

Wednesday, January 15, 2025
Work Session @ Transportation Facility @ 5:00pm
Regular Board Meeting, CSD Board Room @ 6:00pm

1.0 Meeting Business

- 1.1 Flag Salute
- 1.2 Approval of Agenda and Regular Board Minutes from November 13, 2024
- 1.3 Future Meetings
 - 1.3.1 Policy Meeting, January 22, 2025, at 1:00 pm
 - 1.3.2 Regular Board Meeting, February 12, 2025, at 6:00 pm
 - 1.3.3 Regular Board Meeting, March 12, 2025, at 6:00 pm

2.0 School Spotlight

Coquille Valley Elementary – Armand Ruiz

3.0 Presentation

Health Curriculum – Tanya Sinko
CJSHS Changes for 2025-2026 School Year – Paige Yi

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 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

7.0 Discussion/Action

- 7.1 Approval – Coos County Sheriff's Office Contract - SRD

DRAFT

- 7.2 Approval – Adjustment of Plus Program Stipend Percentage
- 7.3 Mini Splits at Lincoln (Rebate Funds)
- 7.4 Daycare hourly rate raise to \$4.00
- 7.5 Purchase of a Mini-Bus July 1, 2025
- 7.6 Surplus of Bus #38
- 7.7 Seismic Grant Match (\$359,766)
- 7.8 Umpqua Sheet Metal - Shop Waste Oil Furnace
- 7.9 Johnson Rock - Transportation Facility ADA Parking Spot
- 7.10 Leave of Absence Request from Julie Nichols
- 7.11 Leave of Absence Request from Samantha Herron

DRAFT

8.0 **Consent Agenda**

- 8.1 Cash Donations
- 8.2 Non-Cash Donations
- 8.3 Hired – Trevor Paxton – ALS EA – CVE
- 8.4 Hired – Mista Johnson – Daycare EA – LSEL
- 8.5 Resignation – Garrett Stout – ALS EA -CVE
- 8.6 Resignation – Carl Hull – Maintenance Supervisor
- 8.7 Second 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

9.0 **Audit Presentation**

2023-2024 Budget Audit – Peter Gelser, Koontz & Blasquez

10.0 **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**)*

11.0 **Adjournment**

COQUILLE SCHOOL DISTRICT 8

Wednesday, November 13, 2024
Regular Board Meeting Minutes
970 N. Central Blvd.
Coquille, OR 97423

Order

Melinda Millet called the meeting to order at 5:59 p.m. Board Members present were Steve Britton, Melinda Millet, Marsha Frost, and Cliff Wheeler. Absent was Board Member Lucas Taylor, 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 October 9, 2024, Marsha Frost seconded the motion; it passed unanimously.
Future Meetings: January 15, 2024, Regular Board Meeting.

School Spotlight

Coquille Jr. High School – Albert Dixon,
Rocket Project - Tyler Lienemann, Jr. High Science Teacher



Students go through the above Engineering Design Process. The project has gone back to 2020, and I brought along some student's video of their rockets. While we are video taping their rockets we are also timing their hangtime. The follow are some hangtime the students have achieved:

- Alyssa Ammar, 2020, 11.34 seconds
- Faith Gertner, 2021, 11.94 seconds
- Ada Millet, 2021, 5.5 seconds
- Owen Ellerman, 2022, 9.94 seconds
- Bristol Layton, 2023, 7.62 seconds
- Caleb Millet, 2024, 13.24 seconds

Great project of teaching quality scientific instruction with the students having fun also.

Discussion/Action

Motion made by Cliff Wheeler to approve Discussion/Action items **3.3 to 3.9**; Marsha Frost seconded the motion; it passed unanimously.

Motion made by Steve Britton to **not** approve Discussion/Action item **3.1 and 3.2**; Marsha Frost seconded the motion; it passed unanimously.

- 3.1 Resolution to Amend the OSBA Dues Schedule
- 3.2 Resolution to Amend Oregon School Boards Association's Bylaws Relating to Composition of the Board of Directors.
- 3.3 Resolution to Amend the OSBA 2023 Bylaws
- 3.4 OSBA Board Candidate Position 9
- 3.5 Approval – SMEAD – Intercom and Keyless Access
- 3.6 Approval – Bell Hardware – Security Doors Purchase
- 3.7 Approval – HGE, Completion of Seismic Grant Application
- 3.8 Approval – Prorated Plus Coordinator Stipend
- 3.9 Approval – Pro-rated Plus Teacher Stipend

Consent Agenda

Motion made by Steve Britton to approve the Consent Agenda Items 4.1 through 4.6 below:

- 4.1 Cash Donations
- 4.2 Non-Cash Donations
- 4.3 Out of State Travel – Bony Varsity Basketball Team – Tournament in Eureka, California, December 19th – 21st.
- 4.4 Out of State Travel – Shawn Bridges – WIBC Conference in Seattle
- 4.5 Hired – Crystal Baustista – Custodian – LSEL
- 4.6 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
 - o EBC/EBCA

And Marsha Frost seconded the motion; it passed unanimously.

6:30 pm Board of Director Steve Britton left the meeting to attend his mother's 90 birthday.

Board Goals

Student Academic Achievement Opportunities– Tanya Sinko, Tiffany Clapper, & Paige Yi

- Testing
 - AP Test Sites
 - Supports AP Biology – 20 Exams Ordered
 - Supports other tests for CSD & Neighboring Students
 - SAT Test Sites
 - Standard Entrance Exam offered in May and June
- TAG
 - Continuing to ID Students
 - Partnering with SOCC
 - Support for differentiation of instruction for TAG Students
 - 6th Graders taking Math at CJSHS
- Winter Lakes High School
 - AP/SAT Testing Site
 - NCRC Testing
 - Aspire Coordinator & TRIO Coordinator
 - West Coast Trucking for CTE/CDL Internships
 - CAT Simulator Certifications
 - Cosmetology Completion KCC Partnerships
 - Drones Certification Level 1 & 2
- Student Opportunities
 - Visits College and Career Fair
 - Roseburg High School
 - Mill Casino
 - Guest Speakers
 - Southwestern Community College
 - Roseburg Forest Products
 - Future Events
 - SWOCC Campus Field Trip
 - Coast Guard Recruiter
- College Speakers & Visits
 - College Campus Visits
 - Southern Oregon University
 - Western Oregon University
 - University of Oregon
 - Oregon State University
 - Lane Community College
 - Rogue Community College
 - Southwestern Oregon Community College
 - Culinary Institute

- Guest Speakers
 - University of Oregon
 - Oregon Institute of Technology
- Coquille Junior Senior High School
 - AP Biology
 - College Writing
 - Advanced Math
 - HS Elective Options for 8th Grade Students
 - SOCC Dual Credit Online
 - Ability to Graduate with HS Diploma and AA Degree
- Future Offerings
 - Dual Credit Agriculture Courses with Blue Mountain CC
 - AP Chemistry/Physics

Program/School Written Reports provided:

Winter Lakes High School	CTE/Special Programs Director
Winter Lakes Elementary School	Athletic Director
Coquille Junior High School	Maintenance Supervisor
Coquille High School	Technology Supervisor
Coquille Valley Elementary School	Food Services Supervisor
Lincoln School of Early Learning	Transportation Supervisor
Curriculum Director	School Resource Deputy

Fiscal Report

Assistant Business Manager provided the board with three fiscal reports:

- Appropriations by Fund & Function
- Monthly Summary Report
- Object Summary Report

Projecting our one million dollars contingency ending fund balance.

Superintendent's Report

Superintendent Gallagher reported that the population report as of October 31st was at 1232 students. That's 12 students over what we budgeted for this fiscal year. The Board received a thank you this month from former employee Mrs. Judy Bloomquist, who was a long-term teacher in the district. Mrs. Bloomquist's husband passed and way and the District sent flowers to his funeral. Also received a traffic email regarding directing traffic. Deputy Owens has been helping out. I have a meeting scheduled with the new Coquille Police Chief tomorrow to discuss how we can partner and work with Coquille Police Department. They've been very responsive. I spent one afternoon watching CVE's dismissal and it's amazing from what it was prior to the revision. The parking lot was empty in five minutes. Invited all the board members to attend the Legislative Meeting at ESD. Very concerned with what funding will look like for the next two years.

Staff/Public Comments

Tyler Lienenmann, Coquille Education Association, President. Comment regarding Plus Program Stipend.

Move to Executive Session

Board Chair Millet moved the meeting into Executive Sessions @ 7:04 pm

(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)

7:09 pm returned to Open Session

Adjournment

Melinda Millet adjourned the meeting at 7:09 pm

Approved

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Cognille

School District #8



Cognille

School District #8

PRESENTATIONS

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Cognille

School District #8

CURRICULUM ADOPTION

Health/PE 2025-2032

1

TEAM MEMBERS

Casey Clapper

Gary Connors-Nelson

Kari Lefler

Sharon Nelson

Jamie Perry

2

Process

Emails sent to those currently teaching in content area

August- Met with Team- shared 2023 revised Health Standards (ODE)

September- Met with Team (PD- part of their PDUs); shared adoption materials list from ODE; requested perusal materials and online access to “vet”/gather input from their buildings

November - Met with Team; gathered input from team; selected materials

3

More Requests from ODE

Fentanyl Accidental Overdoses 30%+ increase last year over previous

Sixth, Seventh, Eighth and once in HS- MANDATORY lesson concerning Substance Misuse

Sex Education Standards- all but one senior high text “Did Not Meet” due to these revised standards

Our recommendation is to maintain the current text will supplements as required to meet the sex ed curricular requirements (age appropriate information)

4

TEAM SELECTIONS

Grades K-6 Continue use of “The Great Body Shop”; also an ODE “Meets”

Grades 7-8 Continue use of “Comprehensive Health for Middle School”; also an ODE “Meets”

High School: Continue use of “Comprehensive Health for High School”; an ODE “Does Not Meet”. We may select as long as we are meeting Division 22 standards for sex education instruction (supplemental by instructor)

5

Next Steps

January Board Meeting- February Board Meeting: Materials at Junior and Senior High Levels available for Board and public review

February Board Meeting- Board votes on recommendation

If approved, Curriculum Director contacts publisher for ordering of materials to be used beginning September 2025.

