HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS
Administration Center, 3083 NE 49th Place, Hillsboro, OR 97124

Board Meeting Agenda
Tuesday, November 18, 2025
5:15 PM

Please note that the estimated times for specific items on Board meeting agendas are subject to change; if audience members wish to be present for specific agenda items, they are encouraged to arrive at least 15 minutes prior to the estimated time. A livestream link can be found at the top of the hsd website: https://www.hsd.k12.or.us/ on the morning of the meeting.

1. **5:15 PM - Executive Session**
   - A. Call to Order Executive Session
     Presenter: Ivette Pantoja
     Time: 5:15 PM
   - B. ORS 192.660(2)(e) - Real Property Transaction
     Presenter: Scott Harrison
     Time: 5:15 PM, 15 minutes
   - C. Recess Executive Session
     Presenter: Ivette Pantoja
     Time: 5:30 PM
2. **5:30 PM - Work Session**
   - A. Call to Order
     Presenter: Ivette Pantoja
     Time: 5:30 PM
   - B. Discuss Budget Committee Applications / Introduce Applicants 4
     Presenter: Scott Harrison
     Time: 5:30 PM, 15 minutes
   - C. General Obligation Bond Issue and Operation Levy 5
     Presenter: Scott Harrison
     Time: 5:45 PM, 45 minutes
   - D. Western Washington County Joint Accountability and Advocacy Visit 6
     Presenters: Ivette Pantoja / Travis Reiman / Brooke Nova
     Time: 6:30 PM, 15 minutes
   - E. Recess Work Session
     Presenter: Ivette Pantoja
     Time: 6:45 PM
3. **7:00 PM - Regular Session**
   - A. Call to Order and Flag Salute
     Presenter: Ivette Pantoja
     Time: 7:00 PM, 5 minutes
   - B. Land Acknowledgment 7
     Presenter: Ivette Pantoja
     Time: 7:05 PM, 5 minutes
   - C. Approval of Agenda
     Presenter: Ivette Pantoja
     Time: 7:15 PM, 5 minutes
     SAMPLE MOTION: ***I move that the Board of Directors approve the agenda as printed.***

D. Consent Agenda
Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.
Presenter: Ivette Pantoja
Time: 7:20 PM, 5 minutes
SAMPLE MOTION: ***I move that the Board of Directors approve the Consent Agenda as printed***

1. Approve Minutes of October 28, 2025, Board Meeting 8
2. Approve Routine Personnel Matters
3. Accept Gifts and Donations 15
4. Approve Policies 16
   a. G - Personnel
      1) GCBDE/GDBDE: Military Leave of Absence 17
         Presenter: Kona Lew-Williams
   b. J - Students
      1) JECA: Admission of Resident Students 19
         Presenter: Audrea Neville

E. Audience Time
Presenter: Ivette Pantoja
Time: 7:25 PM, 5 minutes

F. Reports

1. First Reading - New Course Approval - AP African American Studies 22
   Presenters: Brooke Nova / Becky Kingsmith
   Time: 7:30 PM, 15 minutes
2. Financial Report 23
   Presenter: Scott Harrison
   Time: 7:45 PM, 5 minutes
3. Addressing Current Events 28
   Presenters: Francesca Sinapi / Beth Graser
   Time: 7:50 PM, 15 minutes

G. Action Items

1. Appoint Budget Committee Members 29
   Presenter: Scott Harrison
   Time: 8:05 PM, 5 minutes
   SAMPLE MOTION: I move that the Board of Directors appoint the slate of candidates identified during the work session to the vacant positions on the Budget Committee as follows:

- ***Appoint _____ to position 2, which expires on June 30, 2026.***
- ***Appoint _____ to position 5, which expires on June 30, 2028.***
- ***Appoint _____ to position 6, which expires on June 30, 2028.***
- ***Appoint _____ to position 7, which expires on June 30, 2028.***

2. Real Property - Purchase and Sale Agreement Final Approval 31
   Presenter: Scott Harrison
   Time: 8:10 PM, 5 minutes
   SAMPLE MOTION: ***I move that the Board of Directors approve the purchase and sale agreement as negotiated.***

H. Policies - First Reading 32
Policies that are scheduled for first reading are included in the Board meeting packet. Staff members will not formally present the first reading of policies, unless the Board requests information that is not already included in the Board meeting packet. If no public comments or questions are received regarding these policies during the review period, they may

be placed on the consent agenda for approval during the next regular meeting.
Presenter: Travis Reiman
Time: 8:15 PM, 5 minutes

1. G - Personnel
    a. GCBD/GDBD: Leaves and Absences 33
    Presenter: Kona Lew-Williams
    b. GCBDC: Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave (Safe Leave) 35
    Presenter: Kona Lew-Williams
2. J - Students
    a. JBA/GBN: Sexual Harassment 39
    Presenter: Kona Lew-Williams

