you for all  
of your help with  
Coguille's Fall Concessions

Jr. High  
Student Council

Baseball

BOYS SOCCER

# Coquille School District 8

## Donation Acceptance

Donor Name	Coquille Booster Club
Donor Address	499 W Central Blvd Coquille, OR 97423
Donor Phone	
Item or Amount Donated	Check #1483 \$13,000.00
Date of Donation	10/29/24
Purpose of Donation	Softball Field Drainage
Conditions of Donation	None
Date Check to Business Office	11/13/24
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	See Attached
Date Purchase Made	
What was Purchased	
PO#	
Closure	
Submitted By	Becky Sproul

# Cogville Booster Club

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Thank you for  
your contribution  
to the improvements  
to Cogville's Softball  
Field!



# Coquille School District 8

## Donation Acceptance

Donor Name	Coquille Booster Club
Donor Address	499 W Central Blvd Coquille, OR 97423
Donor Phone	
Item or Amount Donated	Check #1484 \$2,440.00
Date of Donation	10/29/24
Purpose of Donation	New hurdles for track team
Conditions of Donation	None
Date Check to Business Office	11/13/24
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	See Attached
Date Purchase Made	10/23/24
What was Purchased	TRLH Hurdles W/ Logo on Cross Bars
PO#	252915
Closure	
Submitted By	Becky Sproul

# Cogville Booster Club

Thank you for  
Supporting our  
Track Team with  
the purchase of new  
hurdles!

# Coquille School District 8

## Donation Acceptance

Donor Name	Coquille Booster Club
Donor Address	499 W Central Blvd Coquille, OR 97423
Donor Phone	
Item or Amount Donated	\$2,100.00 (Check #1485 \$1800.00 + Check #1486 \$300.00)
Date of Donation	11/7/24
Purpose of Donation	To provide High School Sport Teams with Dinner
Conditions of Donation	None
Date Check to Business Office	11/13/24
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	See Attached
Date Purchase Made	
What was Purchased	
PO#	
Closure	
Submitted By	Becky Sproul

Boys  
Soccer

Wrestling-  
Boys

Girls Soccer

Cogville

Volleyball

Track

Booster

Football

Club

Golf

Baseball

Thank you for

Boys Basketball

Supporting our  
athletes!

Girls  
Basketball

Softball

Wrestling-  
Girls

Cross country

## **Nondiscrimination**

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race<sup>1</sup>, 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 directs the superintendent to designate the district's civil rights coordinator and make contact information available to staff, students and parents. {<sup>2</sup>}

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**

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<sup>1</sup> 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)).

<sup>2</sup> {For additional information regarding civil rights coordinators and their responsibilities, see ORS 332.505(2).}

**Legal Reference(s):**

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

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).

## **Board Member Standards of Conduct**

A Board member should:

1. Comply with ethics laws for public officials;
2. Understand that the Board sets the standards for the district through Board policy. Board members do not manage the district on a day-to-day basis;
3. Understand that the Board makes decisions by a quorum vote of the Board. Individual Board members may not commit the Board to any action;
4. Respect the right of other Board members to have opinions and ideas which differ;
5. Recognize that decisions made by a quorum vote are the final decisions of the Board. Such decisions should be supported by all Board members;
6. Make decisions only after the facts are presented and discussed;
7. Understand the chain of command and refer problems or complaints to the proper administrative office;
8. Recognize that the Board must comply with the Public Meetings Law and only has authority to make decisions at properly noticed Board meetings;
9. Insist that all Board and district business is ethical and honest;
10. Be open, fair and honest — no hidden agendas;
11. Understand that Board members will receive information that is confidential and cannot be shared;
12. Recognize that the superintendent is the Board's employee and designated as the chief executive officer of the district;
13. Take action only after hearing the superintendent's recommendations;
14. Refuse to bring personal or family problems into Board considerations;
15. Give district staff the respect and consideration due to skilled, professional employees;
16. Present personal criticism of district operations to the superintendent, when appropriate, not to district staff;
17. Respect the right of the public to attend and observe Board meetings;