If not approved, team reconvenes to discuss alternative texts for recommendation

6



CHS Success

COQUILLE JUNIOR SENIOR HIGH SCHOOL

2025-2026 SCHOOL YEAR



2025-2026 CHANGES



TRIMESTER VS SEMESTER

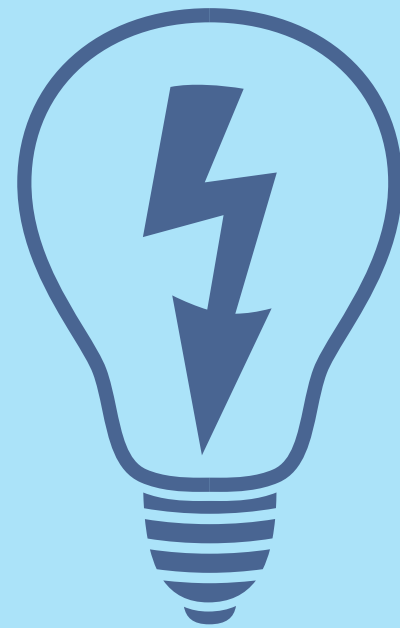


BELL SCHEDULE



ADDITIONAL COURSES

TRIMESTER → SEMESTER



0.5 PERSONAL FINANCE

0.5 COLLEGE & CAREER

0.5 CIVICS

Bell Schedule

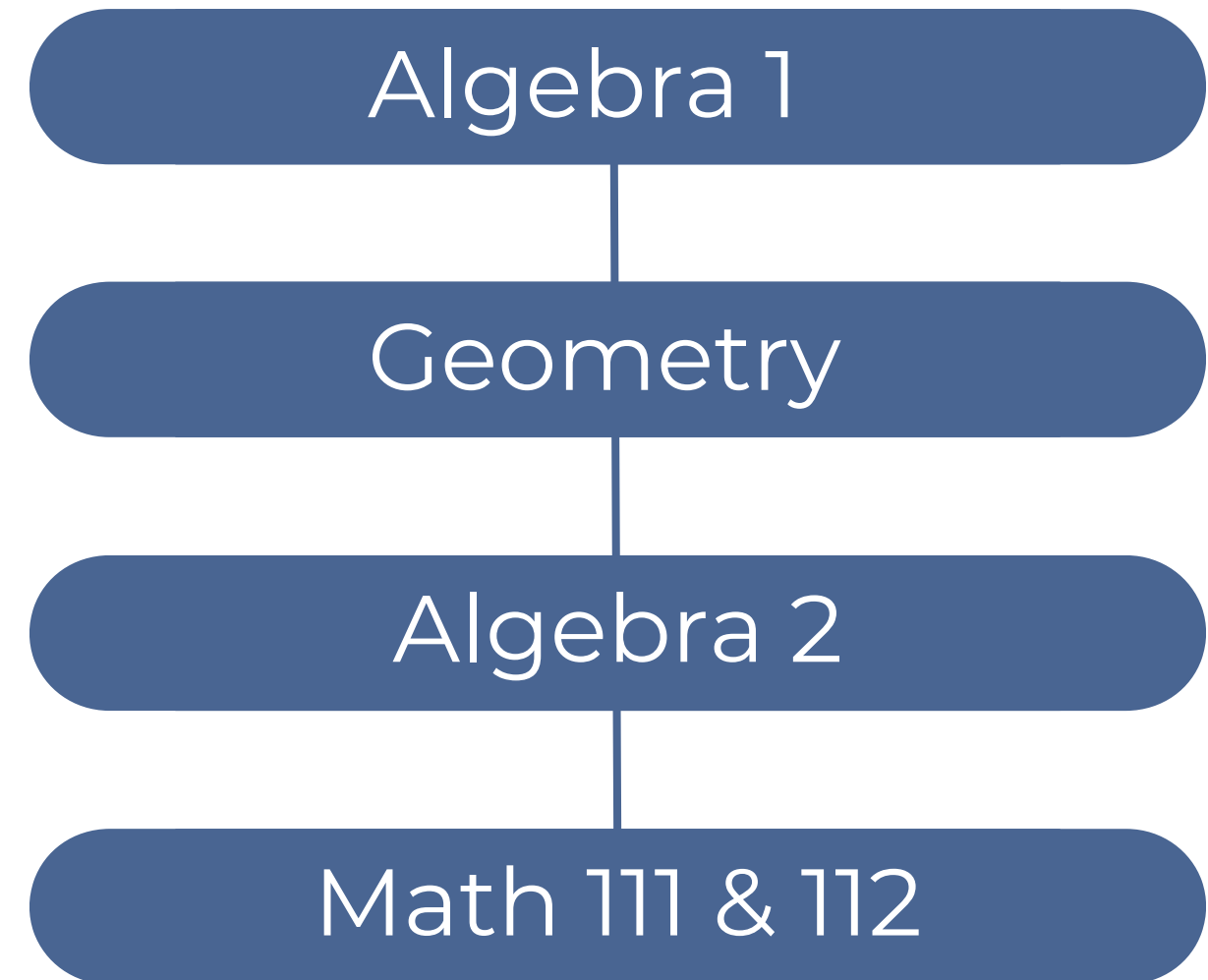
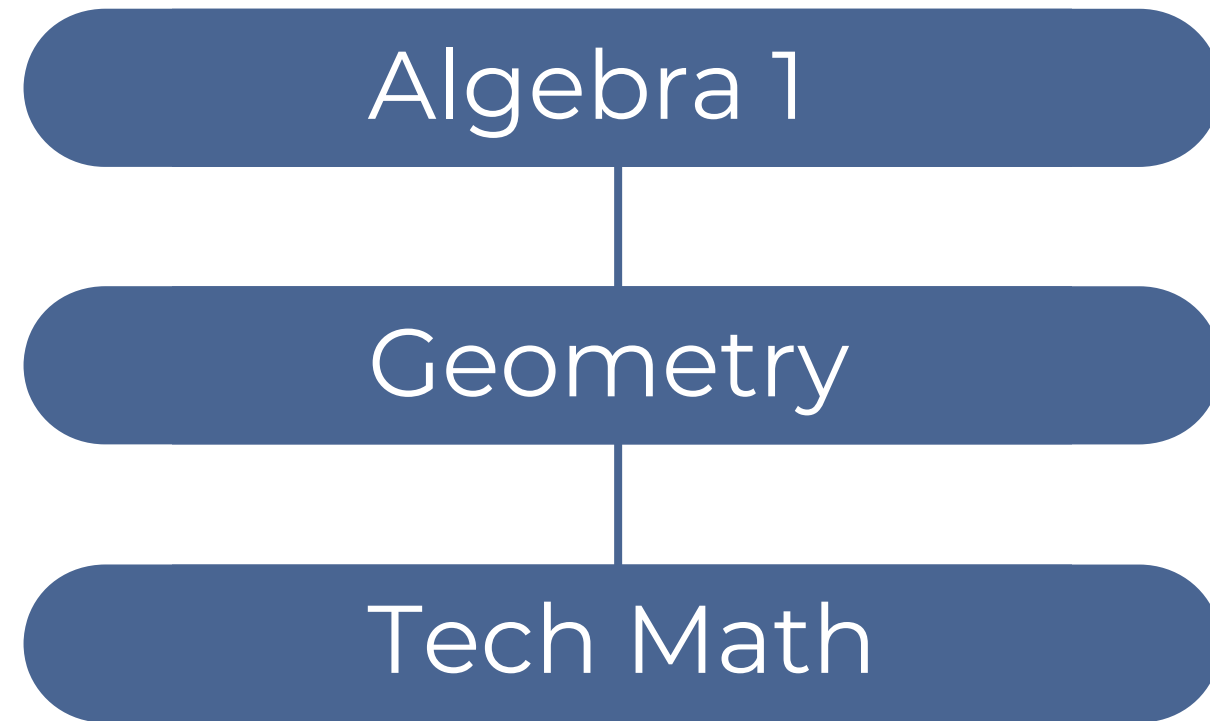
JUNIOR HIGH

1st Period: 8:40 AM - 9:30 AM
2nd Period: 9:34 AM - 10:24 AM
3rd Period: 10:28 AM - 11:18 AM
Advisory: 11:22 AM - 11:44 AM
Lunch: 11:44 AM - 12:14 PM
4th Period: 12:18 PM - 1:08 PM
5th Period: 1:12 PM - 2:02 PM
6th Period: 2:06 PM - 2:56 PM
7th Period: 3:00 PM - 3:50 PM

HIGH SCHOOL

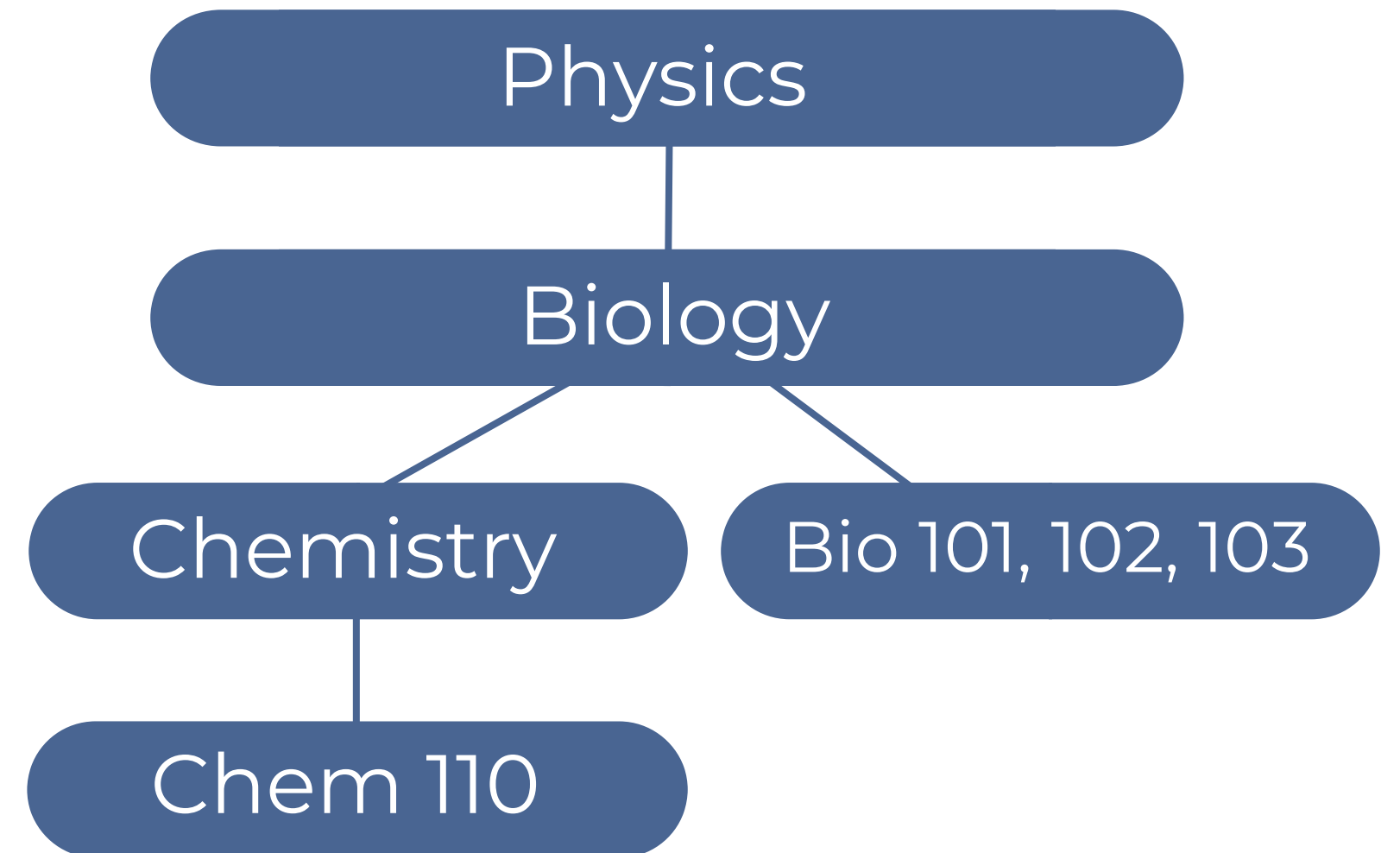
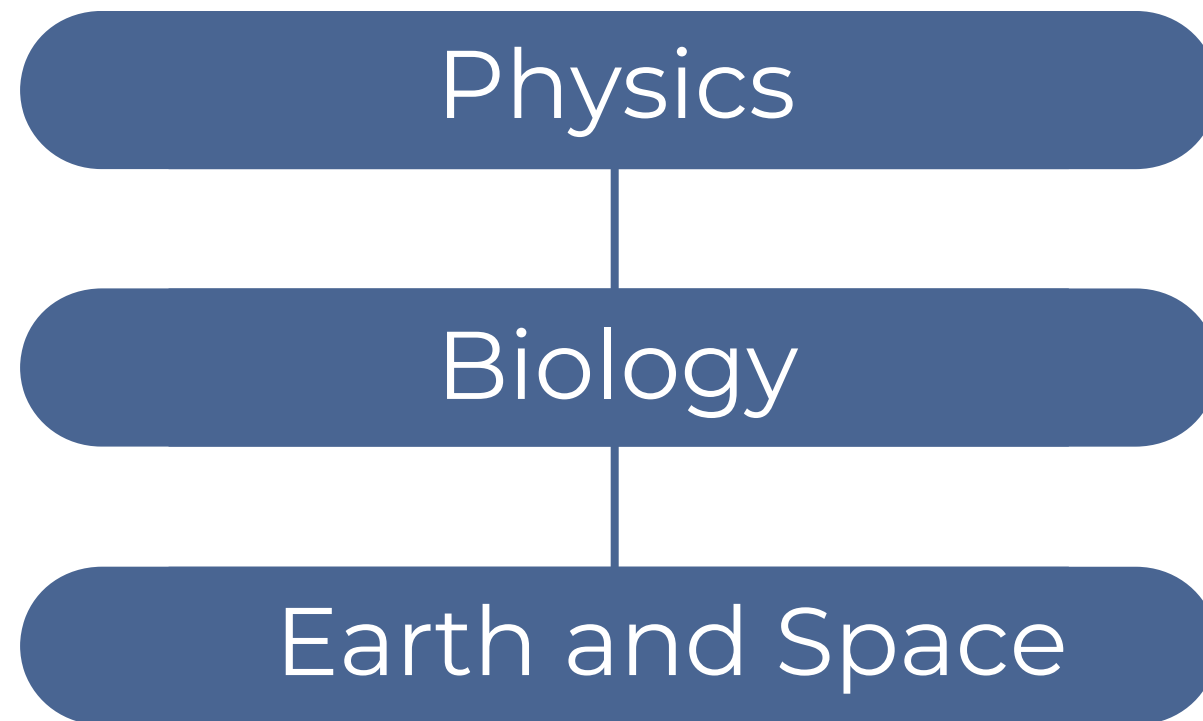
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4th Period: 11:48 AM - 12:38 PM
Lunch: 12:38 PM - 1:08 PM
5th Period: 1:12 PM - 2:02 PM
6th Period: 2:06 PM - 2:56 PM
7th Period: 3:00 PM - 3:50 PM

