

AGENDA

Monday, June 16, 2025, at 6:00 PM
Budget Meeting
Special Board Meeting
Executive Session
CSD Board Room

1.0 **Meeting Business**

- 1.1 Flag Salute
- 1.2 Approval of Agenda and Meeting Minutes for [April 9, 2025](#) & [May 21, 2025](#)
- 1.3 Future Meeting: July 1, 2025, 6:00 PM at the District Office
- 1.4 Open Public Comment regarding the 2025-2026 Budget

2.0 **Presentation**

- 2.1 Schedule Survey Results

3.0 **Fiscal Report**

- 2.1 [Appropriations by Fund & Function](#)
- 2.2 [Monthly Summary Report](#)
- 2.3 [Object Summary Report](#)

4.0 **Superintendent's Report**

- 4.1 [Population Report](#)
- 4.2 Correspondence – Yes
- 4.3 [Senate Bill 141](#)

5.0 **Discussion/Action**

- 5.1 [Approval of MOU - CEA - CVE Schedule](#)
- 5.2 Resolution No. 25-6 Appropriation
- 5.3 Resolution No. 25-7 Adoption of Budget

6.0 **Consent Agenda**

- 6.1 Hired – Peyton Rodriguez - LSEL, 1st Grade Teacher
- 6.2 Hired – Cody Miller – CVE, 5th Grade Math Teacher
- 6.3 Hired – Michele Crook – LSEL, Kindergarten Teacher
- 6.4 Resignation – Cindy Highly - LSEL
- 6.5 Resignation – Sarah Moss – LSEL
- 6.6 Resignation – Jennifer Raimondo - CVE
- 6.7 Resignation -Mista Johnson – Daycare
- 6.8 Resignation – Jennifer Boettcher – LSEL
- 6.9 Resignation – Elissa Coonce – LSEL
- 6.10 Resignation – Nate Leslie - WLE
- 6.11 Retiring – Lisa Palmer
- 6.12 Policy First Reading
 - [GCBDF/GDBDF -AR](#) - Paid Medical Leave Insurance
 - [JECBB-AR](#) – District-Wide Transfer Policy
 - [JG – Student Discipline](#)

AGENDA

7.0 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**)*

8.0 Executive Session

(d) To conduct deliberations with persons you have designated to carry on labor negotiations. ORS 192.660(2)(d).

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

9.0 Adjournment

Coquille School District #8

Wednesday, April 9, 2025
Regular Board Meeting Minutes
970 N. Central Blvd.
Coquille, OR 97423

Order

Melinda Millet called the meeting to order at 6:04 p.m. Board Members present were Steve Britton, Melinda Millet, Marsha Frost, and Luke Taylor. Absent were Board Members Heather Echavarria and Cliff Wheeler. Others present were Superintendent Wayne Gallagher, Assistant Business Director Denese Hale, and Board Secretary Julie Simpson.

1.0 Meeting Business

Motion made by Steve Britton to approve the Meeting Minutes for February 12, 2025, & March 12, 2025, and Marsha Frost seconded the motion; it passed unanimously with the following votes:

- Melinda Millet – Yes
- Marsha Frost – Yes
- Luke Taylor– Yes
- Steve Britton – Yes

The Board Meeting in June will be held on Monday, the 16th. We will have our first budget meeting on May 21st, and the second budget meeting will be held on May 28, 2025.

2.0 School Presentations

Coquille High School – Paige Yi, Holli Vigue, & Emmy Wirebaugh

Two seniors, Holli and Emmy, shared highlights of their high school experience:

- **Activities & Leadership:** Both participated in multiple sports, including volleyball, basketball, track, and soccer. Holli is a multi-sport state champion and a member of NHS. Emmy serves as ASB President, is also in NHS, and took on a new role this year as a student broadcaster.
- **Achievements:** Holli holds individual and team state titles and set the school record in discus. Emmy maintained a 3.94 GPA, stayed on the honor roll, and received a full tuition scholarship to the University of Oregon.
- **Valuable Experiences:** Students cited state tournaments, community support, and leadership roles as key takeaways. Emmy emphasized how ASB and broadcasting helped her grow out of her shell.
- **Future Plans:**
 - **Holli** – Accepted to West Point, planning to study kinesiology and pursue a military career.
 - **Emmy** – Attending the University of Oregon to study journalism and sports media, continuing her interest in broadcasting.

3.0 Presentations

Title VI Grant Update – American Indian/Alaska Native Education

Tanya Sanders presented an update on the district's Title VI grant:

- **Increased Funding:** The number of enrolled students increased, resulting in a funding increase from \$7,551 to **\$12,745**.
- **Program Goals & Activities:**
 - *Academic Achievement:* Weekly tutoring sessions offered at the District Office.
 - *Post-Secondary Exposure:* Supported by academic counselors and the TRIO program led by Sandre Sperling at WLHS.
 - *Cultural Connection:* Engagement nights featuring activities like fry bread making, beading, and tribal history.
- **Next Steps:** Continued funding will support the liaison stipend and expanded community engagement opportunities in partnership with Marshia Frost (Coquille Tribe). Activities will focus on food, family, and cultural crafts.
- **Status:** 2025–26 grant application has been submitted; awaiting approval.

The Board jumped to Section 7.3 Request for out-of-state travel under Discussion/Action Mike Wallace, Teacher and Soccer Coach, is requesting to take the High School Boys Soccer Team to Seattle, Washington, for the Club World Cup on June 19, 2025.

4.0 Program/School Written Reports Provided

[Written Reports](#)

5.0 Fiscal Report – Denese Hale

The business office is busy working on next year's budget. There were no questions.