18. Respect the right of the public to be informed about district decisions and school operations as allowed by law;
19. Remember that content discussed in executive session is confidential;
20. Use social media, websites, or other electronic communication judiciously, respectfully, and in a manner that does not violate Oregon's Public Meetings Laws;
21. When posting online or to social media, Board members will treat and refer to other Board members, staff, students and the public with respect, and will not post confidential information about students, staff or district business;
22. A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately make a report to the Department of Human Services (DHS)<sup>[1]</sup> or to law enforcement within the county where the person making the report is located at the time of contact.

END OF POLICY

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**Legal Reference(s):**

[ORS 162.015 - 162.035](#)  
[ORS 162.405 - 162.425](#)  
[ORS 192.610 - 192.710](#)

[ORS Chapter 244](#)  
[ORS 332.055](#)  
[ORS 419B.005](#)

[ORS 419B.010](#)  
[ORS 419B.015](#)

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<sup>1</sup> [How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)]



## **Superintendent**

The superintendent<sup>1</sup> is designated as the district's chief executive officer. Under the Board's direction, the superintendent exercises general supervision of all district schools, personnel and departments. The superintendent is responsible for managing the schools under the Board's policies and is accountable to the Board for that management. The Board may not direct the superintendent to take any action that conflicts with a local, state or federal law<sup>2</sup> that applies to school districts.

The superintendent may delegate to other district personnel any powers and duties imposed upon the superintendent by Board policies or by vote of the Board. Delegation of power or duty will not relieve the superintendent of responsibility for action taken under such delegation.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.505](#)

[ORS 332.515](#)

[OAR 581-022-2405](#)

[OAR 584-005-0005\(51\)](#)

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<sup>1</sup> The term "superintendent" includes an interim superintendent.

<sup>2</sup> "Local, state or federal law" means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

## **Evaluation of the Superintendent**

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

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

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

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

END OF POLICY

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

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

[ORS 332.505](#)

[OAR 581-022-2405](#)

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

## **Evaluation of Administrators**

The superintendent will implement and supervise an evaluation system for administrators. The purpose of administrator evaluations is to assist an administrator with developing and strengthening professional abilities, to improve the instructional program and management of the school system, and for supervisors to make recommendations regarding their employment and/or salary status.

Evaluation and support systems established by the district must evaluate administrators at least once each year.

The evaluation shall be conducted according to the following guidelines:

1. Evaluative criteria for each position will be in written form and made available to the administrator;
2. Evaluations will be made by the superintendent and/or a qualified, licensed designee;
3. Evaluations will be in writing and discussed with the administrator by the person who conducts the evaluation; and
4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation, and have the right of appeal through established grievance procedures, if applicable.

An administrator's evaluation shall use the following educational leadership-administrator standards<sup>1</sup> adopted by the State Board of Education.

1. Visionary leadership;
2. Instructional improvement;
3. Effective management;
4. Inclusive practice;
5. Ethical leadership; and
6. Socio-political context.

Administrator evaluations shall be based on the core administrator standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with the administrators and any exclusive bargaining representative of the administration.

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<sup>1</sup> These standards are aligned with the Interstate School Leaders Licensure Consortium (ISLLC) and the Educational Leadership Constituents Council (ELCC) standards for Education Leadership.

Local evaluation and support systems established by the district for administrators must be designed to meet or exceed the requirements defined in the Oregon Framework for Teacher and Administrator Evaluation and Support Systems, including:

1. Four performance level ratings of effectiveness;
2. Consideration of multiple measures of administrator practice and responsibility which may include, but are not limited to:
  - a. Classroom-based assessments including observations, lesson plans and assignments;
  - b. Portfolios of evidence;
  - c. Supervisor reports; and
  - d. Self-reflections and assessments.
3. Consideration of evidence of student academic growth and learning based on multiple measures of student progress including performance data of students, schools and districts that is both formative and summative. Evidence may also include other indicators of student success;
4. A summative evaluation method for considering multiple measures of professional practice, professional responsibilities, and student learning and growth to determine the administrator's professional growth path;
5. Customized by the district, which may include individualized weighting and application of the standards.