Math



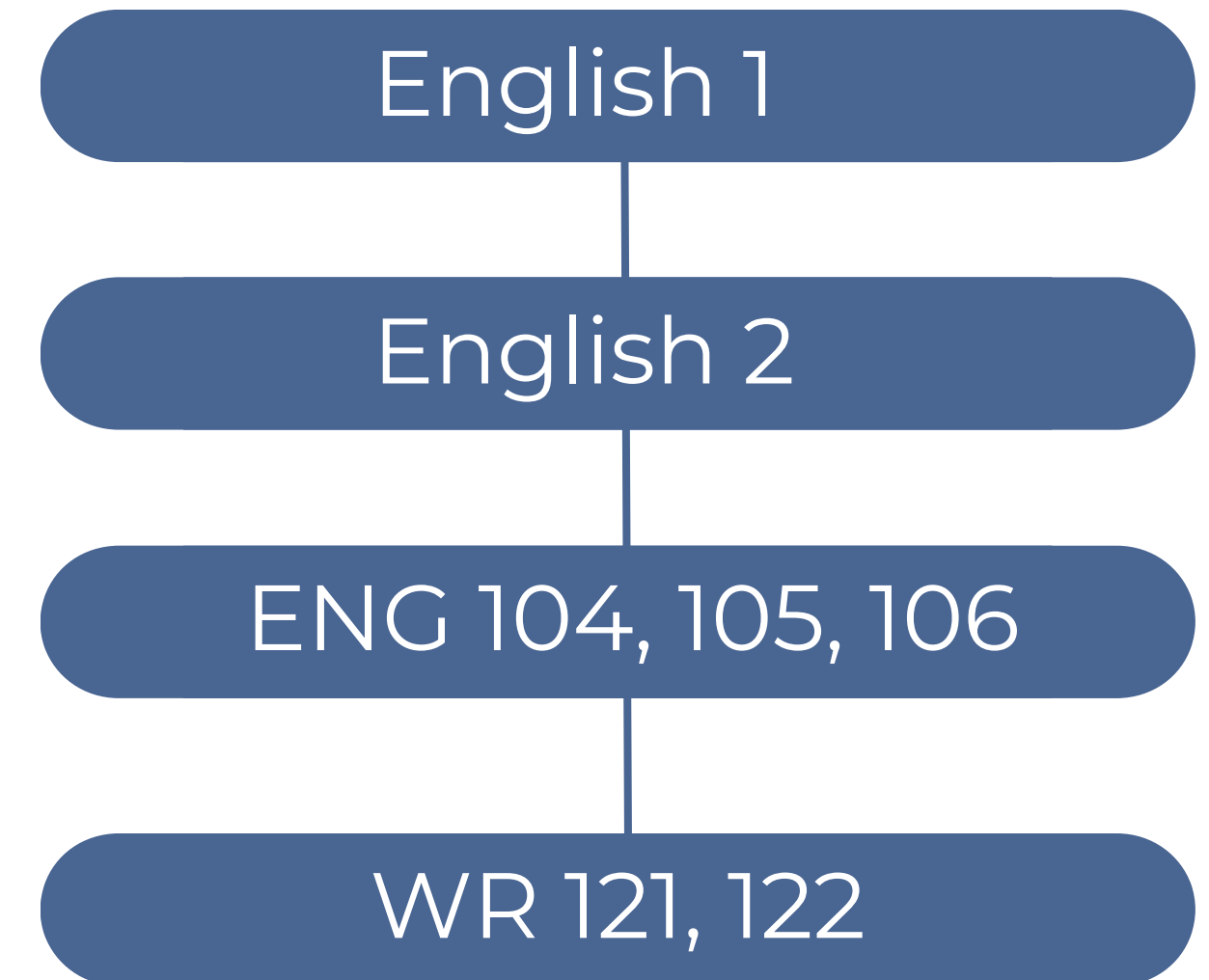
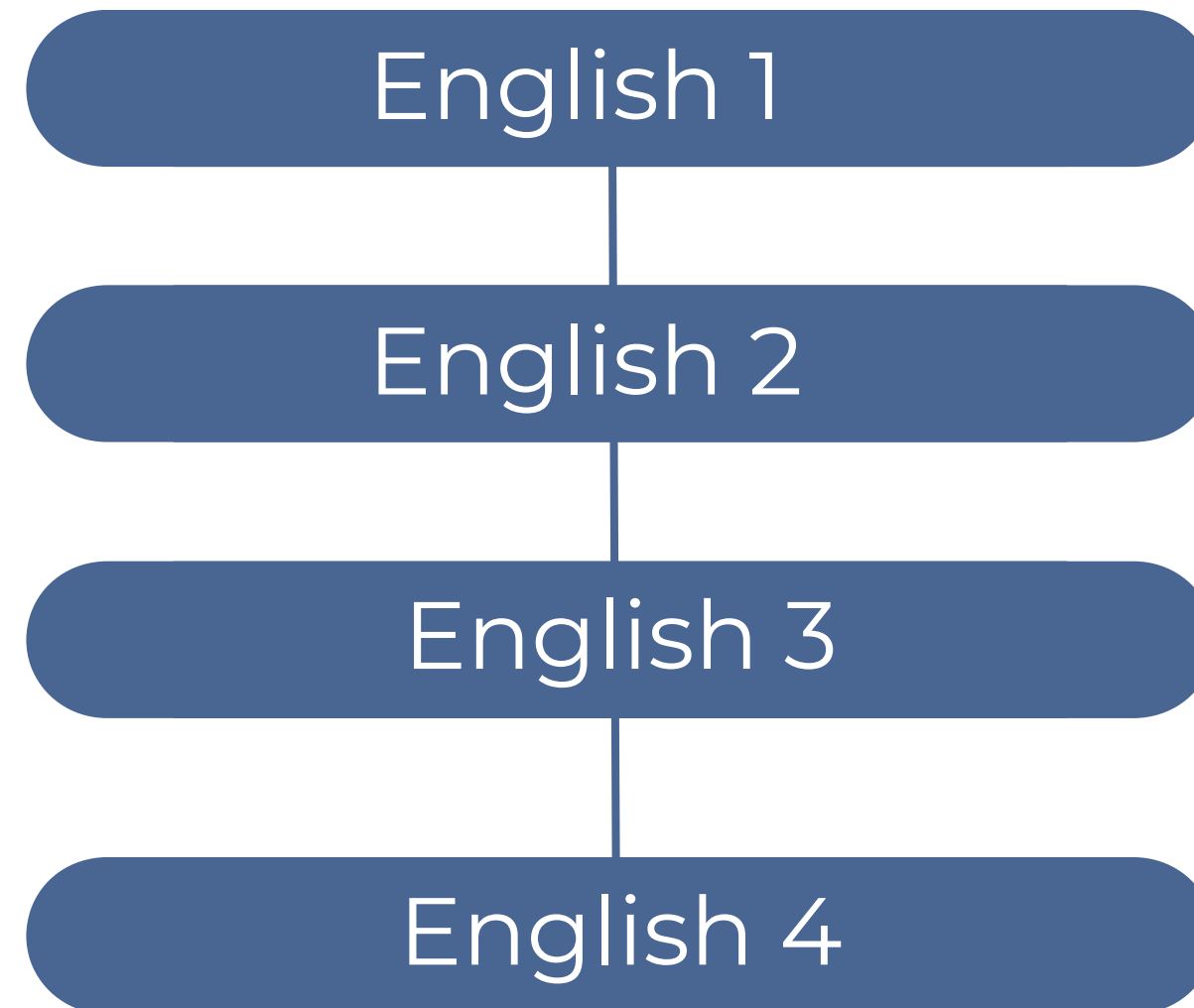
*Consumer Math, General Applied Math

Science



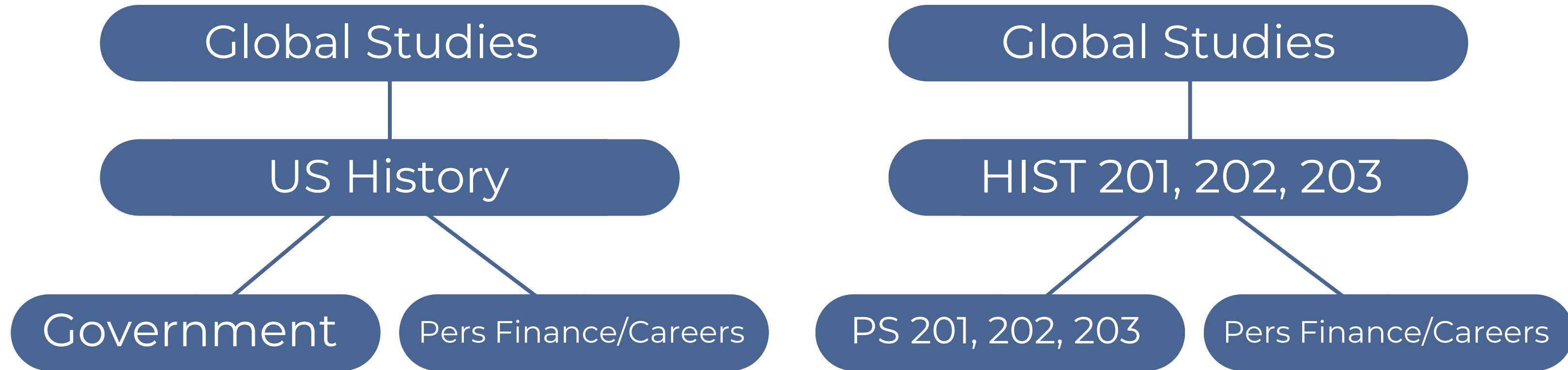
*Robotics

English



*Modified English

Social Science



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Cognille

School District #8



Cognille

School District #8

WRITTEN REPORTS

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Cognille

School District #8



WINTER LAKES HIGH SCHOOL

Calendar

JAN 6TH: SCHOOL RESUMES

JAN 7TH: NCRC TESTING

JAN 15TH: ADMIN MEETING

JAN 15TH: BOARD MEETING 6PM

JAN 17TH: PROGRESS REPORTS

JAN 20TH: NO SCHOOL - MLK JR. DAY


JAN 22ND: CIP MEETING @ CHS LIBRARY 4-6PM

JAN 29TH: FASFA NIGHT 4-5PM

Focus

- CONTINUE GREAT COMMUNICATION WITH FAMILIES ABOUT THEIR STUDENT'S EDUCATION, FOCUSING ON COMPLETING THEIR COURSEWORK, ON TRACK TO GRADUATE, AND ACHIEVING FUTURE GOALS.

Invitation

- COME AND VISIT WLHS AND SEE THE PROJECTS IN CONSTRUCTION OR LEARN HOW TO FLY A DRONE.
- 



WLE School Board Report

January 7, 2025

Focus on teaching and learning: Our focus this month is on our SLC classroom. SLC stands for Structured Learning Classroom which is part of our special education programs in the district. Winter Lakes Elementary is the host site for those students, 2nd - 8th grade, whose behaviors are the kinds that interfere with their learning and the learning and safety of others. The SLC program was first started seven years ago to help better support students, teachers, and classrooms in general. The SLC program at WLE has continued to evolve and adjust in ways that are specifically designed to meet the needs of each individual student. We are very proud of how hard students work with the SLC staff to develop lagging social skills and improve communication skills, especially during times of high emotion. The first SLC program, which started with only a few students, has now developed a reputation of success and has really grown. As of today, we currently have 17 students enrolled in the program. I appreciate the families who put their trust in us and the staff who work so hard to make every day a good day for the kids. I am also appreciative of Mr. Nate Leslie, our SLC teacher, and the following SLC EA staffers: Debbie Eversole, Angie Fanno, and Brandy Hoyle. And thank you Mr. Philley for all your support in making good things happen for us.

Focus on the family and fun: We had our first middle school dance on Dec. 19. It was very well attended and even had a number of parents hang around and visit while their students enjoyed loud music, games, and lots of holiday snacks. It's always good to see how many of our "at-home only students" come out during dances. Our next middle school dance will be sometime in the spring.

Warm regards,

Sharon and the Winter Lakes Staff



COQUILLE JUNIOR HIGH SCHOOL REPORT

CALENDAR

January 6th	Students return from Winter Break
January 9th	Staff vs. 8th Grade Basketball Game
February 7th	Junior High Showcase

LEARNING FOCUS

- 7th and 8th Grade Math students are working on functions that define a relationship between one variable (the independent variable) and another variable (the dependent variable).
- 7th and 8th grade Social Studies, ELA, and Science students are beginning their research work and visual, 3D boards for the upcoming Junior High Showcase. The project is a cross-curricular activity all junior high students participate in.

PLEASE JOIN US!

- Come enjoy the 7th and 8th girls' Junior High basketball team in action at our athletic venues as their Winter seasons get under way!
- Attend a fun and competitive 2-quarter game of basketball between CJHS staff and the 8th Grade boys team.
- Spend an evening enjoying the wonderful project displays that 7th and 8th grade students will be displaying at their Junior High Showcase. It is a cross-curricular activity all junior high students participate in and culminates with interactive presentations in the high school gym. It has become a renowned middle school tradition at Coquille Junior High.



COQUILLE HIGH SCHOOL REPORT

CALENDAR

January 6	Students return to school
January 8	Staff Meeting
January 9	Staff vs. 8 th grade basketball
January 9	HS Science Meeting
January 10	Salmon Eggs Arriving
January 13	HS Social Studies Meeting
January 15	Juniors ASVAB Testing
January 16	Senior Leadership Meeting
January 16	Student Council Meeting
January 17	Work Day – No Students
January 22	FFA with BLM
January 22	Integrated Guidance Session

LEARNING FOCUS

Introduction to Agriculture students are preparing to receive eyed eggs. They will partner with ODFW and STEP to raise and release the 3,500 salmon eggs.

English I students are learning about logical fallacies and identifying them in multiple formats.

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 chaperone junior and senior students while they visit Oregon State University on February 12th. Following the OSU tour, we will be watching a University of Oregon Women's Basketball Game.

Coquille Valley Elementary School Board Report for 1/15/2025



January Calendar: 18 student contact days

January 11th- Elks Hoop Shoot regional competition

January 14th- School-wide rules PBIS Stations

January 15th- NED Shows- School-wide assembly

January 17- Teacher Workday- Progress reports

January 20th- MLK Jr. Day No School

January 25th- 5th grade movie night

January 27th- Chess tournament

Learning Focused

During the month of January, it is critical for our students to get back into their routines and schedules. This month we have two four-day school weeks and two five-day weeks. Students will review our school-wide rules and expectations during the week of January 13th with their teachers as they take a tour of the school with their class. This reinforces positive behaviors in all areas of the school and impacts our school and student learning in a positive fashion.

NED Shows

We will host an assembly at CVE on Wednesday, January 15th. Below is an excerpt from their website. <https://www.thenedshows.com/>

“My name stands for Never give up, Encourage others, and Do your best!

For 32 years, I’ve been on stage with incredible live performers. Together, we’ve impacted millions of kids with messages like showing kindness, doing your best, and having an awesome mindset for learning. When we do a school-wide assembly, we make it so entertaining and fun that kids remember and talk about it forever!”

CVE Continuous Improvement Plan

Our CIP team developed a plan that will include goals for state testing scores to continue to improve at CVE and to improve attendance rates.

CVE students will increase the overall percentage of students that meet or exceed the state benchmark in Math in grades 3-6 on the SBAC by 4% overall each year. For the 23-24 school year the students that met grade level expectations was 43%.

CVE students will increase the overall percentage of students that meet or exceed the state benchmark in ELA in grades 3-6 on the SBAC by 4% overall each year. For the 23-24 school year the students that met grade level expectations was 46%.

CVE students will improve the attendance rates of previously identified chronically absent students during the 24-25 school year by 2.5% each year. During the 23-24 school year we had 66 students in grades 2-5 that were considered chronically absent. That accounts to 17.5% of the school population.

Lincoln School of Early Learning – January Board Report

January Calendar:

- 6: Back to School
- 15: Board Meeting @ 6:00
- 14: Fire Drill @ 10:30
- 16: Lion Paw Assembly @ 9:00
- 17: No School: Teacher Work Day (Progress Reports)
- 20: No School – MLK Jr Day
- 23: ALICE Drill: Lockdown
- 31: Character Trait Assembly @ 9:00 – Courage

Learning-Focused

Once again, our 2024 Christmas Concert was a packed house. We offered a matinee performance, livestreamed the evening event, and the gym was so full we had families standing outside the gym until it was their child's turn to sing. The Lincoln staff is appreciative of the support that families show for their children! Thank you for allowing this tradition to continue within the Coquille School District.