[Appropriations by Fund & Function](#)

[Monthly Summary Report](#)

[Object Summary Report](#)

6.0 Superintendent Report – Mr. Gallagher

- **Enrollment Update:** March enrollment was 1,224 students, down 48 from the same time last year. While this remains slightly above the budgeted ADMw of 1,220, the district is closely monitoring numbers. Official enrollment counts are taken in October and May.
- **Parent Communication:** Superintendent Gallagher acknowledged recent email communications shared with the board. A principal has met with the parent involved, and Mr. Gallagher will follow up with a response the following day.
- **Board Goals:** Draft goals discussed at the previous work session were updated and included in the board packet. Additional feedback from the board is welcome during discussion.
- **Federal Compliance Issue:** ODE has advised superintendents to delay signing a new federal assurance form related to DEI (Diversity, Equity, and Inclusion) programming, due to current contradictions between federal and Oregon state law. The form currently states that failure to sign could result in the loss of all federal funding—a serious concern for the district. The Superintendent will continue to monitor developments and update the board.

- **Federal Program Concerns:** Several federal grants routed directly to ODE have recently been revoked. While none of Coquille’s current grants have been affected yet, this remains an area of high concern.

7.0 Discussion/Action

7.1 – Board Goals: The board reviewed the updated draft of the district goals discussed at the prior work session. No additional changes were proposed during the meeting.

7.2 – Resolution No. 25-5 to Adjust Appropriations: Business Manager Denise clarified the need to adjust appropriations within the General Fund (Fund 100) and Special Revenue Fund (Fund 200). Although overall fund totals remain within budget, salary expenses in Major Function 1000 exceeded original appropriations. Funds will be reallocated from Major Function 2000. The district is still projected to end the year with a \$1.4 million ending fund balance.

7.3 – Out-of-State Travel Request: A motion was made and approved to add and approve an out-of-state travel request for the boys’ soccer team.

Motion made by Marsha Frost to approve Discussion/Action items **7.1** to **7.3** above. Luke Taylor seconded the motion; it passed unanimously with the following votes:

- Melinda Millet – Yes
- Marsha Frost – Yes
- Luke Taylor– Yes
- Steve Britton – Yes

8.0 Consent Agenda

The Board reviewed and approved the following Consent Agenda items:

- **8.1** – Non-Cash Donations
- **8.2** – Cash Donations (*Note: Notable contributions were made in support of the track program*)
- **8.3** – Hired: Cassie Green, LSEL – TOSA/Dean of Students
- **8.4** – Hired: Angela Dixon, CVE – Vice Principal
- **8.5** – Hired: Denese Hale – Business Manager
- **8.6** – Resignation: Trevor Paxton, CVE – Educational Assistant
- **8.7** – Revised Budget Calendar
- **8.8** – Second Reading of Board Policies:
 - **CPA** – Layoff and Recall for Administrators
 - **JFC** – Student Conduct
 - **JGD** – Suspension
 - **JHCD** – Medications
 - **JHCD-AR** – Medications (Administrative Rule)

Motion made by Steve Britton to approve items **8.1** to **8.8** above. Marsha Frost seconded the motion; it passed unanimously with the following votes:

- Melinda Millet – Yes
- Marsha Frost – Yes
- Luke Taylor– Yes
- Steve Britton – Yes

9.0 Staff/Public Comment

None

10.0 Executive Session

Chair Melinda Millet convened an Executive Session at 7:05 PM pursuant to ORS 192.660(2)(f), ORS 192.660(2)(i) and 192.660(8).

Return from Executive Session Time: 7:50 PM

Motion made by Steve Britton that the Coquille School District Board of Directors authorize the Superintendent to identify and implement budget reductions totaling up to \$1.5 million for the 2025–2026 fiscal year. Reductions are to align with district priorities, strategic goals, and legal requirements. The Superintendent will provide regular updates and keep the Board informed of proposed and implemented cuts. Marsha Frost seconded the motion; it passed unanimously with the following votes:

- Melinda Millet – Yes
- Marsha Frost – Yes
- Luke Taylor– Yes
- Steve Britton – Yes

Adjournment

Melinda Millet adjourned the meeting at 7:51 PM

Approved

COQUILLE SCHOOL DISTRICT 8

Wednesday, May 21, 2025
Special Board Meeting Minutes
970 N. Central Blvd.
Coquille, OR 97423

Order

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

1.0 Meeting Business

Motion made by Steve Britton to approve the agenda with some changes, and Heather Echavarria seconded the motion; it passed unanimously with the following votes:

- Melinda Millet – Yes
- Marsha Frost – Yes
- Heather Echavarria – Yes
- Lukas Taylor – Yes
- Steve Britton – Yes

Remember that June's meeting will be Monday, the 16th, and July's meeting will be Tuesday the 1st.

2.0 School Presentation

Paige Yi & Tiffany Clapper

[Class of 2025](#)

CHS Valedictorian

- Alyssa Creamer, Valedictorian
- Izabella Trujillo, Salutarian
- Jenna Willis, Valedictorian
- McKinley Warncke, Valedictorian
- Jerico Jones, Valedictorian

WLH Valedictorian

- Natalie Wilson, Valedictorian
- Maison Miller, Salutarian

3.0 Presentation

[Coquille Valley Elementary 5th & 6th Grade](#) – Armando Ruiz

4.0 Program/School Written Reports provided:

[Written Reports](#)

5.0 Fiscal Report

Business Manager Denise reported that as of March, the district is projected to come in slightly over budgeted revenue and just under budgeted expenditures for the fiscal year. The current projected ending fund balance is \$1.62 million. This is slightly lower than the earlier estimate of \$1.9 million presented to the Budget Committee, with additional updates expected as more data becomes available.