An evaluation using the administrator standards must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of the administrator;
2. Refine the support, assistance and professional growth opportunities offered to the administrator, based on the individual needs of the administrator and the needs of the students, the school and the district;
3. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator, including other assignments of the administrator;
4. Establish a formative growth process for each administrator that supports professional learning and collaboration with other administrators;
5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the administrator; and
6. Address ways to help all educators strengthen their culturally responsive practices.

The superintendent shall regularly report to the Board on the implementation of the evaluation and support systems and educator effectiveness.

END OF POLICY

**Legal Reference(s):**

[ORS 192.660\(2\),\(8\)](#)  
[ORS 332.505](#)  
[ORS 342.120](#)

[ORS 342.815](#)  
[ORS 342.850](#)  
[ORS 342.856](#)  
[OAR 581-022-2405](#)

[OAR 581-022-2410](#)  
[OAR 581-022-2420](#)

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

## **Bidding Requirements**

The Board is the Local Contract Review Board (LCRB) for the district. The LCRB has adopted its own rules of procedure that will govern district purchasing.<sup>1</sup> Consequently, the model rules<sup>2</sup> adopted by the Attorney General shall not apply to the district. The district shall review its rules each time the Attorney General adopts a modification of the model rules to determine whether any modifications need to be made to district rules, as required by ORS 279A.065(6)(b). New rules, as necessary, shall be adopted by the LCRB. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required.

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

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<sup>1</sup> [The district should insert date of adoption of such rules and their location here and remove brackets.]

<sup>2</sup> Oregon Administrative Rules (OAR) 137-045 - 049

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 emergency<sup>3</sup>, 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.<sup>4</sup>
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.<sup>5</sup>
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.<sup>6</sup> Unless otherwise designated by the LCRB, personal services contracts will be procured

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<sup>3</sup> “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.

<sup>4</sup> If the contract does not exceed \$250,000, using intermediate procurement is likely less burdensome than sole source.

<sup>5</sup> {If the LCRB has designated contracts or classes of contracts as special procurements, include this information along with reference to the LCRB action.}

<sup>6</sup> 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, photogrammetric

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.<sup>{7}</sup> 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.<sup>8</sup>

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.<sup>9</sup> 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 quotes<sup>10</sup>:
  - a. The request for the quotes shall be in writing (unless not reasonably practicable)<sup>11</sup>;
  - 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-

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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)).

<sup>7</sup> {If the LCRB has designated contracts or classes of contracts as personal services contracts, include this information along with reference to the LCRB action.}

<sup>8</sup> See ORS 670.600 and OAR 459-005-0020.

<sup>9</sup> 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.

<sup>10</sup> If three quotes are not reasonably available, the district shall make a written record of the effort made to obtain these quotes.

<sup>11</sup> 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

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**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.

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### **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;<sup>1</sup>
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.

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<sup>1</sup> 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 Equal<sup>2</sup>**

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.<sup>3</sup>

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 of<sup>4</sup>**

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:

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<sup>2</sup> For additional guidance, see OAR 125-247-0691.

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

<sup>4</sup> 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 Overhaul<sup>5</sup>**

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**

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<sup>5</sup> 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, Purchase<sup>6</sup>**

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 Contracts<sup>7</sup>**

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 law<sup>8</sup> 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:

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<sup>6</sup> 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.

<sup>7</sup> For additional guidance, see OAR 127-247-0185.

<sup>8</sup> 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.<sup>9</sup> 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.

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<sup>9</sup> The district may hold a hearing even if there is no written request.