With the return to school after the break, teachers and EAs are revisiting routines and expectations. Students will participate in PBIS stations to revisit expectations in common areas of the school. Learning in the classroom is back in full swing as teachers prepare for progress reports in mid January.

Invitation

I would like to invite the School Board to visit our character trait assembly on the 31st of January at 9:00. This assembly will focus on honoring and celebrating students who are courageous. Families and friends are invited to support their student. The National Honor Society, led by Kate Ivy, will come and preform a skit at the assembly as well. This is an opportunity to positively engage with our families at Lincoln.





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 twenty students signed up to take AP exams this spring, 18 from Amy Holbrook's AP Biology class at CHS, one from our TAG program, and one from a neighboring district. We were able, after several months' delay, to order the pre-ACT exam, given to all sophomore students. The exam date is set for February 6, 2025.

Teachers who facilitate state testing will receive their annual training on February 14, our next PD day. Testing for English Language Learners will begin in March; state testing in math, English, and science will begin after Spring Break.

TITLE FUNDS

The work on the family laundry and hygiene station/ restrooms in the lower level of the DO is 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. Julie Simpson created a bilingual flyer announcing this service to our community of McKinney-Vento eligible families.

The AI/AN team adopted its bylaws, and Julie Simpson held an event with Fry Bread in November.

GRANT FUNDS

Many of the necessary quotes and estimates have been received for our COPS- funded safety improvements. A huge thank you to Sierra, Sean, Jeff, Wayne, Julie, and Denese for their continued efforts to support the work. LSEL will be first in line to receive an intercom system.

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 are well into the season of TAG referrals and identifications! Five students have been identified with a "watch" list sent to teachers of over 30 students whose state test scores place them at the highest performance level of 4. This is not the sole measure we use to identify students but is often cited in the holistic data picture teachers help to create.

EQUITY TEAM

Our Equity Team has met twice. With the passage of SB 732, all districts are required to seat such a committee by the beginning of the 2025 school year. For now, our team consists of teachers Nate Leslie, Tanya Sinko, Greer Lally, Bethany Watts, Jake Cochran, and Sondra Sperling; Stephanie Kelner is our EA representative. We will expand the team to include students and community members for the following year.

We plan to address student equity in our district through preview of handbooks and other publications.

PROFESSIONAL DEVELOPMENT

Many teachers are taking advantage of Flipped PD this year. Over 50% of teachers have communicated their individualized professional development plans. The Health/PE curriculum team 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.

The team has completed its perusal of the Goodheart-Wilcox materials for grades 7-12 and has its recommendation for adoption prepared. Pricing information will be forthcoming and should be markedly less than adoptions for other content areas that are offered at each grade level (like English.) Materials are available at the DO for community review.

COQUILLE SPECIAL PROGRAMS REPORT

SPECIAL EDUCATION

We are starting the 2025 fully staffed and all of our SpEd teachers are back from last year, which really helps with continuity. Our student count for students with disabilities is up from last year, and the number of students that are on a 504 plan is increasing dramatically.

CTE

We have two programs that need to be renewed this year and we are starting that process. All CTE programs are required to go through the renewal process every three years and the district must complete the application by the deadline. The relevant programs are Cosmetology and Agriculture. The goal is for these to become “Full Program of Study” —which means the program needs to reflect 3 full years of unduplicated classes taught by a properly CTE-credentialed teacher

NURSING

We’ve written two toileting protocols recently for students with significant disabilities that require bathroom assistance. I’ve really appreciated our nursing staff for helping us sort through best practices and help us write up protocols with family support, it’s been a big help.

MAINTENANCE

I’ve stepped into the role of maintenance supervisor recently and attached is a list of work orders for the last month. We were able to accomplish a lot over Winter Break with no students in the building. The maintenance department has helped the transportation department move to their new location and we will now begin work on moving maintenance across the street to the red barn as well. There will likely be a spring tool sale at CHS like last year when we move our tools over there.

CIVIL RIGHTS

I was able to attend my first training in a new role, as the District Civil Rights Coordinator. This position is responsible for ensuring the district or public charter school complies with state and federal civil rights law. This includes: Monitoring and overseeing compliance with state and federal civil rights laws, including, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Overseeing discrimination complaints and ensuring that complaints are resolved and remedied and providing guidance to school district personnel regarding civil rights concerns

Jeff 1/8/25

Coquille School District Athletic Director Report

January 2025

Calendar:

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

Areas of Focus and Note:

High school Basketball and Wrestling seasons are approximately 50% complete, with league contests for basketball beginning January 17th.

We will be hosting the special district wrestling tournament (state qualifier) on February 21 & 22 at Coquille High School.

Junior High School girls' basketball schedules are posted on the Sports You calendar. The 2025 high school baseball, softball and track and field schedules are nearing completion and are posted on the OSAA website (Athletic.net for Track) and the Sports You calendar.

February 5th will be Senior Night for high school wrestling and February 14th will be basketball's Senior Night.

Invitation:

Your presence at any and all events is encouraged and welcomed. We will be in need of volunteers to assist with the February 21-22 district wrestling tournament and the April 11th home twilight track and field meet.

- 11:00 am - 12:00 pm ● Girls HS Wrestling @ Siuslaw Tournament
- 3:00 pm - 11:59 pm ● HS Girls Wrestling @ Siuslaw
- 3:00 pm - 11:59 pm ● JV Boys Wrestling @ Siuslaw
- 4:00 pm - 5:30 pm ● JV Boys Basketball v Douglas
- 4:00 pm - 5:30 pm ● JV Girls Basketball v Douglas
- 5:30 pm - 7:00 pm ● Var Boys Basketball Douglas
- 7:00 pm - 8:30 pm ● Var Girls Basketball Douglas

January 18, 2025**Saturday**

- All-day ● 7/8 Girls Basketball @ N. Bend Jamboree
- All-day ● Varsity Boys HS Wrestling @ Oregon Classic

January 21, 2025**Tuesday**

- 4:00 pm - 11:59 pm ● JV Boys Basketball @ North Valley
- 4:00 pm - 11:59 pm ● JV Girls Basketball @ North Valley
- 5:30 pm - 11:59 pm ● Var Boys Basketball @ North Valley
- 7:00 pm - 11:59 pm ● Var Girls Basketball @ North Valley

January 22, 2025**Wednesday**

- 4:15 pm - 11:59 pm ● 7/8 Girls Basketball v Winston
- 5:30 pm - 11:59 pm ● Boys HS Wrestling v Douglas & Glide

January 23, 2025**Thursday**

- 6:00 pm - 11:59 pm ● Girls High School Wrestling @ Siuslaw Senior Night

January 24, 2025**Friday**

- All-day ● Boys HS Wrestling @ Bay City Duals
- All-day ● Girls HS Wrestling @ Bay City Duals
- 4:00 pm - 5:30 pm ● JV Boys Basketball @ Siuslaw
- 4:00 pm - 5:30 pm ● JV Girls Basketball
- 5:30 pm - 7:00 pm ● Var Boys Basketball @ Siuslaw
- 7:00 pm - 8:30 pm ● Var Girls Basketball @ Siuslaw

January 25, 2025**Saturday**

All-day ● Boys HS Wrestling @ Bay City Duals

All-day ● Girls HS Wrestling @ Bay City Duals

January 27, 2025

Monday

4:15 pm - 11:59 pm ● 7/8 Girls Basketball v Coffenberry

January 28, 2025

Tuesday

4:00 pm - 5:30 pm ● JV Boys Basketball @ Glide

5:30 pm - 7:00 pm ● Var Boys Basketball @ Glide

7:00 pm - 8:30 pm ● JV Girls Basketball @ Glide

7:00 pm - 8:30 pm ● Var Girls Basketball @ Glide

January 29, 2025

Wednesday

4:15 pm - 11:59 pm ● 7/8 Girls Basketball @ North Bend

5:00 pm - 11:59 pm ● Leadership CDE's etc

5:30 pm - 11:59 pm ● Boys HS Wrestling v Brookings & S. Umpqua

5:30 pm - 11:59 pm ● Girls HS Wrestling v Brookings & South Umpqua

January 30, 2025

Thursday

4:15 pm - 11:59 pm ● Jr Hi Girls Basketball v Azalea

January 31, 2025

Friday

All-day ● FFA State Scholarships due

12:00 pm - 11:59 pm ● District Job Interview materials due

4:00 pm - 7:00 pm ● XC 50/50 Raffle at Basketball

4:00 pm - 5:30 pm ● JV Boys Basketball Sutherlin

4:00 pm - 5:30 pm ● JV Girls Basketball Sutherlin

5:30 pm - 7:00 pm ● Var Boys Basketball Sutherlin

7:00 pm - 8:30 pm ● Var Girls Basketball Sutherlin

February 3, 2025

Monday

4:15 pm - 11:59 pm ● 7/8 Girls Basketball @ Marshfield

February 4, 2025

Tuesday

4:00 pm - 5:30 pm ● JV Boys Basketball S. Umpqua

- 4:00 pm - 5:30 pm ● JV Girls Basketball S. Umpqua
- 5:30 pm - 7:00 pm ● Var Boys Basketball S. Umpqua
- 7:00 pm - 8:30 pm ● Var Girls Basketball S. Umpqua

February 5, 2025**Wednesday**

- 8:00 am - 11:59 pm ● Coquille FFA Chapter Meeting
- 9:00 am - 11:59 pm ● FFA District Officer Elections & State Degree Presentations
- 4:15 pm - 11:59 pm ● 7/8 Girls Basketball @ Sutherlin
- 6:00 pm - 11:59 pm ● Home Wrestling v Reedsport (Senior Night)
- 6:00 pm - 11:59 pm ● Home Wrestling v Reedsport (Senior Night)

February 7, 2025**Friday**

- All-day ● Boys HS Wrestling @ Cottage Grove Invite
- 10:00 am - 11:59 pm ● Girls HS Wrestling @ Cottage Grove Invitational
- 4:00 pm - 9:00 pm ● Jr Hi Showcase
- 4:00 pm - 5:30 pm ● JV Boys Basketball @ Douglas
- 4:00 pm - 5:30 pm ● JV Girls Basketball @ Douglas
- 5:30 pm - 11:59 pm ● Var Girls Basketball @ Douglas
- 7:00 pm - 11:59 pm ● Var Boys Basketball @ Douglas

February 8, 2025**Saturday**

- All-day ● Boys HS Wrestling @ Cottage Grove Invite
- 10:00 am - 11:59 pm ● Girls HS Wrestling @ Cottage Grove Invitational

February 10, 2025**Monday**

- 4:15 pm - 11:59 pm ● 7/8 Girls Basketball @ Winston

February 11, 2025**Tuesday**

- 4:00 pm - 5:30 pm ● JV Boys Basketball Siuslaw
- 4:00 pm - 5:30 pm ● JV Girls Basketball Siuslaw
- 5:30 pm - 7:00 pm ● Var Girls Basketball Siuslaw
- 7:00 pm - 8:30 pm ● Var Boys Basketball Siuslaw

February 12, 2025**Wednesday**

All-day ● Leadership CDE Events

4:15 pm - 11:59 pm ● 7/8 Girls Basketball @ Coffenberry

February 14, 2025

Friday

All-day ● Girls HS Wrestling @ District Tournament

All-day ● Girls Wrestling District Tournament

4:00 pm - 5:30 pm ● JV Boys Basketball Glide

4:00 pm - 5:30 pm ● JV Girls Basketball Glide

5:30 pm - 7:00 pm ● Var Girls Basketball Glide

7:00 pm - 8:30 pm ● Var Boys Basketball Glide

February 15, 2025

Saturday

12:00 am ● National FFA Week!

All-day ● Funeral

All-day ● Funeral

All-day ● Girls HS Wrestling @ District Tournament

All-day ● Girls Wrestling District Tournament

All-day ● Jr Hi Girls Basketball @ Marshfield Tournament

February 16, 2025

Sunday

All-day ● National FFA Week!

February 17, 2025

Monday

All-day ● National FFA Week!

All-day ● Chapter Community Service

February 18, 2025

Tuesday

All-day ● National FFA Week!

4:00 pm - 5:30 pm ● JV Boys Basketball @ Sutherlin

4:00 pm - 5:30 pm ● JV Girls Basketball @ Sutherlin

5:30 pm - 7:00 pm ● Var Girls Basketball @ Sutherlin

7:00 pm - 8:30 pm ● Var Boys Basketball @ Sutherlin

February 19, 2025

Wednesday



Maintenance Board Report January 2025

Maintenance Board Report

Dear School Board Members,

This report provides an update on the current state of facilities maintenance across the district, the management of work orders, and the preparations for our upcoming move to the new maintenance shop. The team has been diligently addressing the maintenance needs of the district's facilities while managing the transition to a new, more efficient operational space.

Our department has been focusing on addressing an ongoing log of work orders while also prioritizing urgent repair needs across the district. We are actively working on the following key areas:

- **Building Repairs and Preventative Maintenance:**
 - HVAC system repairs and seasonal maintenance (filters, air handling units, etc.).
 - Plumbing repairs in multiple schools, including some unexpected leaks that required immediate attention.
 - Roofing repairs and minor repairs to prevent water damage during the winter months.
 - Lighting and electrical issues, especially in high-traffic areas and classrooms.
- **Grounds and Outdoor Facilities:**
 - Ice removal preparation for the winter season at all sites.
- **General Facility Upkeep:**
 - Routine cleaning, painting, and deep cleaning tasks, especially in high-use areas such as cafeterias, gymnasiums, and restrooms.