No questions were raised by the board. [Finance Reports](#)

6.0 Superintendent's Report

Superintendent Gallagher -

Enrollment: The district saw a slight increase of **two students in April**, bringing optimism, though enrollment is still expected to dip slightly next year. The 2025 budget remains based on **1,200 students**. Superintendent Gallagher noted recent correspondence from families expressing concerns; outreach was made, and responses are pending.

Summer Learning Grant: The district has been awarded **\$190,000** from ODE for **Summer Learning/Summer Plus** programming. Planning is underway for transportation (including possible use of Type 10 drivers) and food service at multiple campuses. Nate, Thomas, and Marcy are coordinating logistics.

Seismic Grant: The district's **\$2.5 million seismic grant application** was not approved. Joe Slack from HEG is assisting with revisions, and the district plans to **reapply in the next cycle** (two years from now).

7.0 Board Discussion Potential Future Strike

Superintendent Gallagher informed the board that the Coquille Education Association (CEA) held a strike vote and officially notified the district via legal counsel of their **intent to strike on June 3, 2025, at 6:00 a.m.**

- The district has requested **joint mediation** through the Employment Relations Board and has accepted a mediation date of **Friday, May 30, 2025**. Confirmation from CEA is still pending.
- The district is hopeful that mediation will focus on **mandatory subjects of bargaining** and lead to a resolution.
- To prepare, the district has issued a **legally allowed survey** to all staff to determine who intends to work on June 3. Responses are due **by 4:00 p.m. the following day**.
- Based on staff responses, the district will assess whether it can keep all schools open or only some, with the goal of maintaining end-of-year activities and minimizing disruption for students.

The Superintendent will keep the board updated on staff survey results and the district's contingency plans.

8.0 Discussion/Action

Addition to Discussion/Action Items

- The board agreed to add **Item 8.2** to the Discussion/Action section to surplus the district's **maintenance truck**, which is **29 years old** and no longer safe or cost-effective to maintain.

Motion made by Heather Echavarria to add Item 8.2 – Surplus Maintenance Truck – to the Discussion/Action Items. Marsha Frost seconded the motion; it passed unanimously with the following votes:

- Melinda Millet – Yes

- Marsha Frost – Yes
- Heather Echavarria – Yes
- Lukas Taylor – Yes
- Steve Britton – Yes

Motion by Heather Echavarria to approve **Items 8.1 Summer Project List and 8.2 Surplus Maintenance Truck** under Discussion/Action. Marsha Frost seconded the motion; it passed unanimously with the following votes:

- Melinda Millet – Yes
- Marsha Frost – Yes
- Heather Echavarria – Yes
- Lukas Taylor – Yes
- Steve Britton – Yes

9.0 Consent Agenda

Motion by Heather Echavarria to approve Item 9.1, Cash Donations. Marsha Frost seconded the motion; it passed unanimously with the following votes:

- Melinda Millet – Yes
- Marsha Frost – Yes
- Heather Echavarria – Yes
- Lucas Taylor – Yes
- Steve Britton – Yes

10.0 Staff/Public Comments

- Tara Raneger
- Kelli Sherman
- Amy Arriola read a letter from Melissa Arriola
- Carrie Taftelig
- Heather Baumer
- Sam Herron

11 Executive Session

Chair Melinda Millet convened an Executive Session at 7:54 pm pursuant to (d) *To conduct deliberations with persons you have designated to carry on labor negotiations. ORS 192.660(2)(d).*

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

(h) *Consult with your attorney regarding your legal rights and duties in regard to current litigation or litigation that is more likely than not to be filed. ORS 192.660(2)(h).*

Return from Executive Session Time: 8:16 pm

Adjournment

Melinda Millet adjourned the meeting at 8:16 pm

Approved

COQUILLE SCHOOL DISTRICT #8
APPROPRIATIONS BY FUND & FUNCTION

5/21/2025

FUND #		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
100	Actuals	\$ 9,562,392	\$ 8,876,032	\$ 7,192,492	\$ 6,504,332	\$ 299,842	\$ 249,383	\$ -	\$ -	\$ 885,790	\$ 856,353	\$ 1,000,000	\$ -	\$ -	\$ -
100	Encumbrances	\$ -	\$ 772,264	\$ -	\$ 546,667	\$ -	\$ 20,887	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -
		\$ (85,904)	\$ 9,648,296	\$ 141,494	\$ 7,050,998	\$ 29,572	\$ 270,270	\$ -	\$ -	\$ 29,337	\$ 856,453	\$ 1,000,000	\$ -	\$ -	\$ -
2XX	Actuals	\$ 2,294,522	\$ 2,007,403	\$ 1,141,669	\$ 1,048,249	\$ 1,281,398	\$ 1,116,061	\$ 1,333,638	\$ 1,341,714	\$ 140,728	\$ 140,728	\$ -	\$ -	\$ -	\$ -
2XX	Encumbrances	\$ -	\$ 182,752	\$ -	\$ 76,880	\$ -	\$ 121,714	\$ -	\$ 12,646	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 104,367	\$ 2,190,155	\$ 16,540	\$ 1,125,130	\$ 43,622	\$ 1,237,775	\$ (20,723)	\$ 1,354,361	\$ (0)	\$ 140,728	\$ -	\$ -	\$ -	\$ -
3XX	Actuals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -
3XX	Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -
4XX	Actuals	\$ -	\$ -	\$ 204,000	\$ 196,287	\$ -	\$ -	\$ 5,438,000	\$ 167,143	\$ 330,000	\$ 330,000	\$ -	\$ -	\$ -	\$ -
4XX	Encumbrances	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ 7,313	\$ 196,687	\$ -	\$ -	\$ 5,270,857	\$ 167,143	\$ -	\$ 330,000	\$ -	\$ -	\$ -	\$ -
7XX	Actuals	\$ -	\$ -	\$ -	\$ -	\$ 8,243	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7XX	Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ 8,243	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:		\$ 11,856,914	\$ 11,838,450	\$ 8,538,161	\$ 8,372,815	\$ 1,589,484	\$ 1,508,046	\$ 6,771,638	\$ 1,521,503	\$ 2,056,518	\$ 1,327,181	\$ 1,000,000	\$ -	\$ -	\$ -
		18,464		165,346		81,438		5,250,135		729,337		1,000,000		-	