I. Information - Administrative Regulation Update 48

1. G - Personnel
    a. GBNA-AR: Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying Reporting Procedures - Staff 49
    Presenter: Kona Lew-Williams
    b. GCBDC/GDBDC-AR: Request for Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave 53
    Presenter: Kona Lew-Williams
2. J - Students
    a. JBA/GBN-AR(1): Sexual Harassment Complaint Procedure 55
    Presenter: Kona Lew-Williams
    b. JBA/GBN-AR(2): Federal Law (Title IX) Sexual Harassment Complaint Procedure 60
    Presenter: Kona Lew-Williams

J. HCU / HEA Reports
Presenter: Ivette Pantoja
Time: 8:20 PM, 10 minutes

K. Discussion Time
Presenter: Ivette Pantoja
Time: 8:30 PM, 15 minutes

1. OSBA Conference Report
2. Student Representatives' Time
3. Superintendent's Time
4. Board of Directors' Time

L. Adjourn Board Meeting
Presenter: Ivette Pantoja
Time: 8:45 PM

M. Next Meetings of the Board of Directors:
• December 9, 2025, Board Work / Regular Session
• January 13, 2026, Board Work Session

The Board meeting packet may be found on the District website: https://www.hsd.k12.or.us/board.

This meeting will be held in English. If you need interpretation services in another language, please contact our Language Liaisons Department by email at languageliaisons@hsd.k12.or.us or by calling 503-844-1429, at least 48 hours before the meeting.

HILLSBORO SCHOOL DISTRICT 1J
November 18, 2025
DISCUSS BUDGET COMMITTEE APPLICATIONS / INTRODUCE APPLICANTS

SITUATION

State law and policy DBEA provide for the establishment of a Budget Committee to review the District's proposed budget. The Hillsboro School District Budget Committee consists of seven members appointed by the Board, plus the seven elected Board members. To be eligible for appointment, Budget Committee members must live and be registered to vote in the District, and must not be officers, agents, or employees of the District. The appointed positions are for three-year terms, with staggered expiration dates.

Budget Committee positions 5, 6, and 7 are currently vacant. Position 2 was held by a former EEAC member who has resigned from both committees. (Oregon law provides that if an appointive member is unable to serve the full term for which the member was appointed, or an appointive member resigns prior to completion of the term, the governing body shall fill the vacancy by appointment for the unexpired term (ORS 294.414).)

POSITION	EXPIRES	WAS HELD BY	NOTES
2	June 20, 2026	VACANT	Position 2 was held by an EEAC member who has resigned from both committees.
5	June 30, 2028	VACANT	Position 5 has been vacant for an extended period of time.
6	June 30, 2028	VACANT	Position 6 has been vacant for an extended period of time.
7	June 30, 2028	VACANT	Position 6 is vacant.

Vacancies on the Budget Committee were publicly announced in June, and applications were received through November 17, 2025. The following candidates submitted applications:

- Dinuka Karunaratne (new applicant)
- Robert Knoke (new applicant)
- Maria Mondragon-Almy (new applicant)
- Paul Sander (new applicant)

During tonight's work session, the Board will review the Budget Committee applications, and applicants will have an opportunity to share an interest statement. The Board will then select candidates for appointment during the regular session.

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the Budget Committee applications, meet the applicants, and select candidates for appointment.

HILLSBORO SCHOOL DISTRICT 1J
November 18, 2025
GENERAL OBLIGATION BOND ISSUE AND OPERATING LEVY

SITUATION

Hillsboro School District CFO, Scott Harrison has invited Lauren MacMillian, Managing Director from Piper Sandler to present to the Board on the underwriting plans for the 2026-27 GO bond including their latest analysis on rates and potential proceed estimates. They will also briefly discuss Hillsboro School District current levy rates vs nearby districts and discuss the impact of a potential local option levy in future years as the Board has indicated interest in this area.

RECOMMENDATION

The Superintendent recommends that the Board Members listen to the presentation and ask any questions they have about the upcoming bond issue.

HILLSBORO SCHOOL DISTRICT 1J
November 18, 2025
WESTERN WASHINGTON COUNTY JOINT ACCOUNTABILITY AND ADVOCACY VISIT

SITUATION

One of the Board's identified priorities is legislative advocacy. HSD Board Chair Ivette Pantoja worked with FGSD Board Chair Kristy Kottkey to engage with legislators and elected officials while visiting both districts on November 12, 2025. The purpose was to identify common priorities and challenges while emphasizing the long-term impact of consistent, supportive policy on student success. Visits to Forest Grove School District and Hillsboro School District highlighted how both districts align multilingual programs, career-connected learning, and CTE pathways to support students and meet workforce needs. Tonight, the Board will review and discuss the visit and share how the information informs their advocacy message headed into the short legislative session.