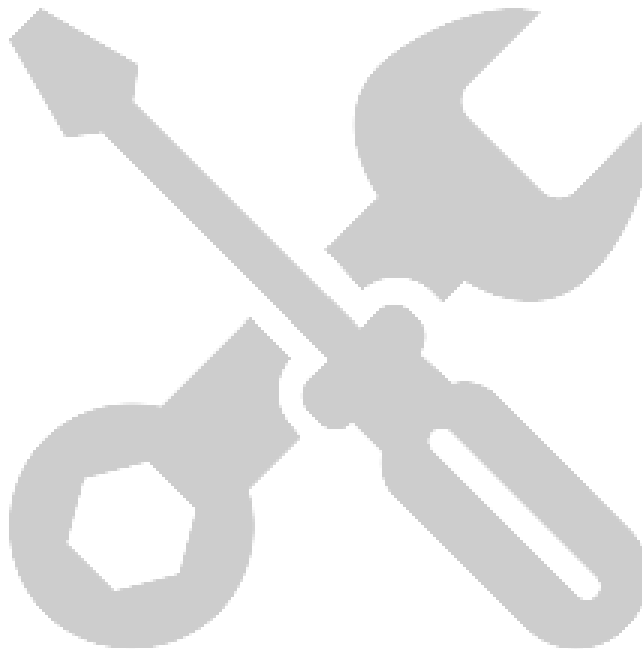
We are also focusing on long-term facility upkeep through preventative maintenance strategies to reduce reactive repairs.

We are continuing to support custodial needs but are also working closely with the human resources department to recruit additional custodial staff to ease this burden.

The district is making significant progress toward relocating to a new, larger maintenance facility. This move will provide the team with more space to store tools, equipment, and supplies, leading to improved efficiency. We will continue to monitor our progress and keep the board updated on any developments related to facilities maintenance and the move to the new maintenance shop.

Sincerely,

Jeff Philley





Coquille School District Technology Report

12-05-24

Happy New Year, the month of December was a busy month as we wrapped up and moved into the new year.

In the month of December, we got setup and released ClassWize this is a software tool for digital classroom management. This tool allows teachers to be able to monitor the content that is being viewed on their students Chromebook screens as well as supplying the teacher with many tools and features that can be utilized to help keep students on track with their learning. The launch of this software went well, we had one initial problem with user accounts but once that was figured out the software was up and running and has been operating smoothly.

Streaming in the month of December was filled with many basketball games, one large wrestling tournament, we also streamed all the school's winter concerts. Our Lincoln winter concert topped our stream views last month with 522 views.

Moving into winter break I decided to take some time during the first week of break and returned on the thirtieth during this week I spent many of these days with DFN troubleshooting a switch upgrade that we have been trying to get completed for this last couple of months. We again attempted to upgrade the districts DFN services network device. We spent many days working on this upgrade and swapped out a couple of different network devices. I found myself at Lincoln school many mornings over the break resetting the DFN device so that we would have internet services. To make a long story short, we were able to upgrade the district's internet service connection from a 1 Gigabit service to a service connection that can now support up to a 10 Gigabit service. On the other hand, we were unable to upgrade the district "transport circuit" the transport circuit is what connects Lincoln to all our other schools. We tried but were unable because errors would arise in the switching infrastructure and would cause this connection to randomly shutdown. The network engineer at DFN and I believe this could be because of incompatibilities in the switching infrastructure that hands off services to each school. In order to trial a resolution that may resolve this matter, DFN would need to replace all the switches in the transport circuit with new switches and this task would require more time to upgrade these devices and to do in a time frame that would not interrupt school operations.

The last couple days of winter break were spent getting the new transportation building brought up online with internet services and Wi-Fi. We are currently waiting for a fiber connection to be installed to join the red building to the new transportation building. While we wait for this to be completed, we have provisioned and installed the network switches at the site and in the meantime until the fiber connection is completed have put in a temporary wire from one building to the other to provide a temporary connection so staff can still utilize digital communication platforms.

Things to come this next month – Completion of this years E-rate submissions, Budget, transportation building permanent connections, intercoms systems will begin install at Lincoln School and we will also see movement with the internet communications for our buses we received an award letter from USAC guaranteeing funding so we will probably be initiating this install soon.

The IT department completed 26 work orders in the month of December.

Respectfully,

A handwritten signature in black ink, appearing to read "Sean Wirebaugh", is centered below the word "Respectfully,". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Sean Wirebaugh, Technology Director

FOOD SERVICE

December at a glance

Total Days with staff out in December: 9 days

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

18,000 + meals served in December

CATERING OPPORTUNITIES

420 cookies made for CVE winter program

LOOKING AHEAD IN JANUARY

Additional site monitoring will be completed

USDA commodity delivery January 8th: 134 cases of food

School Resource Deputy Report for January Board Meeting

- *Assisted at Lincoln with some students not wanting to go to class and running around school.
- *Assisted CPD with a high school student at CHS who was seen committing a crime off campus.
- *Started doing Drivers Education as of 1/6/25. The class is from 7 AM to 8 AM. I have 4 students the class will end sometime in April.
- *Handled custodial issues at Lincoln and CVE.
- *Responded to CVE about a missing student at the end of the school day. The student was later found by parent.
- *Attempted to assist a student at WLHS to connect with the District Attorney's Office to possibly do work experience.
- *Welfare check on one of our high school students. The student reported she was well, and she appeared well.
- *Followed up on a DHS report that came from CVE. Completed report and submitted it. The school counselor also will do follow up.
- *Report of a suspicious vehicle at CVE. I contacted the owner of the vehicle he was told he could not park on school property overnight and that he was to move along.
- *Worked with one of our high school students who was having problems at home and possibly some mental health and substance use issues. The student was provided mental health support by Coos Health and Wellness. They also received help from school district staff.
- *Responded to a 911 call at Lincoln during the Christmas assembly. A student used the phone, land line, in class and reported to 911 a computer was on fire in the classroom. Officer Barrett CPD and I were already at the assembly and got to the classroom within minutes of the call. There was no fire and the Lincoln Administration dealt with any discipline.
- *Was asked to assist in a meeting at WLHS between a parent and their student.
- *Intervened in a fight at CHS. I happened to be nearby and was able to separate the two individuals. There was no crime and school administration took care of discipline.
- *Followed up on a DHS report at CVE. Report was completed and submitted.
- *Spoke to parents who wanted advice on how to get their student to attend school.
- *Participated in Shop with the Heros. It seemed to be a good event for everyone involved.
- *Took a report of a fender bender at CHS and passed information on to the involved insurance company.
- *Sat in on a bullying issue at WL Jr. High School. I explained to student possible ramifications if they continued the bullying.
- *Took report of damage done to grass area at Lincoln school. IT was able to assist and get good footage of the truck that did the damage. I passed pictures of the truck to the local police. About 3 weeks after the incident Officer Rowe CPD had contact with the truck and driver. The driver admitted to the crime, and he trespassed from all school district property.
- *Completed a welfare check on one of our students from WL Junior High School.
- *Theft of bike from WLHS. The suspect was located about 15 minutes later at Fast-Mart. He was arrested and the bike was returned to the owner. Once again, IT was able to provide good video of the suspect with the bike.
- *ALICE training and drill for students at CHS/Jr. High. Members of the county's Emergency Response Team were present to observe.
- *Call from a concerned parent at CHS towards the end of the school day. The report was about her student leaving campus with an unknown person. Approximately 10 minutes later I located

the student near Fast-Mart. The student's parent were contacted and informed where her student was and that they were safe.

- *Assisted with threat assessment at Lincoln school.

- *A student at Coquille Jr. High School needed medical assistance from Coquille Fire Department after falling and severely injuring their leg while at school. I assisted with him being transported to Coquille Valley Hospital.

- *Took report of an assault at CHS. Report forwarded to the Coos County Juvenile Department for possible charges.

- *Assisted Ms. Paige Yi, at the end of the school day, to prevent a fight between two students at CHS.

- *Traffic control at CHS with the change of parking location for the students.

- *At Lincoln assisting with a couple of students who chose to make laps around building when they should have been in class.

- *Followed up on threats at CVE between students. This was not as reported. Admin, SRD and Coquille PD followed up interviewing the students involved.

- *Welfare check on one of our students who lives in the county.

- *Investigating a possible crime that occurred between two of our students.

Completed by
Deputy John Owens



Cognille

School District #8

FISCAL REPORTS

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Cognille

School District #8

COQUILLE SCHOOL DISTRICT #8
APPROPRIATIONS BY FUND & FUNCTION

1/9/2025		Adopted Budget 2024-2025	Function 1XXX Instruction	Adopted Budget 2024-2025	Function 2XXX Support Services	Adopted Budget 2024-2025	Function 3XXX Enter. & Comm. Svcs.	Adopted Budget 2024-2025	Function 4XXX Facilities Acq. & Const.	Adopted Budget 2024-2025	Function 5XXX Interag./Fund Trans.	Adopted Budget 2024-2025	Function 6XXX Contingency	Adopted Budget 2024-2025	Function 7XXX Unapp. EFB
FUND #															
100	Actuals	\$ 9,447,392	\$ 3,391,970	\$ 7,307,492	\$ 3,481,850	\$ 299,842	\$ 137,877	\$ -	\$ -	\$ 885,790	\$ 487,448	\$ 1,000,000	\$ -	\$ -	\$ -
100	Encumbrances	\$ 5,993,551	\$ 5,993,551	\$ 3,190,805	\$ 3,190,805	\$ 127,744	\$ 127,744	\$ -	\$ -	\$ 359,045	\$ 359,045	\$ -	\$ -	\$ -	\$ -
		\$ 61,871	\$ 9,385,520	\$ 634,836	\$ 6,672,655	\$ 34,222	\$ 265,621	\$ -	\$ -	\$ 39,297	\$ 846,493	\$ 1,000,000	\$ -	\$ -	\$ -
2XX	Actuals	\$ 2,452,404	\$ 947,694	\$ 1,141,669	\$ 517,090	\$ 1,281,398	\$ 526,702	\$ 671,638	\$ 756,191	\$ 82,846	\$ 140,728	\$ -	\$ -	\$ -	\$ -
2XX	Encumbrances	\$ 1,089,598	\$ 1,089,598	\$ 571,422	\$ 571,422	\$ 714,681	\$ 714,681	\$ 496,883	\$ 496,883	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 415,112	\$ 2,037,292	\$ 53,157	\$ 1,088,512	\$ 40,015	\$ 1,241,382	\$ (581,435)	\$ 1,253,073	\$ (57,882)	\$ 140,728	\$ -	\$ -	\$ -	\$ -
3XX	Actuals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -
3XX	Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -
4XX	Actuals	\$ -	\$ -	\$ 204,000	\$ 83,728	\$ -	\$ -	\$ 6,000,000	\$ 158,543	\$ 330,000	\$ 414,000	\$ -	\$ -	\$ -	\$ -
4XX	Encumbrances	\$ -	\$ -	\$ 63,035	\$ 63,035	\$ -	\$ -	\$ 470	\$ 470	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ 57,237	\$ 146,763	\$ -	\$ -	\$ 5,840,987	\$ 159,013	\$ (84,000)	\$ 414,000	\$ -	\$ -	\$ -	\$ -
7XX	Actuals	\$ -	\$ -	\$ -	\$ -	\$ 8,243	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7XX	Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ 8,243	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:		\$ 11,899,796	\$ 11,422,813	\$ 8,653,161	\$ 7,907,930	\$ 1,589,484	\$ 1,507,003	\$ 6,671,638	\$ 1,412,086	\$ 1,998,636	\$ 1,401,221	\$ 1,000,000	\$ -	\$ -	\$ -
		476,983		745,231		82,480		5,259,552		597,415		1,000,000		-	

COQUILLE SCHOOL DISTRICT #8
Year-to-Date Activity & Forecast
GENERAL FUND
Nov-24

		Adopted Budget 2024-2025	Actual July	Actual August	Actual September	Actual October	Actual November	Estimate December	Estimate January	Estimate February	Estimate March	Estimate April	Estimate May	Estimate June	Actual/ Estimate Totals	Difference Actual/Estimate to Budget	ACTUALS	ESTIMATE
Account #	Revenues:																	
5400	Beginning Fund Balance	1,900,000	-	-	-	-	-	1,900,000	-	-	-	-	-	-	1,900,000	-	1,900,000	-
111x	Property Taxes	2,706,000	-	18,289	15,842	22,145	2,498,287	300,000	39,000	39,000	39,000	39,000	39,000	94,711	3,144,274	(438,274)	3,144,274	-
1510	Interest	230,000	22,372	24,624	21,565	19,089	18,407	19,167	19,167	19,167	19,167	19,167	19,167	19,167	240,226	(10,226)	240,226	-
17xx	Student Fees	28,000	-	508	3,417	5,363	1,618	2,800	2,800	2,800	2,800	2,800	2,800	2,800	30,506	(2,506)	30,506	-
1810	Child Development Center	121,000	7,459	18,572	25,239	9,317	9,826	9,770	9,500	9,500	9,500	9,500	9,500	9,500	137,182	(16,182)	137,182	-
1910	Rentals	25,000	-	1,890	1,890	1,890	1,890	4,210	1,890	1,890	1,890	1,890	1,890	1,890	23,110	1,890	23,110	-
1940	Services Provided Other LEA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1990	Miscellaneous Revenue	60,000	4,728	4,711	781	6,196	1,141	5,000	5,000	5,000	5,000	5,000	5,000	15,283	62,840	(2,840)	62,840	-
1991	Reimburseable Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2101	County School Fund	14,500	-	5	-	20,494	-	30	-	30	-	-	4,435	-	24,994	(10,494)	24,994	-
2199	HERT Tax	5,000	-	-	-	-	-	1,500	-	-	1,500	-	-	1,000	4,000	1,000	4,000	-
3101	State School Fund	13,675,089	2,302,288	1,150,453	1,150,453	1,150,387	1,150,321	1,135,817	1,135,817	1,135,817	1,135,817	1,135,817	795,812		13,378,799	296,290	13,378,799	-
3103	Common School Fund	174,427	-	-		-	-	-	-	87,214	-	-	-	87,214	174,427	(0)	174,427	-
3299	Other Restricted State Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3910	DHS-Child Care	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4801	Federal Forest Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
490X	Revenue on Behalf of District	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5200	Interfund Transfers	1,500	-	-	-	1,500		-	-	-	-	-	-	-	1,500	-	1,500	-
	TOTAL REVENUES:	18,940,516	2,336,846	1,219,051	1,219,187	1,236,380	3,681,490	3,378,294	1,213,174	1,300,418	1,214,674	1,213,174	877,604	231,565	19,121,858	(181,342)	19,121,858	-
Expenditures:																		
100	Salaries	8,343,635	227,018	279,072	703,239	711,179	783,816	695,000	695,000	695,000	695,000	695,000	695,000	1,678,000	8,552,325	(208,690)	8,552,325	-
200	Benefits	5,865,030	134,764	158,541	462,673	463,433	485,414	470,000	470,000	470,000	470,000	470,000	470,000	1,368,000	5,892,825	(27,795)	5,892,825	-
300	Purchased Services	1,314,490	61,039	70,655	46,736	96,099	82,471	125,000	125,000	125,000	125,000	125,000	125,000	37,019	1,144,019	170,471	1,144,019	-
400	Supplies & Materials	1,094,186	119,005	173,071	172,281	60,503	50,344	75,000	75,000	75,000	75,000	75,000	70,000	96,976	1,117,180	(22,994)	1,117,180	-
500	Capital Outlay	41,714	11,725	13,566	3,849	5,021	970	-	-	-	-	-	-	6,583	41,714	0	41,714	-
600	Other	1,121,460	412,584	35,696	17,362	114,678	61,250	11,149	49,466	132,084	16,464	122,041	235,718	5,750	1,214,243	(92,783)	1,214,243	-
700	Transfers Out	160,000	-			160,000	-			-				-	160,000	-	160,000	-
800	CONTINGENCY:	1,000,000												-	-	1,000,000	-	-
	TOTAL EXPENDITURES:	18,940,516	966,135	730,601	1,406,140	1,610,912	1,464,267	1,376,149	1,414,466	1,497,084	1,381,464	1,487,041	1,595,718	3,192,328	18,122,306	818,210	18,122,306	-
ESTIMATED FUND BALANCE/ CARRYOVER AT MONTH END:		1,370,711	1,859,161	1,672,208	1,297,676	3,514,900	5,517,045	5,315,753	5,119,086	4,952,296	4,678,429	3,960,315	999,552					
PROJECTED ENDING FUND BALANCE															999,552	-		
PROJECTED ENDING FUND BALANCE PERCENTAGE OF ACTUAL (FORECAST) REVENUE AT 6/30/2025															5%			