May-25

Expenditures:

ESTIMATED FUND BALANCE/
CARRYOVER AT MONTH END:

1,370,711	1,859,161	1,672,208	1,297,676	3,522,230	5,425,355	5,548,273	5,315,218	5,094,334	4,844,540	4,796,229	1,898,410
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PROJECTED ENDING FUND BALANCE	1,898,410	-
PROJECTED ENDING FUND BALANCE PERCENTAGE OF ACTUAL (FORECAST) REVENUE AT 6/30/2025	10%	

COQUILLE SCHOOL DISTRICT #8

Year-to-Date Activity & Forecast

GENERAL FUND

For the period ending April, 2025

	ACTIVITY						
	Adopted Budget 2024-2025	YTD Actuals through Current Month	Encumbrances	Actuals Including Encumbrances	Forecast through 6/30/2025	% Actual to Budget	Over/ (Under) Budget
Revenues:							
Beginning Fund Balance	1,900,000	2,032,847	-	2,032,847	2,032,847	106.99%	132,847
Property Taxes	2,706,000	2,732,722	75,009	2,807,730	2,807,730	100.99%	101,730
Interest	230,000	216,544	40,439	256,982	256,982	94.15%	26,982
Student Fees	28,000	29,959	2,830	32,789	32,789		4,789
Child Development Center	121,000	102,041	15,923	117,963	117,963	84.33%	(3,037)
Rentals	25,000	17,010	3,780	20,790	20,790	68.04%	(4,210)
Services Provided Other LEA	-	-	-	-	-		-
Miscellaneous Revenue	60,000	221,638	20,283	241,921	241,921	369.40%	181,921
Reimbursable Income	-	-	-	-	-	#DIV/0!	-
County School Fund	14,500	20,522	2,289	22,811	22,811	141.53%	8,311
HERT Tax	5,000	-	244	244	244		(4,756)
State School Fund	13,675,089	12,667,643	1,525,762	14,193,405	14,193,405	92.63%	518,316
Common School Fund	174,427	80,406	80,406	160,812	160,812	46.10%	(13,615)
Other Restricted State Revenue	-	-	-	-	-		-
DHS-Child Care	-	-	-	-	-	#DIV/0!	-
Federal Forest Fees	-	-	2,289	2,289	2,289	#DIV/0!	2,289
Revenue on Behalf of District	-	-	-	-	-	0.00%	-
Interfund Transfers	1,500	1,500	-	1,500	1,500	100.00%	-
TOTAL:	18,940,516	18,122,831	1,769,254	19,892,085	19,892,085	95.68%	951,569
Expenditures:							
Salaries	8,343,635	6,281,174	2,331,189	8,612,363	8,612,363	75.28%	268,728
Benefits	5,865,030	4,084,114	1,575,870	5,659,983	5,659,983	69.64%	(205,046)
Purchased Services	1,314,490	1,035,577	316,017	1,351,594	1,351,594	78.78%	37,104
Supplies & Materials	1,094,186	876,636	211,133	1,087,769	1,087,769	80.12%	(6,417)
Capital Outlay	41,714	37,418	17,664	55,082	55,082	89.70%	13,368
Other	1,121,460	803,372	263,512	1,066,884	1,066,884	71.64%	(54,576)
Transfers Out	160,000	160,000	-	160,000	160,000	100.00%	-
SUB-TOTAL:	17,940,516	13,278,292	4,715,384	17,993,675	17,993,675	74.01%	53,160
CONTINGENCY:	1,000,000	-	-	-	-		
TOTAL:	18,940,516	13,278,292	4,715,384	17,993,675	17,993,675		
PROJECTED ENDING FUND BALANCE							1,898,410
PROJECTED ENDING FUND BALANCE PERCENTAGE OF ACTUAL (FORECAST) REVENUE AT 6/30/2025							10%

Coquille School District - POPULATION ONLY REPORT

May 30, 2025

Lincoln

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

KG 80

1st 76

Total **156**

CVE

2nd 62

3rd 73

4th 68

5th 76

6th 57

Total **336**

CJSHS

7th 71

8th 50

9th 62

10th 66

11th 51

12th 48

Total **348**

WLE - Winter Lakes Elementary

KG

1st 3

2nd 12

3rd 12

4th 11

5th 21

6th 17

7th 23

8th 32

131

WLS - Winter Lakes High School

8th 3

9th 42

10th 49

11th 74

12th 87

Total **255**

Grand Total **1226** (Does not include PK)

OSBA Model Sample Policy

Code: GCBDF/GDBDF-AR

Revised/Reviewed:

Paid Family Medical Leave Insurance (PFMLI)

{Highly recommended administrative regulation (AR). This AR is for use only with Version 1 of policy GCBDF/GDBDF - Paid Family Medical Leave Insurance * and is not intended to be used with an equivalent plan. OSBA does not recommend simply replacing “Employment Department” with the name of the entity administering an equivalent plan.}

Application

Employees may submit applications for Paid Leave Oregon (PLO) to the Oregon Employment Department (“Department”).¹ Applications may be submitted up to 30 days prior to the start of the leave and up to 30 days after the start of the leave.² The Department may require verification from the employee.³ The Department will make all decisions regarding acceptance and denial of an application, including determining the amount of the benefit.⁴ The district cannot accept, file, process or make decisions on applications.