## **Student Health Services**

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

The district shall maintain a written prevention-oriented health services plan for all students. The health services plan will<sup>1</sup>:

1. Explain available health care space that is appropriately supervised and adequately equipped for providing health care and administering medication or first aid;
2. Refer to available communicable disease prevention and management plan that includes school-level protocols<sup>2</sup>;
3. Outline a district-to-school communication plan<sup>3</sup>;
4. Provide information about health screenings, including immunizations and TB certificate requirements;
5. Describe how services for all students, including those who are medically complex, medically fragile or nursing dependent, and those who have approved 504 plans, individual education program plans, and individualized health care plans or special health care needs are managed<sup>4</sup>;
6. Integrate school health services with school health education programs and coordinate with health and social service agencies, public and private;
7. Describe how hearing, vision and dental screenings are managed and/or verified for required students<sup>5</sup>;

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

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

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

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

<sup>5</sup> For vision screening or eye examination or dental screening information see ORS 336.211 and 336.213.



8. Include a process to assess and determine a student's health services needs, including availability of a nurse to assess student nursing needs upon, during, and following enrollment with one or more new medical diagnose(s) impacting a student's access to education, and implement a student's individual health plan prior to attending school<sup>6</sup>;
9. Comply with OR-OSHA Bloodborne Pathogens Standards for all persons who are assigned to job tasks which may put them at risk for exposure to body fluids<sup>7</sup>;
10. Refer to adopted policy and procedures for medications in accordance with Oregon law<sup>8</sup>;
11. Include guidelines for the management of students who are medically complex, medically fragile, or nursing dependent as defined by ORS 336.201, including students with life-threatening food allergies and adrenal insufficiency while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before-school or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities<sup>9</sup>; and
12. List the positions in the district which shall be required to obtain and maintain a first-aid/CPR/AED card in accordance with OAR 581-022-2220(3).

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

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

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

The district provides a menstrual product dispenser with a variety of products in every student bathroom<sup>11</sup> which meets the requirements of law.

END OF POLICY

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#### Legal Reference(s):

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<sup>6</sup> For definitions for this policy see ORS 336.201.

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

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

<sup>9</sup> For guideline requirements see OAR 581-022-2220(1)(k).

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

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

[ORS 329.025](#)  
[ORS 332.107](#)  
[ORS 336.201](#)  
[ORS 336.204](#)

[ORS 336.211 – 336.214](#)  
[OAR 581-021-0017](#)  
[OAR 581-021-0031](#)  
[OAR 581-021-0587](#)

[OAR 581-021-0590](#)  
[OAR 581-022-2050](#)  
[OAR 581-022-2220](#)  
[OAR 581-022-2515](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).  
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

## **Injury or Illness Reports**

{This policy was originally released with the April 2024 Policy Update. Following that release, OSBA determined that a correction was necessary. This correction was made in May 2024 and this policy was re-released. This version includes the correction. Required policy. ORS 339.309 requires a district school board establish policy for reporting incidents, e.g., injury.}

All injuries or illnesses<sup>1</sup>, sustained by the employee while in the actual performance of the duty of the employee, occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. All accidents involving employees, students, visiting public or district property will be reported immediately to a supervisor.

A written report will be submitted within 24 hours to the district's safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related<sup>2</sup> illness or injury to an employee resulting in in-patient hospitalization, loss of an eye, amputation or avulsion<sup>3</sup>, the district safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes<sup>4</sup> shall be reported<sup>5</sup> to OSHA within eight hours.

**ALL** injuries or illnesses sustained by an employee, while in the actual performance of the duty of the employee or by a student or visiting public and accidents involving district property, employees, students or visiting public will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The district safety officer will maintain records on injuries, illnesses, and accidents involving district property, employees, students or visiting public. These records will include prevention measures taken, reporting information, periodic statistical reports on the number and types of injuries, illnesses and accidents occurring in the district, and monthly and annual analyses of accident data. Such reports will be submitted to the superintendent.