ACTIVITY

999,552
5%

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Cognille

School District #8



Cognille

School District #8

SUPERINTENDENT'S REPORT

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Cognille

School District #8

Coquille School District - POPULATION ONLY REPORT

December 20, 2024

Lincoln

PK-4 52 (PK - Not Calculated in Grand Total)

KG 83

1st 81

Total **164**

CVE

2nd 62

3rd 74

4th 69

5th 78

6th 58

Total **341**

CJSHS

7th 71

8th 52

9th 66

10th 66

11th 54

12th 50

Total **359**

WLE - Winter Lakes Elementary

KG

1st

2nd 11

3rd 12

4th 10

5th 19

6th 14

7th 23

8th 25

114

WLS - Winter Lakes High School

8th 0

9th 35

10th 52

11th 73

12th 94

Total **254**

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

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Cognille

School District #8



Cognille

School District #8


DISCUSSION ACTION

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Cognille

School District #8

Estimated Cost of Deputy Sheriff Owens	
Year One (2025 - 2026)	Rate
Wages & Benefits Monthly	\$ 12,341.37
Wages & Benefits Yearly	\$ 148,096.44
Year Two (2026 - 2027)	Rate
Wages & Benefits Monthly	\$ 13,293.87
Wages & Benefits Yearly	\$ 159,526.44
Grand Total	\$ 307,622.88
	

MICRO BIRD® T-SERIES - SCHOOL BUS

The Industry Leader.

ALL
WHEEL
DRIVE



Tested &
approved

Versatile transportation for up to 25 passengers



All our school buses are also available with special needs options. There is a variety of seat plans to meet your needs.



Integrated child seats and 3-point lap and shoulder seat belts are available for enhanced safety and versatility.

*FMVSS 208 requires 3-pts seat belts in all school buses with a GVWR less than 10,000 lbs.



Maximum visibility of loading zone is provided by fully-glassed entrance door and unobstructed "More-View" window. Standard 24" electric double-opening door.



MICRO BIRD® T-SERIES - SCHOOL BUS

BODY DIMENSION	T-SERIES			
Model	4N	5N	6N	6R
Max.pass, capacity	19	24	25	15
Number of rows	4	5	5	5
Exterior length overall	233	253"	274"	274"
Exterior width overall	86"	86"	86"	86"
Exterior height overall	100"/106"	100"/106"	106"	106"
Interior floor length	131"	156"	176"	176"
Interior width at hip	82"	82"	82"	82"
Interior height at center line	66"/74"	66"/74"	74"	74"
Entrance door	24" x 70"/24" x 77"	24" x 70"/24" x 77"	24" x 77"	24" x 77"
Rear bumper	3/16" x 8" with 12" wrap around			

CHASSIS	FORD TRANSIT			
Model	4N	5N	6N	6R
Wheelbase	138" SRW	156" SRW/DRW		
Engine	3.5L Gas / 3.5L EcoBoost			
Transmission	10-Speed Automatic Overdrive SelectShift®			
GVWR	9,070 lbs	9,500 lbs (SRW) / 10,360 lbs (DRW) / 11,000 lbs (DRW)		
Fuel tank	25 gallons			
Brakes	4-wheel anti-lock disc brakes			
Tires	235/65R16 (SRW) / 195/75R16 (DRW) / 205/75R16C (SRW/DRW)			
Alternator	250 amp. (Gas & EcoBoost)			
Battery	760 CCA (Gas & EcoBoost)			

OPTIONS

- Aluminum bumper
- Air conditioning
- Audio/ P.A. systems
- Back-up sensors
- Child check system
- Driver side auxiliary step
- Entrance door grab handle on right
- Floor plywood 5/8" & marine grade
- Heater 42,000 BTU
- Integrated toddler seats
- Lap and shoulder belt seating
- Lift wheelchair tie-down
- Light monitoring system
- Luggage containment systems
- Reflective exterior signs
- Remote / heated mirrors
- Skirt level rub rail
- Window level rub rail
- Vandal lock system
- Wheelchair and occupant restraint system
- Wheelchair lift with interlock device
- And many more ...



ENHANCED SAFETY

All our vehicles are reinforced by the heavy-gauge steel side impact barriers that incorporate the seat rail into the design for extra protection.



BUILT TO LAST STRUCTURE

At Micro Bird, safety and durability work as one. Our one-piece galvanized steel roof bows and aluminum side body panels bring longevity.



TOTAL COST OF OWNERSHIP

Our buses are built with the best quality materials which reduce maintenance costs and save you money in the long run.



Reinforced Structure

- Aluminum side body panels for longevity and low repair costs
- One piece galvanized steel roof bows
- HD package available for harsh driving conditions
- Extra structural reinforcement to meet stringent requirements



Enhanced safety

- Heavy-gauge steel side impact barriers
- Easy access to control panel
- Maximum visibility with the more-view window and the fully glassed entrance door



Superior Insulation and Quietness

- 1.5" fiberglass throughout
- Insulated roof bows
- Prevents condensation and corrosion
- Reduction of noise transfer into passenger compartment

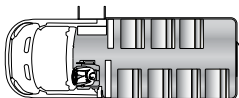


Increased Comfort

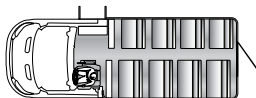
- Wider seating for superior comfort
- Wide body design creating large aisle
- Better compartmentalization
- Better knee clearance and modularity

Seat plans

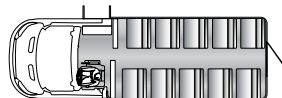
A wide range of configurations to better accommodate your needs.



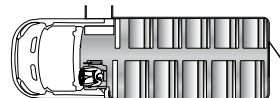
14 pass.



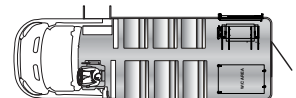
20 pass.



20 pass.



25 pass.



15 pass. + 1 w/c

Specifications shown in this brochure were in effect at the time of printing. In keeping with its policy of continual improvement Micro Bird, Inc reserves the right to change specifications without notice and without incurring obligations.



NEW BUS PROPOSAL

30355 S.E. Highway 212

Boring, Oregon 97009

(800) 258-2473 westernbus.com

Quote Date		Revision Date		Sales Consultant & Phone	
12/24/224		12/24/2024		SARAH JONES (503) 905-0011	
Customer/District #					
STOCK TYPE A MICRO BIRD T-SERIES - 14 PASS - 24G057-062 - <i>QUOTED TO</i>					
Contact Name			Title		
NATE MARSHALL			TRANSPORTATION COORDINATOR		
Address		City	State	Zip	
180 NORTH BAXTER		COQUILLE	OR	97423	
Phone		Email			
(541) 396-2723		nmarshall@coquille.k12.or.us			
Purchase QTY	Model Year	Wheelbase	Estimated Delivery		
1	2024	156"	SPRING 2025		
Bus Type	Chassis Make & Model		Body Make & Model		
TYPE A SCHOOL BUS	FORD TRANSIT SRW		MICRO BIRD T-SERIES 5-ROW		
Passenger Capacity	Alternate Capacity		Cooperative Contract, if Applicable		
14	N/A		SALEM-KEIZER COOP CONTRACT		
Trade Ins? Y/N	Beltline Lettering - Provide Exact Requirements				
<input type="checkbox"/> Y <input type="checkbox"/> N	COQUILLE SCHOOL DISTRICT NO. 8 (Helvetica Black Bold Font)				
Financing? Y/N	Required Fleet Number(s)				
<input type="checkbox"/> Y <input type="checkbox"/> N					
WBS Coordinated? Y/N	Additional Comments / Notes				
<input type="checkbox"/> Y <input type="checkbox"/> N	WITH REAR A/C				
Sales Price Per Bus		\$	129,703.00		
Extended Sales Price Total		\$	129,703.00		

Thank you for the opportunity to present this new bus quotation. We look forward to working with you on your transportation needs.



COQUILLE HIGH SCHOOL GYMNASIUM

STRUCTURAL SEISMIC UPGRADE PROJECT

PRELIMINARY TOTAL PROJECT COST ESTIMATE- SUMMARY

#22.94

Building & Size:

Gym - Part A	11,765	
Locker Rooms - Part A	10,910	
Wrestling Room Mezz. Part A	6,075	
Music Room - Part B		
South Classrooms, main wing - Part C		
Other Portions/classroom buildings - Part D		
TOTAL	-	sq.ft.
Part A - Original Gym - Designated for Seismic Upgrade	28,750	sq.ft. Part A Only

Item	Description	
Scott Partney Construction, Inc., Estimate 12/23/2024	Construction Estimate	\$ 2,137,446
Contingencies:		
	Design	\$ 293,626
	Construction	\$ 97,875
		<u>\$ 391,501</u>
Total Construction Estimate 12/23/2024		<u>\$ 2,528,947</u>

Architectural/Engineering/CM Fees - Breakdown:

Engineering & Architecture	\$ 177,026
Construction Management	\$ 75,868
Geotech Report/ Soils Investigation	\$ 25,000
Permitting	\$ 37,934
Special Inspection & Testing - allowance	\$ 15,000

cost per square foot	\$ 99	Total Cost Estimate	\$ 2,859,776
----------------------	-------	----------------------------	---------------------

GRANT FIGURES for Application:

Construction Costs, including permits **\$ 2,175,380**

Architectural/Engineering breakdown:

Architectural	\$ 123,918	SD, DD, BA and CA
Engineering	\$ 53,108	DD, BA, and CA
Subtotal	\$ 177,026	
Geotech Report/ Soils Investigation	\$ 25,000	
Total	\$ 202,026	

Construction management (CA) **\$ 90,868**

Special Inspection & Testing - included in CA

Construction Contingency **\$ 391,501****Total grant application amount \$ 2,500,000**Matching Funds by District **\$ 359,776**

QUOTATION

UMPQUA SHEET METAL

PO BOX 872, WINCHESTER, OR 97495

HEATING, VENTILATING, & AIR CONDITIONING CONTRACTOR
MILL MAINTENANCE & INDUSTRIAL METAL FABRICATION
PHONE 672-3888 FAX 672-2658 CCB #50586

IN BUSINESS SINCE 1976
DATE: 1/9/25

To: Coquille School District
JOB NAME: Shop Waste Oil Furnace

WE ARE PLEASED TO QUOTE THE FOLLOWING:

Hang furnace at customer approved location. Run flue piping through roof from existing waste oil furnace. Includes all flue and hanging bracketry and labor.

\$8,600.00

All work to be done during normal working hours.
Does not include: High Voltage Electrical

Accepted by: _____

Date: _____

Michael Martin
Umpqua Sheet Metal Inc.
541-530-9514



62157 Hwy 101
Coos Bay, OR 97420
ph: (541) 269-2000
fax: (541) 269-5305

email: mail@johnsonrockproducts.com
web: www.johnsonrockproducts.com

To: Coquille School District Address:	Contact: Wayne Gallagher Phone: Email:
Project Name: Bus Barn ADA Parking Project Location:	Bid Date: 1/10/2025

Description

This estimate includes labor, materials, and equipment to do the following improvements:

- *Rocking & grading as necessary*
- *Supply, place & compact 3" depth of asphalt pavement over approx. 552 sf*
- *Pavement Marking, wheel stop & ADA signage*

Note: Per HGE plan A1.2 Revision 2

Total Bid Price: \$9,491.00

Notes:

- Johnson Rock Products, Inc. reserves the right to pass on any material price increases that occur between the time this quote was given and the time of construction.
- Johnson Rock Products, Inc. is not liable for any possible damages to underground utilities not located by others, prior to our work.
- Quote good if accepted in writing within 7 days. Please sign and return one copy of this proposal to signify an acceptance of this quote and it's terms and conditions as stated or feel free to call me if you have any questions. Our CCB# is 034185.