An employee may appeal an approval or denial of claim, the amount of a weekly benefit or a disqualification from receipt of benefits to the Department in accordance with Oregon Revised Statute (ORS) 657B.410 and Oregon Administrative Rule (OAR) 471-070-8005.

Employee Notice to District

If the leave is foreseeable⁵, the employee must provide the district with written notice⁶ at least 30 calendar days prior to the leave.^{7} If the leave is not foreseeable⁸ the employee must give oral notice to the district

¹ For application requirements see Oregon Administrative Regulation (OAR) 471-070-1100. Applications can be submitted at <https://frances.oregon.gov/>.

² Exceptions may be granted when the applicant can demonstrate good cause for late submission.

³ See verification requirements in OAR 471-070-1110 - OAR 471-070-1130.

⁴ The benefit may be less than the employee’s salary. See ORS 657B.050.

⁵ Examples of foreseeable leave include, but are not limited to, an expected birth, planned placement of a child, or a scheduled medical treatment for a serious health condition of the eligible employee or a family member of the eligible employee. See OAR 471-070-1310.

⁶ Written notice includes, but it not limited to, handwritten or typed notices, and electronic communication such as text messages and email.

⁷ {OAR 471-017-1310(6)} states “An employer that requires eligible employees to provide a written notice before the eligible employee commences leave, must outline the requirements in the employer’s written policy and procedures.”}

⁸ Leave circumstances that are not foreseeable include, but are not limited to, an unexpected serious health condition of the eligible employee or a family member of the eligible employee, a premature birth, an unexpected adoption, an unexpected foster placement by or with the eligible employee, or for safe leave.

within 24 hours of the start of the leave, and must provide written notice within 3 days after the start of leave.⁹ The district requests as much advanced notice as possible.

The notice must include:

1. The employee's first and last name;
2. Type of leave;
3. Explanation of the need for leave; and
4. Anticipated timing and duration of leave, including if it is continuous or intermittent.

Notice need only be given one time, but the employee shall notify the district as soon as practicable if dates of scheduled leave change, are extended, or were initially unknown. This notice does not need to mention PFMLI or PLO to satisfy the notice requirements.^{10} Notice may be provided by another party on behalf of the employee in accordance with state law.

Failure to comply with these notice requirements may result in a penalty imposed by the Department. The Department may reduce the amount of the benefit by 25 percent in accordance with OAR 471-070-1310(10).

Concurrent Use of District-Provided Paid Leave^{11}

The district [allows^{12}] employees to use all or a portion of employer-provided paid leave in addition to receiving PLO benefits. [Example:

An employee applies and is approved for PLO for a personal serious medical condition, which also qualifies for OFLA leave. The Department determines that the rate of pay will be 75 percent of the employee's regular salary. The employee will be allowed to use available district-provided paid leave (sick, vacation or otherwise) for days that PLO is received. Because of the overlap with OFLA leave, the employee will be able to choose how much other paid leave to use (which may result in the employee receiving more than 100 percent of their typical salary).]

Return to Work

⁹ An eligible employee who takes safe leave shall give the employer reasonable advance notice of the individual's intention to take safe leave, unless giving the advance notice is not feasible. If other leave also applies (OFLA, FMLA, etc.), notice requirements for those types of leave may also apply.

¹⁰ {A district requiring written notice must outline the requirements in policy and procedures. A copy of the written policy and procedure must be provided to all eligible employees at the time of hire and each time the policy and procedure changes and in the language that the employer typically uses to communicate with the employee.}

¹¹ {Consider any bargaining requirements prior to adopting this language.}

¹² {See Oregon [Bureau of Labor and Industries opinion letter](#), April 7, 2023. Because most PMFLI leave will also qualify for OFLA leave, OSBA recommends allowing the employee to use employer-provided paid leave for all PMFLI. A decision to not allow employees to use employer-paid leave could apply to situations eligible for PMFLI leave, but not OFLA leave.}

Upon completion of leave, the employee is entitled to return to the position held in the district prior to the leave, if that position still exists and if the employee had been employed in the district for 90 days prior to taking leave.¹³ [*For districts with 25 or more employees:*] If the position no longer exists, the employee is entitled to a position equal to their previous position, with equal benefits, pay and other terms and conditions of employment. [*For districts with fewer than 25 employees:*] If the position no longer exists, the employee may be placed in a different position with similar job duties and benefits and pay equal to the previous position.]

Communications Between the District and the Department

Upon receipt of an application or update in information from a district employee for PLO, the Department will notify the district. The district may provide additional information to the Department within 10 days. This information may include, but is not limited to, information about the employee's notice to the district or verification of the employee's continued employment with the district. If the district does not report such information to the Department, the Department will proceed using available information. The district can provide additional information to the Department as it becomes available.

If the Department requests additional information from the district, the district will respond within 10 calendar days.

Once the Department has issued a decision regarding an application submitted by an employee of the district, the Department will notify the district regarding the approval or denial and any applicable dates and periods of leave.

District Notice to Employees

At the time of hire and each time the policy or procedure changes, the district must provide notice to employees. This notice must be in the language that the employer typically uses to communicate with employees and will include:

1. The right of an eligible employee to claim and receive family and medical leave insurance benefits;
2. The procedure for filing a claim for benefits;
3. That an eligible employee must provide notice to the district before the employee commences leave, and a description of the penalties for failure to comply with the notice requirements;
4. The right of an eligible employee to job protection and benefits continuation;
5. The right of an eligible employee to appeal a decision or determination made by the Department director;
6. That discrimination and retaliatory personnel actions against an employee for inquiring about the PFMLI or PLO program, giving notification of leave under the program, taking leave under the program or claiming PFMLI or PLO benefits are prohibited;

¹³ If the employee's leave also qualifies for OFLA/FMLA protection, see also Board policy GCBDA/GDBDA - Family Medical Leave and its accompanying administrative regulations.