### **END OF POLICY**

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The Oregon Occupational Safety and Health Division provides: "Injury or illness" means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria). (OAR 437-001-0015(39))

<sup>2</sup> An injury or illness is work related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting injury or illness. (OAR 437-001-0700(6))

<sup>3</sup> Amputations and avulsions are only required to be reported if they result in bone loss. (OAR 437-001-0704(4))

<sup>4</sup> "Catastrophe" is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility. (OAR 437-001-0015(11))

<sup>5</sup> Reporting must be done in person or by telephone. (OAR 437-001-0704(3))

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**Legal Reference(s):**

[ORS 339](#).309

[OAR 437](#)-001-0015

[OAR 437](#)-001-0700

[OAR 437](#)-001-0704

[OAR 437](#)-001-0760

[OAR 437](#)-002-0360

[OAR 437](#)-002-0377

[OAR 581](#)-022-2225

**COQUILLE SCHOOL DISTRICT #8****Emergency Plan and First Aid**

The district will maintain a comprehensive safety program for all employees and students. This program will include a plan for responding to emergency situations. The superintendent will consult with community and county agencies while developing this plan. The district's emergency plan will meet any requirements of the State Board of Education.

Copies of the emergency plan will be available in every school office and other strategic locations throughout the district. Parents or guardians will be informed of the district's plan.

In each district facility, procedures for handling health emergencies will be established and made known to staff. Each district facility and district vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Each school in the district shall have, at a minimum, at least one staff member with a current first-aid/CPR/AED card for every 60 students enrolled and who are trained annually on the district and building emergency plans. Emergency planning will include the presence of at least one staff member with a current first-aid/CPR/AED card for every 60 students for school-sponsored activities where students are present.

The district shall provide instruction to staff and students in the emergency plan and safety program.

END OF POLICY

**Legal Reference(s):**

[ORS 30.800](#)

[ORS 192.660\(2\)\(k\)](#)

[ORS 332.107](#)

[ORS 433.260](#)

[ORS 433.441](#)

[OAR 437-002-0042](#)

[OAR 437-002-0120 - 0139](#)

[OAR 437-002-0161](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2030\(3\)\(c\)](#)

[OAR 581-022-2220](#)

[OAR 581-022-2225](#)

[OAR 581-053-0003\(40\)](#)

[OAR 581-053-0220\(3\)\(e\)\(B\)\(iii\)](#)

[OAR 581-053-0320\(5\)\(b\)](#)

[OAR 581-053-0420\(2\)\(f\)\(B\)](#)

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

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

**COQUILLE SCHOOL DISTRICT #8****Safety Threats**

“Safety threat action” means a lockdown, lockout, shelter in place or evacuation that: (a) is initiated by a school in response to a safety threat; and (b) is not a planned drill.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

The communication shall be provided in a manner which communicates relevant facts and details as may be necessary or useful for parents and guardians to understand any potential threats to student safety, and to assist parents and guardians in helping students understand and mentally process the incident and any resulting trauma.

A communication will also be issued to employees of the school at which the safety threat action occurred, and must include the same information as above and any additional information as may be permitted by relevant confidentiality and privacy requirements.

The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660\(2\)\(k\)](#)

[ORS 332.107](#)

[ORS 339.324](#)

## **Emergency Procedure Drills and Instruction**

Each administrator will conduct emergency procedure drills in accordance with the provisions of Oregon Revised Statutes (ORS) and the applicable Oregon Fire Code.

All schools are required to instruct and drill students on district emergency procedures so they can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, <sup>{1}</sup>tsunami procedures and safety threats. Instruction on emergency procedures shall be conducted for at least 30 minutes each school month.

### **Fire Emergencies**

Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

### **Earthquake Emergencies**

<sup>{2}</sup>At least two drills on earthquakes shall be conducted each year.

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the district may include additional response procedures for earthquake emergencies.

### **Safety Threats**

At least two drills on safety threats shall be conducted each year. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety, and will include explanation of the district’s communication strategy following a safety threat action (See Board policy EBCA - Safety Threats).