Payment Terms:

1. Any additional work will be billed on a cost plus 10% basis.
2. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the agreed upon price. All agreements contingent upon strikes, accidents or delay beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.
3. Johnson Rock Products, Inc. reserves the right to make progress billings on projects with durations greater than one month. This contract is to be paid in full within 30 days from the date the work has been substantially completed. Interest at the rate of ONE AND ONE-HALF (1-1/2%) PER MONTH (18% PER ANNUM) will be charged on all balances not paid when due. In the event legal action is necessary to enforce the contract, the prevailing party will be entitled to court costs and reasonable attorney's fees.
4. The prevailing party in any action or suit is entitled to costs and attorney fees. This receipt evidences a purchase as provided for in the Account Plan Agreement between Johnson Rock Products, Inc. and the above-named Purchaser. All provisions and agreements contained in the Account Plan Agreement, if applicable, are hereby incorporated by reference.
5. I hereby acknowledge that I have received the forms "Information to Owners About Construction Liens", "Consumer Protection Notice" and "Notice of Procedure", as provided for by ORS 87.025 and as adopted by the Builders Board.
6. Any payment made with a Credit Card will incur a fee of 2.5% on top of the contract price. Debit Cards will not incur any additional fees.

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

Johnson Rock Products, Inc.

Authorized Signature: _____

Estimator: Kortney Johnson

RE: Next year off

From Wayne Gallagher <wgallagher@coquille.k12.or.us>

Date Thu 1/9/2025 10:10 AM

To Julie Nichols <jnichols@coquille.k12.or.us>

Cc Marci Gallagher <mgallagher@coquille.k12.or.us>; Denese Hale <DHale@coquille.k12.or.us>; Rachel Price <rprice@coquille.k12.or.us>; Julie Simpson <jsimpson@coquille.k12.or.us>

Julie,

I will be happy to make the request for you. I will get it on this month's agenda so you have an answer now so you can complete all the planning you need to pull it off.

Wayne

From: Julie Nichols <jnichols@coquille.k12.or.us>

Sent: Thursday, January 9, 2025 10:06 AM

To: Wayne Gallagher <wgallagher@coquille.k12.or.us>

Subject: Next year off

Good morning Wayne, I'm requesting next year off to look after Sutton ,so Mandy is able to return to work. Please make a request to the school board on my behalf please. Thanks Julie Nichols

Get [Outlook for iOS](#)

Samantha Herron
640 S. 12th Court
Coos Bay, OR 97420
sherron@coquille.k12.or.us
541-391-9193

January 9th, 2024

To whom it concerns,

I'm writing to ask for a leave of absence for the 2025-2026 school year. I've worked for the Coquille School District for the past nine years, and although I absolutely love my job and working environment, I feel the need to take a brief professional break to focus on my child.

Unfortunately a downside to working in a rural environment is a distinct lack of adequate child care. I also do not have relatives nearby who are able to assist with raising my child while he is as small as he is. Upon my return from a leave of absence my baby will only be three months away from being able to utilize the daycare incentive offered to Coquille School District employees.

I feel as though I have proven myself to be a dedicated and effective educator for the school district and it is my strong desire to return to the same position, in the same building, as I have held for the past nine years upon completion of the leave of absence.

Yours Sincerely,



Samantha Herron

Article 25.G: "An unpaid leave of absence for one year may be granted by the Board to any teacher; upon application, for personal reasons. Upon return from such leave, the teacher shall be placed in the same position on the salary schedule as they were prior to taking the leave of absence. All extensions or renewals of unpaid leave shall be applied for and answered in writing by the Board."

Article 25.H: "All benefits to which a teacher was entitled at the time the unpaid leave of absence commenced, including seniority, unused accumulated sick leave, shall be fully restored to the teacher upon their return as if they had never taken said leave and the Board shall make every effort to assign the teacher to the same or substantially equal position the teacher held at the time said leave commenced. The contract for the replacement teacher shall specify the duration of the position."



Cognille

School District #8

CONSENT

Coquille School District 8**Donation Acceptance**

Donor Name	Advanced Health
Donor Address	289 La Clair St. Coos Bay OR 97420
Donor Phone	541-269-7400
Item or Amount Donated	\$5,000.00
Date of Donation	12/12/24
Purpose of Donation	Student Support
Conditions of Donation	CK # 6866
Date Check to Business Office	
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	
Date Purchase Made:	
What was Purchased:	
PO#:	
Closure	
Submitted By	Nelli Nelson

AdvancedHealth
 Bridging the Future of Healthcare
 289 LaClair ST; Coos Bay, OR 97420

U.S. Bank
 400 W Anderson
 Coos Bay, Oregon 97420
 24-22/1230

6866

11/22/2024

PAY TO THE ORDER OF: Coquille Elementary School

\$ **5,000.00

Five Thousand and 00/100 ***** DOLLARS

Coquille Elementary School
 1115 N. Baxter St
 Coquille, OR 97423

VOID AFTER 90 DAYS

Ben Messner
 AUTHORIZED SIGNATURE

MEMO At Risk Youth Award

⑈006866⑈ ⑆123000220⑆ 169702204093⑈

COQUILLE VALLEY ELEMENTARY

1115 N. Baxter St.
 Coquille, Oregon 97423
 Phone 541-396-2914

Date 12/13/24 20

RECEIVED FROM Advanced Health

DESCRIPTION	AMOUNT
Student Fund	
Class Fee	
Lost Book	
Student Support	
Fund 233	5000 00
CK # 6866	
\$5,000.00	
TOTAL	5000 00

5583445

26964

REC'D BY *[Signature]* 12/13

DATE

AMERICAN SOLUTIONS FOR BUSINESS - 541-484-4486

Advanced Health,
Thank You so much for
your generous donation.
Your contribution means
so much to us and truly
helps us support our students!
Everyone here at CVE is
so appreciative and we hope
you all have a Merry Christmas!
- Coquille Valley Elementary

Coquille School District 8

Donation Acceptance

Donor Name	Advanced Health
Donor Address	289 LaClair St Coos Bay, OR 97420
Donor Phone	N/A
Item or Amount Donated	Check #6867 - \$5,000.00
Date of Donation	12/12/24
Purpose of Donation	To Support Students
Conditions of Donation	None
Date Check to Business Office	12/12/24
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!

-Hudson Fisher

Thank you so much

-Devrie C.

Owen
Trent

Thank you
-Bella Dorn

Thank you - William Sively

Thank you!

-Deegan Johnson

-Thank you!

-Yamini C.

-Thank you

-Peyton

Thank you
-Avery

Thank you - Pigeon

Anahi
Cardoso

W

-Bridle

Thank you
~~from~~

Mr. Baugh and Advanced
Health,

Thank you for your generous
donation to Coquille Jr/Sr High
School. This money will
greatly impact our students
who are most in need.

Sincerely,

Gaige Yi

**Donation
Acceptance**

Donor Name	Coquille Valley Produce & Deli, LLC
Donor Address	454 Highway 42 East
Donor Phone	N/A
Item or Amount Donated	Check #9030 \$500.00
Date of Donation	12/4/24
Purpose of Donation	High School Boys Basketball – Sponsorship Fundraiser
Conditions of Donation	None
Date Check to Business Office	12/6/24
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	See Attached
Date Purchase Made	12/4/24
What was Purchased	T-Shirts and Hoodies
PO#	253115
Closure	
Submitted By	Becky Sproul

Thank you!
-Hollis Vique
#24

Coquille Valley Produce -

thank you for
your sponsorship

Jenna Willis

Alicia Synthia S. Izzy Trujillo April L.
Oakley Johnson Avery J. Bristol L.
Taylor Kelner Ashlynn Allen
Marilyn Nelson #22

***Donation
Acceptance***

Donor Name	Denny's Pizza
Donor Address	98 E 1 st Street Coquille, OR 97423
Donor Phone	541-396-3400
Item or Amount Donated	Check #22334 - \$500.00
Date of Donation	11/22/24
Purpose of Donation	High School Boys Basketball – Sponsorship Fundraiser
Conditions of Donation	None
Date Check to Business Office	12/6/24
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	See Attached
Date Purchase Made	12/4/24
What was Purchased	T-Shirts and Hoodies
PO#	253115
Closure	
Submitted By	Becky Sproul

Thank you!
- Hollis Visue #24

Denny's Pizza -

thank you for ^{Free Twillo}
your sponsorship

~~Cheryl Johnson~~

Alicia

Hilli L.

Bristol L

Synthia S.

Avery J.

Taylor Kelner

Ashlynn Allen

Jane Willis

Mattily Nelson #23

**Donation
Acceptance**

Donor Name	Menasha Legacy Fund of Oregon Community Foundation
Donor Address	
Donor Phone	
Item or Amount Donated	ACH - \$1000.00
Date of Donation	11/21/24
Purpose of Donation	To support the Agriculture CTE program
Conditions of Donation	None
Date Check to Business Office	ACH 11/21/24 – School notified via email on 12/2 of incoming credit
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

you, thank you!! I love you

2024-25 Chapter Secretary

~~President~~ 24-25 Chapter

President

We appreciate your donation so much!

Thank you! -Jocelyn

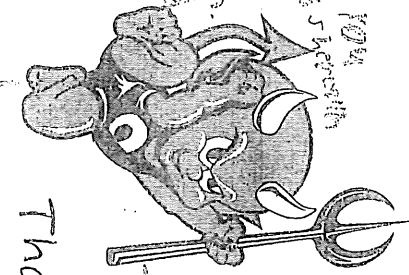
Thank you

for your Donation.

Thank you! -Angela

Thank you!

2024-25 Reporter



Thank you

for your donation it is greatly appreciated

Thank you! -Dana

2024-25

Thank you - Tara

2024-25

Thank You!

Menasha Legacy Fund,

Thank you so much for your

donation to our Ag Program. We greatly

appreciate your donation and this will

definitely help support our Chapter and

Program. -Bella James

2024-25 Chapter Treasurer

Menasha Legacy Fund

**Donation
Acceptance**

Donor Name	McKay's Markets/Price 'N Pride
Donor Address	PO Box 1080 Coos Bay, OR 97420
Donor Phone	541-269-5921
Item or Amount Donated	Check #236899 - \$500.00
Date of Donation	11/21/24
Purpose of Donation	High School Boys Basketball – Sponsorship Fundraiser
Conditions of Donation	None
Date Check to Business Office	12/6/24
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	See Attached
Date Purchase Made	12/4/24
What was Purchased	T-Shirts and Hoodies
PO#	253115
Closure	
Submitted By	Becky Sproul

Thanks!
Holly V
#24 5/16

McKay's Market -

thank you for
your Sponsorship

Jenna Willis

Erin Trujillo

Adri L

Raffiyn Nelson

Taylor Belner

~~Cabley Johnson~~
Alicia

#23

Synthia S.

Avary J.

Bristol C

Ashlynn Allen

***Donation
Acceptance***

Donor Name	Simandhar Inc. – Fast Mart Bandon
Donor Address	980 Oregon Bandon, OR 97411
Donor Phone	N/A
Item or Amount Donated	Check #6039 - \$500.00
Date of Donation	11/21/24
Purpose of Donation	High School Boys Basketball – Sponsorship Fundraiser
Conditions of Donation	None
Date Check to Business Office	12/6/24
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	See Attached
Date Purchase Made	12/4/24
What was Purchased	T-Shirts and Hoodies
PO#	253115
Closure	
Submitted By	Becky Sproul

Thank you

-Anthony Zepato

Thank you
Ashley Thanks
Carton - Deyan

-Thank you

-Scotlan Carlos

Thank you

-Bronson Thank you

-Drew

Thank you
-Tanner Behr

Thank you

-upps

Thank you

-Tallon Dubisur

+Thanks

-midaz

Cannot Thank
you enough!

-Coach Bowen

Thank you
so much
-Liam Hean

Your donation is
greatly appreciated!

-Coach Stout

Thank you
Peyton Leep

Thanks
Jared

Thank You!

-Coffey

Thanks

Thank you
-Joe

-Garvin Fisher

Thank you -

William
Sivelly

Thank you
-Zach Noel

Thank you

-Tucker

Keimer

Thank you

-Bronson Thank you

-Drew

Thank you
-Tanner Behr

Thank you

-upps

Thank you

-Tallon Dubisur

+Thanks

-midaz

Cannot Thank
you enough!

-Coach Bowen

Thank you
so much
-Liam Hean

Your donation is
greatly appreciated!

-Coach Stout

Thank you
Peyton Leep

Thanks
Jared

Thank You!

-Coffey

Thanks

Thank you
-Joe

-Garvin Fisher

Thank you -

William
Sivelly

Coquille School District 8

Donation Acceptance

Donor Name	First Community Credit Union
Donor Address	200 N Adams Street Coquille, OR 97423
Donor Phone	541-396-2145
Item or Amount Donated	Check #10122655 \$500.00
Date of Donation	11/21/24
Purpose of Donation	High School Boys Basketball – Sponsorship Fundraiser
Conditions of Donation	None
Date Check to Business Office	12/6/24
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	See Attached
Date Purchase Made	12/4/24
What was Purchased	T-Shirts and Hoodies
PO#	253115
Closure	
Submitted By	Becky Sproul

Thank You
- Zach Noel

Thank you
- Tucker Kelner

Thank you
- Peyton Leap

Thank You
- Bronson
Thanks
- Deegan

Thank you
- Ashton
Thank you
- Liam Haden

Thank you!
- Wyatt S.

Thank Ks
- Tallon Dubisov

THANKS
- Midas

Thank you
- Joe
- Drew

Cannot thank
you enough!
- Coach Bowen

Thanks
- Carter

Cogville basketball
thanks your business!
- Coach Stewart

Thank You!
- Coburn

Thank you
- Tanner Kelner
Thank you
- William Sorely

Thanks
- Quilley

Thank you
- Anthony Zapata

**Donation
Acceptance**

Donor Name	Highway Deli Mart, Inc.
Donor Address	PO Box 6 Coquille, OR 97423
Donor Phone	N/A
Item or Amount Donated	Check #9268 - \$500.00
Date of Donation	11/20/2024
Purpose of Donation	High School Boys Basketball – Sponsorship Fundraiser
Conditions of Donation	None
Date Check to Business Office	12/6/24
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	See Attached
Date Purchase Made	12/4/24
What was Purchased	T-Shirts and Hoodies
PO#	253115
Closure	
Submitted By	Becky Sproul

Thank you
-Dorgan

Thank you:
-Coke

Thank you
-Zach Noel

Thank you!