RECOMMENDATION

The Superintendent recommends the Board of Directors listen to the report and discuss.

HILLSBORO SCHOOL DISTRICT 1J
BOARD OF DIRECTORS 2024-2025
LAND ACKNOWLEDGEMENT

As we gather here today, we would like to take a moment to acknowledge that our district service area is on the occupied traditional homelands of the Atfalati Indigenous people, lands we now call Washington County and the State of Oregon.

We honor the Indigenous people whose traditional and ancestral homelands we stand on the Tualatin Kalapuya, Kathlamet, Clackamas, Tumwater, Molalla, bands of the Chinook and many other Indigenous nations of the Columbia River.

In remembering these communities, we honor their legacy, their lives, and their ancestors. We also recognize the urban Indigenous/Native/First Peoples community living in the metro area, which includes over 400 tribal nations.

The Hillsboro School District is committed to the recognition and education regarding tribal and local history and working with our local tribes in partnership.

DRAFT

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
October 28, 2025
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. *EXECUTIVE SESSION*

Board Present:	Staff Present:
Ivette Pantoja, Chair	Travis Reiman, Superintendent
See Eun Kim, Vice Chair	Audrea Neville, Assistant Superintendent, School Performance
Yessica Hardin Mercado	Brooke Nova, Assistant Superintendent, Academic Services
Patrick Maguire	Beth Graser, District Communications Officer
Katie Rhyne	Kona Lew-Williams, District Human Resources Officer
Nancy Thomas	Francesca Sinapi, District Equity, Access, Engagement Officer
Mark Watson	Saideh Haghighi Khochkhou, District Operations Officer
	Scott Harrison, Chief Financial Officer
	Rose Roman, Executive Assistant to the Superintendent

A. Call to Order Executive Session
Board Chair Ivette Pantoja called the meeting to order at 5:16 PM and moved the Board into executive session under 192.660(2)(d) - Labor Negotiator Consultation.

B. ORS 192.660(2)(e) - Real Property Transaction
Superintendent Travis Reiman introduced the topic, Assistant Superintendent Brooke Nova, Chief Financial Officer Scott Harrison, and District Operations Officer Saideh Haghighi Khochkhou provided additional information. Board members asked questions and made comments.

C. Recess Executive Session
Board Chair Ivette Pantoja moved the Board out of Executive Session and recessed the meeting at 5:47 PM.

2. *WORK SESSION*

Board Present:	Staff Present:
Ivette Pantoja, Chair	Travis Reiman, Superintendent
See Eun Kim, Vice Chair	Audrea Neville, Assistant Superintendent, School Performance
Yessica Hardin Mercado	Brooke Nova, Assistant Superintendent, Academic Services
Patrick Maguire	Beth Graser, District Communications Officer
Katie Rhyne	Kona Lew-Williams, District Human Resources Officer
Nancy Thomas	Francesca Sinapi, District Equity, Access, Engagement Officer
Mark Watson	Saideh Haghighi Khochkhou, District Operations Officer
	Scott Harrison, Chief Financial Officer
Student Representatives Present:	Derek Brown, District Information Technology Officer
Nicole Ayala Congachi	Gina McLain, Director of Teaching and Learning
Hazel Cleveland	Becky Kingsmith, Director of Teaching and Learning
	Jeff Jones, Director of Business Services
	Jess Nies, Secondary Tech TOSA
	Angela Adzima, Elementary Tech TOSA
	Rose Roman, Executive Assistant to the Superintendent
	Ciara Hartzell, Technology Support
	Manuel Cota Gomez, Technology Support
	David Eggleston, HCU President

A. Call to Order
Board Chair Ivette Pantoja called the meeting to order at 5:54 PM

B. AI (Artificial Intelligence) in HSD Update
Assistant Superintendent Audrea Neville introduced the topic. Director of Teaching and Learning Gina McLain discussed the agenda for the presentation, generative AI guidance, benefits for teachers, and Amira. Director of Teaching and Learning Becky Kingsmith discussed the equity focus, instructional framework, and benefits for students. Secondary Tech TOSA Jess Nies defined what AI is, what AI use looks like in HSD, and Magic School AI. Elementary Tech TOSA Angela Adzima discussed HSD approved AI tools. Board members asked questions and made comments.

C. Statewide Assessment Update
Assistant Superintendent Audrea Neville discussed key points about statewide assessment, participation rates in HSD, HSD student achievement, student achievement by group, ELPA proficiency rates, gave a look ahead, chronically absent test grade, 3rd grade ELA, 8th grade Math, and shared data on chronically absent communication sent out this Fall. Superintendent Travis Reiman provided additional information on Smarter Balance Assessment Data.