7. The right of an employee to bring a civil action or to file a complaint for violation of ORS 657B.060 or 657B.070; and
8. That any health information related to family leave, medical leave or safe leave provided to the district by an employee is confidential and may not be released without the permission of the employee unless state or federal law or a court order permits or requires disclosure.¹⁴

The district will display the Department's notice poster in an area that is accessible to and regularly frequented by employees in each building or worksite. The district will provide this notice poster to employees working remotely by hand delivery, regular mail or through an electronic delivery method at the time of hire or assignment to remote work.

District Filings

The district will file the Oregon Quarterly Tax Report, the Oregon Employee Detail Report and any other reports required by law. If the district fails to submit required filings or report, or fails to pay all required contributions, the district may be penalized in accordance with OAR 471-070-8520.

{For districts with fewer than 25 employees:} [The district may apply for an assistance grant.¹⁵]

Employee Protections

No employee or prospective employee will be discriminated or retaliated against for inquiring about PFMLI or PLO, giving notification of leave under PLO, taking PLO leave or claiming PLO benefits. Eligible employees have a right to file a complaint and/or bring a civil action for violations of ORS 657B.060 or ORS 657B.070.

Any health information related to family leave, medical leave or safe leave provided to the district by an employee is confidential and may not be released without the permission of the employee unless state or federal law or a court order permits or requires disclosure.

¹⁴ Paid Leave Oregon has provided a model notice, <https://paidleave.oregon.gov/DocumentsForms/Paid-Leave-ModelNotice-Poster-EN.pdf>.

¹⁵ See OAR 471-070-3705 - 3710 for eligibility requirements and application.

2025-2026 Schedule
Memorandum of Understanding
Between
Coquille Education Association
And
Coquille School District

This Memorandum of Understanding ("MOU") is entered into by and between the Coquille School District (hereinafter referred to as "the District") and the Coquille Education Association (hereinafter referred to as "the Association"), collectively referred to as "the Parties."

- 1. CVE Schedule:** The district and the association mutually agree to implement the attached schedule for 2025-26 and the 2026-27 school year for the 5th and 6th grade at Coquille Valley Elementary (CVE). The District has the right to make minor changes to the schedule with mutual agreement from the association.
- 2. SPED:** Starting August 2025, SPED and intervention will be provided support for the new schedule as follows:
 - a. Intervention will still be provided a total of two (2) 1.0 FTE Educational Assistants for Math and Reading Intervention.
 - b. If additional resources become available and any new positions are created in the District SPED positions as follows will be given priority consideration:
 - i. If ALS has another rotating schedule to factor into their schedule, they will be provided one more 1.0 FTE EA to provide push-in support. Any new EA would need to have training to appropriately service students in the Life Skills classroom.
 - ii. Resource may have multiple grade levels and multiple subjects with high need students at one time. Another 1.0 FTE EA support will be provided for a total of 3 EAs.
- 3. Additional Endorsements:** 5th grade multiple subject teachers who are reassigned to 5 Grade Single Subject ELA, Math and Science Teachers who must obtain endorsements will receive the following:

- a. Paid study time for a maximum of 15 hours.
- b. Paid travel expenses related to obtaining endorsements (if needed for locations outside Coquille).
- c. District to pay for up to three (3) tests/retakes and all state mandated costs that may be necessary for our current teachers to obtain newly required endorsements. District will also pay for Conditional Assignment Permit and new endorsement fees through TSPC.
- d. District will accept study time, coursework, and any other learning requirements to be a bonafide replacement for professional development in the form of Flipped PD.
- e. Endorsement exam study guide for new endorsement will be funded by the district and will be separate from current tuition reimbursement.
- f. Teachers will receive a paid day(s) off for the day of the test(s).
- g. Teachers will be given one (1) calendar year to complete the endorsement requirements. Teachers who fail to receive endorsement will retain a paid position in the District at their current FTE and pay level.

4. Physical Education for CVE will have an EA provided if two classes are combined.

5. Any future changes (that occur for the life of the current collective bargaining agreement) in the attached 5th grade CVE schedule and/or the overall structure of the CVE schedule in any grade level (change in educational model) shall use the following procedure prior to implementation:

- a. A Scheduling Committee including at least three administrators, four educators, and four impacted parent/guardians shall be formed to develop, evaluate, and determine changes. The committee could research the potential impacts of potential schedule changes based on performance data, best practices, and feedback from educators. Any modifications to schedules will be based on clear evidence, with full participation from the district, association, and community, ultimately prioritizing what is best for student success and teacher effectiveness.
- b. At the request of the District or the Association, the Committee shall meet at least monthly for a duration of six (6) months, unless a different schedule of meetings is mutually agreed to. Agreement must be reached in April in the school year prior to implementation.
- c. The committee will present any changes they reviewed, if needed when the current Collective Bargaining Agreement (CBA) is open for negotiation in the spring of 2027.

- d. For meetings held by the District with educators in groups or individual meetings to discuss potential or implemented schedule changes the District will notify the member that they can bring union representation to the meeting at their request.

6. Reassignment of teachers directly impacted by the schedule change attached will follow the current collective bargaining agreement Article 16.C.3 "when reassignment is necessary, a teacher's area of competence, major or minor field of study and length of service in the Coquille School District shall be considered." When the administration meets with other educators on reassignment, union representation will be present, unless representation is directly declined in writing by the educator in a notice to the association and management. Due to the schedule change for the 2025-2026 school year, teachers moving classrooms will receive a one-time stipend equivalent to their daily rate.