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the district with the instruction and the conducting of drills for students in these emergency procedures.

END OF POLICY

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

[ORS 192.660\(2\)\(k\)](#)  
[ORS 336.071](#)

[ORS 339.324](#)  
[ORS 476.030](#)

[OAR 581-022-2225](#)

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<sup>1</sup> {Required if schools are in a designated tsunami hazard done.}

<sup>2</sup> {This is required action for a district not in a tsunami hazard zone.}





## **Communicable Diseases in Schools**

The district shall provide reasonable protection against the risk of exposure to communicable disease for students and employees while engaged in the performance of their duties. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance for Schools* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA).

A student or employee may not attend school or work, respectively, while in a communicable stage of a restrictable disease or when an administrator has reason to suspect the student or employee has or has been exposed to any disease for which exclusion is required in accordance with law. The district may provide an educational program in an alternative setting. Services will be provided to students as required by law.

Employees shall comply with all other measures adopted by the district and with all rules adopted by Oregon Health Authority, Public Health Division and the local health department.

The district shall protect the confidentiality of each student's and employee's health condition and record to the extent possible and consistent with federal and state law. In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator may inform employees with a legitimate educational interest.

The district will include, as part of its general emergency plans, a description of the actions to be taken by district staff in and by the district in response to medical emergencies.

END OF POLICY

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

<a href="#">ORS 332.107</a>	<a href="#">ORS 433.110</a>	<a href="#">OAR 333-019-0010</a>
<a href="#">ORS 431.150 - 431.157</a>	<a href="#">ORS 433.235 - 433.284</a>	<a href="#">OAR 333-019-001</a> <a href="#">OAR 581-022-2220</a>
<a href="#">ORS 433.001 – 433.004</a>		<a href="#">OAR 581-022-2225</a>
<a href="#">ORS 433.010</a>	<a href="#">OAR 333-018</a>	

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance for Schools*  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2023).  
Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. §§ 1320d to -1320d-8 (2018); 45 C.F.R. Parts 160, 164 (2023).

## **Sexual Harassment**

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

The district processes complaints<sup>{1}</sup> 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<sup>{2}</sup>.

### **OREGON DEFINITION AND PROCEDURES**

#### **Oregon Definition**

Sexual harassment of students, staff members or third parties<sup>3</sup> shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
  - a. Interferes with a student's educational activity or program;
  - b. Interferes with a school or district staff member's ability to perform their job; or
  - c. Creates an intimidating, offensive, or hostile environment.

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<sup>1</sup> {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.}

<sup>2</sup> {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).}

<sup>3</sup> "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.

### 3. Assault when sexual contact occurs without consent<sup>4</sup>.<sup>{5}</sup>

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, <sup>{6}</sup>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):

The Building Principal or a Trusted Adult who will then report to the Building Principal. Individuals responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. <sup>{7}</sup>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.

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,

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<sup>4</sup> "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.

<sup>5</sup> {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.}

<sup>6</sup> {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.}

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

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.

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

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement if necessary, at district events.

## **No Retaliation**

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint,

reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

### **Notice**

When a person<sup>8</sup> 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 include<sup>9</sup>:

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;

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<sup>8</sup> 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.

<sup>9</sup> Remember confidentiality laws when providing any information.

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.

## **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 activity<sup>10</sup>;
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;

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<sup>10</sup> "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))

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 district prominently will display the contact information for the Title IX coordinator on the district website and in each handbook. <sup>{11}</sup>

## **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.<sup>12</sup> The district shall treat complainants and respondents equitably by providing supportive measures<sup>13</sup> to the complainant and by following a grievance procedure<sup>14</sup> 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.

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<sup>11</sup> {Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements.}

<sup>12</sup> (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.

<sup>13</sup> (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.<sup>13</sup> 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))

<sup>14</sup> 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).