-Saxon Corbuz

Thanks a lot
-Liam Haan

Thank you!
Stavits

Thank you
-Willie
Snively

Thank you
-Drew

Thank you

-Tallon
Dubisar

Thank you

Thank

you
-Bivason

Thank you

-Tucker Kelp

Thank you
-Tanner
Kelp

-Joe

Cannot thank
you enough!

-Coach Bowen

Thanks

-Midas

Thank you for
supporting Coquille
Basketball!

Thanks

-Sertel

-Coach Stout

Thank you

Payton Lipp

Thank

you - Trenton

Thank you
-Ashon

Thank you

-Anthony Zapata

Thank you

Carr

-Gavin Fisher

**Donation
Acceptance**

Donor Name	Les Schwab Tire Centers of Portland, LLC
Donor Address	PO Box 5350 Bend OR, 97708
Donor Phone	N/A
Item or Amount Donated	Check #249194444 \$500.00
Date of Donation	11/20/2024
Purpose of Donation	High School Boys Basketball – Sponsorship Fundraiser
Conditions of Donation	None
Date Check to Business Office	12/6/24
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	See Attached
Date Purchase Made	12/4/24
What was Purchased	T-Shirts and Hoodies
PO#	253115
Closure	
Submitted By	Becky Sproul

Thank you

- Drew

Thank you

- Zach Noel

Thank you

- Jaxon Corbo

Thank

you - Jaxon Thanks
- Deegan

Thanks

- Jenko

thanks

- midas

Thank You

- Tucker, Ketur

Thank you!
- w/gattis

Thank you

- Joe

Thank you

- Liam Haden

Thank you

- Peyton Keep

Cannot thank
you enough!

- Coach Bowen

Thank

you

- Brandon

Coquille basketball
appreciates you
sponsoring the showcase!

Thank You!

- ~~Coffey~~

Thank you

- William

Sincerely

- Coach Stout

Thank You

- Tanner Helmer

Thank you

- Anthony Zapata

Thanks

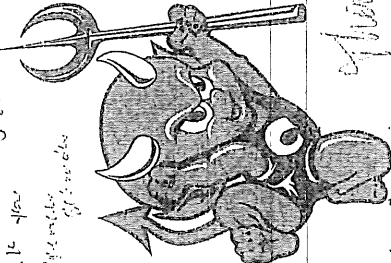
- ~~Kevin~~

Thank you!
- Ashton Carr

**Donation
Acceptance**

Donor Name	Oregon FFA Foundation – Fall 2024 Wilco Chapter Grant
Donor Address	108 Strand AG Hall Corvallis, OR 97331
Donor Phone	N/A
Item or Amount Donated	Check #4558
Date of Donation	11/14/24
Purpose of Donation	To help with the purchasing of a new Greenhouse for Ag
Conditions of Donation	None
Date Check to Business Office	12/6/24
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

1 view 1-700
-Zach Noel Thank you! We easily appreciate it! Thank you so much!
-Jagob Sherman



Thank you
-Catherine Johnson

Thank you so much
for your donation
-Belle Tames

Thank you
-Treasure

Thank you
-Jagob Sherman

Thank you!
-Danie C.

Thank you
-Aria Amela

Thank you!
-Hudson

Thank You!

Thank you wileo for the generous donation of 2,500 dollars to support our chapter. We'll use this money to give a house table for the flower baskets that we sell in the spring during our plant sale. Thank you for the support.

Sincerely, Ana Hayes

Wileo
200 Industrial Way
Mt. Angel, OR 97136
Anne Wileo Andersen

Coguille FFA
499 W Central Blvd
Coguille OR 97423

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	Men's Clothing
Date of Donation	11/13/24
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)	11/26/24
Date Purchase Made:	
What was Purchased:	
PO#:	
Closure	
Submitted By (Your Name)	Cheryl Johnson

Dear Julie,

Wow! We are amazed and grateful for your generous donation to us here at Winter Lakes High School. Because of your incredible gift we are able to provide essential items to our students in need.

Thank you!

Sincerely, The Staff at Winter Lakes High

Coquille School District 8

Donation Acceptance

Donor Name	Andy & Lourdes Schmidt
Donor Address	565 Klamath Ave NE Bandon OR 97411
Donor Phone	
Item (list quantity also) or Dollar Amount	Men's Clothing
Date of Donation	11/13/24
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)	11/26/24
Date Purchase Made:	
What was Purchased:	
PO#:	
Closure	
Submitted By (Your Name)	Cheryl Johnson

Dear Andy & Lourdes,

Wow! We are amazed and grateful for your generous donation to us here at Winter Lakes High School. Because of your incredible gift we are able to provide essential items to our students in need.

Thank you!

Sincerely, The Staff at Winter Lakes High

Coquille School District 8

Donation Acceptance

Donor Name	Chris Sjogren
Donor Address	57884 Skidden Rd Coquille OR 97423
Donor Phone	
Item (list quantity also) or Dollar Amount	Men's Clothing
Date of Donation	11/13/24
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)	11/26/24
Date Purchase Made:	
What was Purchased:	
PO#:	
Closure	
Submitted By (Your Name)	Cheryl Johnson

Dear Chris,

Wow! We are amazed and grateful for your generous donation to us here at Winter Lakes High School. Because of your incredible gift we are able to provide essential items to our students in need. Thank you!

Sincerely, The Staff at Winter Lakes High

Coquille School District 8

Donation Acceptance

Donor Name	Lisa Bellay
Donor Address	94915 Shelley Lane Coquille OR 97423
Donor Phone	
Item (list quantity also) or Dollar Amount	Men's Clothing
Date of Donation	11/13/24
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)	11/26/24
Date Purchase Made:	
What was Purchased:	
PO#:	
Closure	
Submitted By (Your Name)	Cheryl Johnson

Dear Lisa,

Wow! We are amazed and grateful for your generous donation to us here at Winter Lakes High School. Because of your incredible gift we are able to provide essential items to our students in need. Thank you!

Sincerely, The Staff at Winter Lakes High

Coquille School District 8

Donation Acceptance

Donor Name	United Christian Women
Donor Address	180 N Baxter St, Coquille OR 97423
Donor Phone	
Item (list quantity also) or Dollar Amount	\$100 Check
Date of Donation	10/29/24
Purpose of Donation	Pregnant & Parenting Program
Conditions of Donation	
Date Check to Business Office	11/26/24
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	
Date Purchase Made:	
What was Purchased:	
PO#:	
Closure	
Submitted By (Your Name)	Cheryl Johnson

Dear United Christian Women,

We are so grateful for your generous donation to our Pregnant & Parenting Program here at Winter Lakes High School. Recently, we had a new student enroll who needed more formula for her baby. Because of donations such as yours, we are able to help our students focus on their academics instead of worrying about baby needs. Thank you!

Sincerely, The Staff at Winter Lakes High

Coquille School District 8

Donation Acceptance

Donor Name	Church of Christ Ladies
Donor Address	PO Box 382, Coquille OR
Donor Phone	
Item (list quantity also) or Dollar Amount	Men's Clothing
Date of Donation	11/15/24
Purpose of Donation	Clothing Closet
Conditions of Donation	Brand New
Date Check to Business Office	
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	11/26/24
Date Purchase Made:	
What was Purchased:	
PO#:	
Closure	
Submitted By (Your Name)	Cheryl Johnson

Dear Church of Christ Ladies,

We are so grateful for your generous donation to Winter Lakes High School. Because of donations such as yours, we are able to help our students who are in need of basic clothing items. Thank you!

Sincerely, The Staff at Winter Lakes High

Coquille School District 8

Donation Acceptance

Donor Name	Coquille Rotary Club
Donor Address	135 E 2nd St Coquille OR 97423
Donor Phone	541-297-2136
Item (list quantity also) or Dollar Amount	1 extra large bag of stuffed animals
Date of Donation	11/18/24
Purpose of Donation	Just because 😊
Conditions of Donation	excellent
Date Check to Business Office	
Date Donation Accepted by Board	
Expression of Thanks (Copy to DO)	
Date Purchase Made:	
What was Purchased:	
PO#:	
Closure	
Submitted By (Your Name)	Erica Hays

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Cognille

School District #8

Nondiscrimination

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

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

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

The Board directs the superintendent to designate the district's civil rights coordinator and make contact information available to staff, students and parents. {²}

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

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

END OF POLICY

¹ Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

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

Legal Reference(s):

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

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

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

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

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

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

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

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

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2019).

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)[¹] or to law enforcement within the county where the person making the report is located at the time of contact.

END OF POLICY

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](#)

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

Superintendent

The superintendent¹ 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 law² 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

Legal Reference(s):

[ORS 332.505](#)

[ORS 332.515](#)

[OAR 581-022-2405](#)

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

¹ The term "superintendent" includes an interim superintendent.

² "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

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 standards¹ 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.

¹ 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.¹ Consequently, the model rules² 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

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

² 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 emergency³, 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.⁴
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.⁵
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.⁶ Unless otherwise designated by the LCRB, personal services contracts will be procured

³ “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.

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

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

⁶ This includes, but is not limited to, contracts for the services of an accountant, physician or dentist, educator, consultant (including a provider under an Architectural and Engineering Service Contract), broadcaster, or artist (including a photographer, filmmaker, painter, weaver or sculptor (OAR 137-045-0010(19))). Also includes architectural, engineering, photogrammatic

in accordance with applicable procurement laws. The LCRB may designate certain service contracts or classes of service contracts as personal services contracts and exempt them from competitive bidding.^{7} 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.⁸

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.⁹ 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 quotes¹⁰:
 - a. The request for the quotes shall be in writing (unless not reasonably practicable)¹¹;
 - b. The request for quotes shall include the selection criteria and if the criteria are not of equal value, their relative value or ranking.

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

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

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

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

⁸ See ORS 670.600 and OAR 459-005-0020.

⁹ 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.

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

¹¹ For Public Works Contracts, oral quotations may only be utilized in the event that written copies of prevailing wage rates are not required by the Bureau of Labor and Industries.

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

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

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

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

END OF POLICY

Legal Reference(s):

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

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

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

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

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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;¹
3. Contracts which have been exempted under ORS 279A.025 and 279C.335; and
4. Any other contract exempted by law.

SPECIAL PROCUREMENTS FOR GOODS AND SERVICES

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

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

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

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

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

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

Brand Names or Equal²

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

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

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

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

Advertising Contracts, Purchase of⁴

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

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

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

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

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

Advertising Contracts, Sale of

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

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

Equipment Repair and Overhaul⁵

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

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

Copyrighted Materials

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

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

Used Personal Property or Equipment, Purchase⁶

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

Information Technology and Telecommunication Contracts⁷

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

Renegotiation of Existing Contracts with Incumbent Contractors

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

EXEMPTIONS FOR PUBLIC IMPROVEMENT CONTRACTS

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

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

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

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

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

⁸ See ORS 279C.335.

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

In granting this exemption, the LCRB shall:

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

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

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

Student Health Services

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

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

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

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

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

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

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

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

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 school⁶;
9. Comply with OR-OSHA Bloodborne Pathogens Standards for all persons who are assigned to job tasks which may put them at risk for exposure to body fluids⁷;
10. Refer to adopted policy and procedures for medications in accordance with Oregon law⁸;
11. Include guidelines for the management of students who are medically complex, medically fragile, or nursing dependent as defined by ORS 336.201, including students with life-threatening food allergies and adrenal insufficiency while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before-school or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities⁹; and
12. List the positions in the district which shall be required to obtain and maintain a first-aid/CPR/AED card in accordance with OAR 581-022-2220(3).

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

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

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

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

END OF POLICY

Legal Reference(s):

⁶ For definitions for this policy see ORS 336.201.

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

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

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

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

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

[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 illnesses¹, 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-related² illness or injury to an employee resulting in in-patient hospitalization, loss of an eye, amputation or avulsion³, 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 catastrophes⁴ shall be reported⁵ 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

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))

² 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))

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

⁴ "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))

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

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

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, ^{1}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

^{2}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

Legal Reference(s):

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

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

[OAR 581-022-2225](#)

¹ {Required if schools are in a designated tsunami hazard zone.}

² {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

Legal Reference(s):

[ORS 332.107](#)

[ORS 431.150](#) - 431.157

[ORS 433.001](#) – 433.004

[ORS 433.010](#)

[ORS 433.110](#)

[ORS 433.235](#) - 433.284

[OAR 333-018](#)

[OAR 333-019-0010](#)

[OAR 333-019-001](#)[OAR 581-022-2220](#)

[OAR 581-022-2225](#)

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

General Procedures

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

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties³ shall include:

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

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

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

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

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

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

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

Oregon Procedures

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

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. ^{7}See GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

Response

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

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

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,

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

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

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

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

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 person⁸ 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 include⁹:

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;

⁸ 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.

⁹ 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 activity¹⁰;
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;

¹⁰ "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. ^{¹¹}

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.¹² The district shall treat complainants and respondents equitably by providing supportive measures¹³ to the complainant and by following a grievance procedure¹⁴ 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.

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

¹² (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.

¹³ (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.¹³ 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))

¹⁴ 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.¹⁵

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.¹⁶ 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 retaliate¹⁷ 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

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

¹⁶ 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))

¹⁷ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

Legal Reference(s):

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

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

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

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

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

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

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

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 abuse¹ shall immediately make a report to the Oregon Department of Human Services (DHS) through the centralized child abuse reporting system² 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**³ 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, contractors⁴, agents⁵, volunteers⁶, 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 {⁷} 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.

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

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

³ "Person" could include adult, student or other child.

⁴ "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.

⁵ "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.

⁶ "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.

⁷ {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

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.

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

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 (9th 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 abuse¹ shall make a report immediately to the Oregon Department of Human Services (DHS) through the centralized child abuse reporting system² 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**³ 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.

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

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

³ "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 leave⁴ 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 contractor⁵, 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

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

⁵ {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.

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

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](#)

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