7. June 3 Workday: The District agrees to provide all licensed staff one (1) paid non-student workday on June 3, 2025. This day shall be designated as a non-contact day, free from student responsibilities, meetings, or mandatory training. The purpose of this day is to allow educators adequate time to develop, revise, and prepare lesson plans necessary for the completion of the 2024-2025 school year. Educators shall be granted full professional discretion in how they utilize this time to meet the instructional and planning needs of their students. For the first 90 minutes educators will be provided association leave free of management observation to meet in the CVE Library for presentation of this agreement, discussion, and ratification vote.

8. Flex Day: Employees who completed grading or other work outside of normal contract hours shall be allowed to utilize flex time on June 9, 2025 for all time worked to a maximum of eight hours.

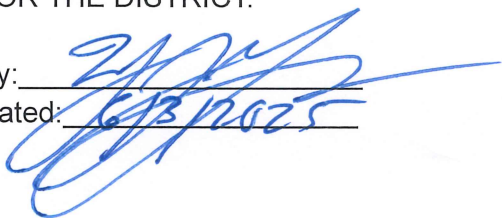
9. Grievances and Potential Discipline: The parties will withdraw the January 20th grievance and the second and third grievance alleging violations of Article 13 and 16 and cancel the associated Arbitration scheduled for August 12, 2025. No educators will be disciplined or retaliated against for errors, or altered work performance, for their check-out process, and final work duties of the school year, that occurred due to this agreement and/or the District's changes in end of year processes. Each party shall otherwise be responsible for its respective share of the arbitrator's cancellation fee, attorney fees and costs. The Employer shall follow all parts of the current collective bargaining agreement where not modified by this MOU.

10. Strike Notice: The Association agrees to withdrawal of the strike notice pending ratification by the Association members.

FOR THE DISTRICT:

By: _____

Dated: _____



FOR THE ASSOCIATION:

By: _____

Dated: _____



6/3/2025

5th Grade Schedule

	Teacher 1		Teacher 2		Teacher 3	
8:50-9:25	Music/SEL/Health	35	Music/SEL/Health	35	Group 3	35
9:25 - 10:05	Group 1	40	Group 2	40	Music/SEL/Health	40
10:05-10:20	Recess	15m	Recess	15m	Recess	15m
10:25-10:50	Group 1	25	Group 2	25	Group 3	25
10:55-12:00	Group 2	65	Group 3	65	Group 1	65
12:00 - 12:30	Lunch	30m	Lunch	30m	Lunch	30m
12:35-12:55	Group 3	20	Group 1	20	Group 2	20
12:55-1:30	PE Group 3	35	PE Group 1	35	Group 2	35
1:35-2:15	Group 3	40	Group 1	40	PE Group 2	40
2:20-3:12	Enrichment	52	Enrichment	52	Enrichment	52

OSBA Model Sample Policy

Code: GCBDF/GDBDF-AR
Revised/Reviewed:

Paid Family Medical Leave Insurance (PFMLI)

{Highly recommended administrative regulation (AR). This AR is for use only with Version 1 of policy GCBDF/GDBDF - Paid Family Medical Leave Insurance * and is not intended to be used with an equivalent plan. OSBA does not recommend simply replacing “Employment Department” with the name of the entity administering an equivalent plan.}

Application

Employees may submit applications for Paid Leave Oregon (PLO) to the Oregon Employment Department (“Department”).¹ Applications may be submitted up to 30 days prior to the start of the leave and up to 30 days after the start of the leave.² The Department may require verification from the employee.³ The Department will make all decisions regarding acceptance and denial of an application, including determining the amount of the benefit.⁴ The district cannot accept, file, process or make decisions on applications.

An employee may appeal an approval or denial of claim, the amount of a weekly benefit or a disqualification from receipt of benefits to the Department in accordance with Oregon Revised Statute (ORS) 657B.410 and Oregon Administrative Rule (OAR) 471-070-8005.

Employee Notice to District

If the leave is foreseeable⁵, the employee must provide the district with written notice⁶ at least 30 calendar days prior to the leave.^{7} If the leave is not foreseeable⁸ the employee must give oral notice to the district

¹ For application requirements see Oregon Administrative Regulation (OAR) 471-070-1100. Applications can be submitted at <https://frances.oregon.gov/>.

² Exceptions may be granted when the applicant can demonstrate good cause for late submission.

³ See verification requirements in OAR 471-070-1110 - OAR 471-070-1130.

⁴ The benefit may be less than the employee’s salary. See ORS 657B.050.

⁵ Examples of foreseeable leave include, but are not limited to, an expected birth, planned placement of a child, or a scheduled medical treatment for a serious health condition of the eligible employee or a family member of the eligible employee. See OAR 471-070-1310.

⁶ Written notice includes, but it not limited to, handwritten or typed notices, and electronic communication such as text messages and email.

⁷ {OAR 471-017-1310(6)} states “An employer that requires eligible employees to provide a written notice before the eligible employee commences leave, must outline the requirements in the employer’s written policy and procedures.”}

⁸ Leave circumstances that are not foreseeable include, but are not limited to, an unexpected serious health condition of the eligible employee or a family member of the eligible employee, a premature birth, an unexpected adoption, an unexpected foster placement by or with the eligible employee, or for safe leave.

within 24 hours of the start of the leave, and must provide written notice within 3 days after the start of leave.⁹ The district requests as much advanced notice as possible.

The notice must include:

1. The employee's first and last name;
2. Type of leave;
3. Explanation of the need for leave; and
4. Anticipated timing and duration of leave, including if it is continuous or intermittent.