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.<sup>15</sup>

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.<sup>16</sup> The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

## **Notice**

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

## **No Retaliation**

Neither the district or any person may retaliate<sup>17</sup> 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 and staff 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**

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<sup>15</sup> The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

<sup>16</sup> 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))

<sup>17</sup> Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.



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**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).

## **Suspected Abuse of a Child Reporting Requirements**

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse<sup>1</sup> shall immediately make a report to the Oregon Department of Human Services (DHS) through the centralized child abuse reporting system<sup>2</sup> or to a law enforcement agency within the county where the person making the report is located at the time of the contact. Any district employee who has reasonable cause to believe that **any person**<sup>3</sup> with whom the employee is in contact has abused a child shall immediately report IN the same manner described above.

The report must contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors<sup>4</sup>, agents<sup>5</sup>, volunteers<sup>6</sup>, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulations.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to DHSits centralized child abuse reporting system or to a law enforcement agency, and to a designated licensed administrator.

The district will designate a {<sup>7</sup>} licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

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<sup>1</sup> Includes the neglect of a child; abuse is defined in ORS 419B.005.

<sup>2</sup> [How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)]

<sup>3</sup> "Person" could include adult, student or other child.

<sup>4</sup> "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

<sup>5</sup> "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>6</sup> "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>7</sup> {ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual abuse for a school building in the respective school building. A "licensed administrator" is a person employed as an administrator by the district and holds an administrative R4/04/24 | LF

If the superintendent is the alleged perpetrator the report shall be submitted to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for making a report to law enforcement or the centralized child abuse reporting system of DHS, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

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license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

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**Legal Reference(s):**

[ORS 339.370 - 339.400](#)  
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9<sup>th</sup> Cir. 2011).

## **Reporting of Suspected Abuse of a Child**

### **Reporting**

Any district employee having reasonable cause to believe that **any child** with whom the employee comes in contact has suffered abuse<sup>1</sup> shall make a report immediately to the Oregon Department of Human Services (DHS) through the centralized child abuse reporting system<sup>2</sup> or to a law enforcement agency within the county where the person making the report is at the time of their contact. Any district employee who has reasonable cause to believe that **any person**<sup>3</sup> with whom the employee is in contact has abused a child shall immediately report in the same manner.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to DHS its centralized child abuse reporting system or to a law enforcement agency, and to a designated licensed administrator or alternate licensed administrator for their school building.

The report must contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the suspected abuse and the identity of a possible perpetrator.

If the superintendent is the alleged abuser the report shall be submitted to the Board chair.

A written record of the abuse report shall be made by the employee reporting the suspected abuse of a student and will include: name and position of the person making the report; name of the student; name and position of any witness; description of the nature and extent of the abuse, including any information which could be helpful in establishing cause of abuse and identity of the abuser; description of how the report was made (i.e., phone or other method); name of the agency and individual who took the report; date and time that the report was made; and name of district administrator who received a copy of the written report.

The written record of the abuse report shall not be placed in the student's educational record. A copy of the written report shall be retained by the employee making the report and a copy shall be provided to the designee that received the report.

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<sup>1</sup> Includes the neglect of a child; abuse is defined in ORS 419B.005.

<sup>2</sup> How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)

<sup>3</sup> "Person" could include adult, student or other child.

When the designee receives a report of suspected abuse of a child by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave<sup>4</sup> and take necessary actions to ensure the student's safety. The employee shall remain on leave until DHS or law enforcement determines that the report is substantiated and the district takes the appropriate employment action, or cannot be substantiated or is not a report of abuse and the district determines that either 1) an employment policy was violated and the district will take appropriate employment action against the employee, or 2) an employment policy has not been violated and no action is required by the district against the employee.

When the designee receives a report of suspected abuse by a contractor<sup>5</sup>, agent or volunteer, the district may prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support the report of suspected abuse, the district shall prohibit the contractor agent or volunteer from providing services.

The written record of each reported incident of abuse of a child, action taken by the district and any findings as a result of the report shall be maintained by the district.