Notice need only be given one time, but the employee shall notify the district as soon as practicable if dates of scheduled leave change, are extended, or were initially unknown. This notice does not need to mention PFMLI or PLO to satisfy the notice requirements.^{10} Notice may be provided by another party on behalf of the employee in accordance with state law.

Failure to comply with these notice requirements may result in a penalty imposed by the Department. The Department may reduce the amount of the benefit by 25 percent in accordance with OAR 471-070-1310(10).

Concurrent Use of District-Provided Paid Leave^{11}

The district [allows^{12}] employees to use all or a portion of employer-provided paid leave in addition to receiving PLO benefits. [Example:

An employee applies and is approved for PLO for a personal serious medical condition, which also qualifies for OFLA leave. The Department determines that the rate of pay will be 75 percent of the employee's regular salary. The employee will be allowed to use available district-provided paid leave (sick, vacation or otherwise) for days that PLO is received. Because of the overlap with OFLA leave, the employee will be able to choose how much other paid leave to use (which may result in the employee receiving more than 100 percent of their typical salary).]

Return to Work

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¹⁵ See OAR 471-070-3705 - 3710 for eligibility requirements and application.

Intradistrict Transfers

Overview

This policy governs both elementary and secondary student transfers within the Coquille School District. It ensures clarity, equity, and student-centered decision-making while aligning with district goals, staffing capacity, and program availability.

Voluntary Transfer Requests

Junior Senior High School 7-12

Voluntary transfer requests from CJSHS to WLS will be reviewed by the CJSHS school administration as they occur. Requests to transfer will be summarily granted for students that are in their junior or senior year that are credit deficient¹ and cases where a student's documented health condition precludes them from regular school attendance.

If a student does not meet the above criteria, they can apply for transfer with the District Office within our two transfer window opportunities, the month of August and the month of December. The District Office transfer committee will review the application and make a transfer determination. If the student is granted a transfer, they will be transferred at the beginning of the academic school year in September or at the beginning of the 2nd semester in January. If a transfer request is denied, they will be notified in writing.

Elementary School (Grades K-6)

Voluntary intradistrict transfer requests (from CVE to WLE or LSEL to WLE) can be applied to the district office within our two transfer window opportunities, the month of August and the month of December. If the student is granted a voluntary transfer, they will be transferred at the beginning of the academic school year in September or at the beginning of the 2nd Semester in January. If a transfer request is denied, they will be notified in writing.

Transfer Application Process

A transfer request can be made by a parent, guardian or adult student. The committee will fully review each case in detail, so written or email requests are preferred. Verbal requests over the phone will also be considered.

The committee will consider the following factors:

1. Academic progress
2. Career/postsecondary goals
3. Attendance and discipline records
4. Extracurricular activity participation
5. Educational program fit
6. Sibling enrollment

7. Participation in Special Programs
8. Health or safety needs
9. Other student factors
10. Input from student, parents or staff members

To complete the transfer process all materials must be returned and all fees paid up to date.

Involuntary Transfers

Junior Senior High School 7-12

The school administration retains the right to transfer students involuntarily to WLS for severe attendance issues, severe credit deficiency or severe discipline incidents.

Elementary School (Grades K-6)

The school administration retains the right to transfer students involuntarily to WLE for severe attendance issues or severe disciplinary incidents.

Conditions

Approval is contingent on space availability, staffing, and program suitability.

Transportation is the responsibility of the parent/guardian within the one-mile radius of the school campus.

Appeals

Appeals of denied transfers must be submitted in writing to the superintendent within 10 business days of notification. Decisions will be reviewed based on district policy and communicated within 10 business days.

Student Discipline**

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.

The major objectives of the district discipline program are to teach the following fundamental concepts for living:

1. Understanding and respect for individual rights, dignity and safety;
2. Understanding and respect for the law, Board policies, administrative regulations and school rules;
3. Understanding of and respect for public and private property rights.

The Board seeks to ensure a school climate which is appropriate for learning and which assures the safety and welfare of personnel and students. The superintendent will develop procedures whereby those students who disrupt the educational setting or who endanger the safety of others, will be subject to disciplinary sanctions that are age appropriate, and to the extent practicable, use approaches that are shown through research to be effective to correct behavioral problems, while supporting a students' attendance to school and classes. Examples include, but are not limited to, reprimands, conferences, detention and denial of participation in cocurricular and extracurricular activities. Titles and/or privileges available to or granted to students may be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.). The superintendent may propose alternative programs of instruction or instruction combined with counseling prior to a student's expulsion or a student leaving school in accordance with law.

The district shall enforce consistently, fairly and without bias all student conduct policies, administrative regulations and school rules.

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion. The district will ensure careful consideration of

the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law.

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

Students with disabilities shall be disciplined in accordance with federal law and Board policy JGDA - Discipline of Students with Disabilities and accompanying administrative regulation.

Parents, students and employees shall be notified by handbook, code of conduct or other document of acceptable behavior, behavior subject to discipline and the procedures to address behavior. These procedures will include a system of consequences designed to correct student misconduct and promote acceptable behavior.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 332.061](#)
[ORS 332.072](#)
[ORS 332.107](#)

[ORS 339.115](#)
[ORS 339.240 to -339.280](#)
[ORS 659.850](#)

[OAR 581-021-0045](#)
[OAR 581-021-0050 to -0075](#)

Tinker v. Des Moines Sch. Dist., 393 U.S. 503 (1969).

Shorb v. Grotting and Powers Sch. Dist., Case No. 00CV-0255 (Coos County Circuit Ct.) (2000).

Ferguson v. Phoenix Talent Sch. Dist. #4, 172 Or. App. 389 (2001).