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

## **Definitions**

1. Oregon law "abuse" in ORS 419B.005(1).
2. "Child" means an unmarried person who is under 18 years of age or is a child in care, as defined in ORS 418.257.
3. [A "substantiated report" means a report of abuse that a law enforcement agency or DHS determines is founded.]

## **Confidentiality of Records**

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<sup>4</sup> The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

<sup>5</sup> {The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.}

The name, address and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

Upon request from law enforcement or DHS the district shall immediately provide requested documents or materials to the extent allowed by state and federal law.

### **Failure to Comply**

Any district employee who fails to report a suspected abuse of a child as provided by this policy and the prescribed Oregon law commits a violation punishable by law. A district employee who fails to comply with the confidentiality of records requirements commits a violation punishable by the prescribed law. If an employee fails to report suspected abuse of a child or fails to maintain confidentiality of records as required by policy or this administrative regulation, the employee will be disciplined up to and including dismissal.

### **Cooperation with Investigator**

The district staff shall make every effort in suspected abuse of a child cases to cooperate with investigating officials as follows:

1. Any investigation of abuse of a child will be directed by the DHS or law enforcement officials as required by law. DHS or law enforcement officials wishing to interview a student shall present themselves at the school office and contact the school administrator unless the school administrator is the subject of the investigation. When an administrator is notified that the DHS or law enforcement would like to interview a student at school, the administrator must request that the investigating official fill out the appropriate form (See GBNAB/JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises). The administrator or designee should not deny the interview based on the investigator's refusal to sign the form. If the student is to be interviewed at the school, the administrator or designee shall make a private space available. The administrator or designee of the school may, at the discretion of the investigator, be present to facilitate the interview. If the investigating official does not have adequate identification the administrator shall refuse access to the student.

Law enforcement officials wishing to remove a student from the premises shall present themselves at the office and contact the administrator or designee. The law enforcement official shall sign the student out in accordance with district procedures;

2. When the subject matter of the interview or investigation is identified to be related to suspected abuse of a child, district employees shall not notify parents or anyone else other than DHS or law enforcement agency and any school employee necessary to enable the investigation;
3. The administrator or designee shall advise the investigator of any conditions of disability prior to any interview with the affected child;
4. District employees are not authorized to reveal anything that transpires during an investigation in which the employee participates, nor shall the information become part of the student's education records, except that the employee may testify at any subsequent trial resulting from the investigation and may be interviewed by the respective litigants prior to any such trial.

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend their investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.



# Coquille School District 8

Code: **EBC/EBCA**  
Adopted: 12/10/2007  
Revised/Readopted: 03/11/2020

## **DELETE: Emergency Procedures and Disaster Plans**

The superintendent will develop and maintain a plan specifying procedures to be used in such emergencies as disorderly conduct, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and use of force on school property. The superintendent will consult with community and county agencies while developing this plan.

The district's Emergency Procedures Plan will meet the standards of the State Board of Education.

Copies of the Emergency Procedures Plan will be available in every school office and other strategic locations throughout the district. Parents will be informed of the district's plan for the care of students during an emergency situation.

In the case of long term disruption to district operations as a result of a pandemic flu, declared public health emergency or other catastrophe, the district emergency plan shall at a minimum include the following:

1. Who is in charge of the district plan;
2. What steps the district will take to stop the spread of disease;
3. How sick students will be identified;
4. Transportation plan for sick students;
5. Disease containment measures for the district;
6. Communication plan for staff, students, parents;
7. Continuing education plan for students;
8. Procedures for dealing with student privacy rights;
9. Employee leave procedures during a pandemic flu or other catastrophe;
10. Employee pay and benefit plan and procedures;
11. Facility utilization by other agencies procedures;
12. Business operations plan for offsite operation or alternative measures.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 433.260](#)

[ORS 431.035 \(5\)2\(e\)](#)

[OAR 437-002-0161](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-0705](#)

[OAR 581-022-1420](#)