D. Recess Work Session
Board Chair Ivette Pantoja recessed at 7:03 PM.

3. REGULAR SESSION

Board Present:	Staff Present:
Ivette Pantoja, Chair	Travis Reiman, Superintendent
See Eun Kim, Vice Chair	Audrea Neville, Assistant Superintendent, School Performance
Yessica Hardin Mercado	Brooke Nova, Assistant Superintendent, Academic Services
Patrick Maguire	Beth Graser, District Communications Officer
Katie Rhyne	Kona Lew-Williams, District Human Resources Officer
Nancy Thomas	Francesca Sinapi, District Equity, Access, Engagement Officer
Mark Watson	Saideh Haghighi Khochkhou, District Operations Officer
	Scott Harrison, Chief Financial Officer
Student Representatives Present:	Derek Brown, District Information Technology Officer
Nicole Ayala Congachi	Jeff Jones, Director of Business Services
Hazel Cleveland	Rose Roman, Executive Assistant to the Superintendent
	Ciara Hartzell, Technology Support
	Mary Kay Babcock, HEA President
	David Eggleston, HCU President
	Angela Adzima, HEA Vice President

A. Call to Order and Flag Salute
Board Chair Ivette Pantoja reconvened the meeting at 7:12 PM and led the Pledge of Allegiance.

B. Land Acknowledgement
Board Chair Ivette Pantoja read the Land Acknowledgement.

C. Recognitions / Proclamations

1. Native American Heritage Month
Director Mark Watson read the Native American Heritage Month Proclamation.

2. American Education Week
Director See Eun Kim read the American Education Week Proclamation.

3. National Education Support Professionals Day
Director Patrick Maguire read the National Education Support Professionals Day Proclamation.

D. Approval of Agenda
Director Mark Watson MOVED, SECONDED by Director Nancy Thomas, to approve the agenda as printed.

The MOTION CARRIED (7-0). No objection was heard, approved by unanimous consent – Director Yessica Hardin Mercado, Director Patrick Maguire, Director Katie Rhyne, Director Nancy Thomas, Director Mark Watson, Vice Chair See Eun Kim, and Chair Ivette Pantoja voted to approve.

No further discussion took place.

E. Consent Agenda

Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.

Director Katie Rhyne MOVED, SECONDED by Director Nancy Thomas, to approve the Consent Agenda as printed.

The MOTION CARRIED (7-0). No objection was heard, approved by unanimous consent – Director Yessica Hardin Mercado, Director Patrick Maguire, Director Katie Rhyne, Director Nancy Thomas, Director Mark Watson, Vice Chair See Eun Kim, and Chair Ivette Pantoja voted to approve.

No further discussion took place.

Consent Agenda items were as follows:

1. Approve Minutes of September 23, 2025, Board Meeting
2. Approve Minutes of October 14, 2025, Board Meeting
3. Approve Routine Personnel Matters
4. Approve Policies
    a. A/B - Board Governance and Operations
        1) AC: Nondiscrimination
           Presenter: Audrea Neville
        2) AC-AR: Discrimination Complaint Procedure
           Presenter: Audrea Neville
    b. D - Fiscal Management
        1) DBEA: Budget Committee
           Presenter: Scott Harrison
    c. I - Instruction
        1) IGBHD: Program Exemptions
           Presenter: Audrea Neville
        2) IKF: Graduation Requirements
           Presenter: Audrea Neville
        3) IKFB: Graduation Exercises
           Presenter: Audrea Neville
    d. J - Students
        1) JFCEB: Personal Electronic Devices
           Presenter: Audrea Neville

F. Audience Time

No audience members requested to address the Board.

G. Reports and Discussions

1. October 1, 2025, Enrollment Report

   District Human Resources Officer Kona Lew-Williams discussed the October 1st enrollment report, Hillsboro Online Academy enrollment, transfers, and alternative options. Board members asked questions and made comments.

2. Strategic Plan and Integrated Guidance Update

   Assistant Superintendent Brooke Nova, District Communications Officer Beth Graser, Chief Financial Officer Scott Harrison gave an update on the Strategic Plan and Integrated Guidance.

3. Financial Report
   Chief Financial Officer Scott Harrison asked if there were any questions, which were there were none.

4. Meritorious Budget Award
   Chief Financial Officer Scott Harrison and Director of Business Services Jeff Jones presented the meritorious budget award that HSD received.

H. Action Items

1. Elect Members to Oregon School Boards Association (OSBA) Board of Directors

   Director Nancy Thomas MOVED, SECONDED by Director Mark Watson, that the Board of Directors cast its vote for *Tristan Irvin (TTSD)* for the OSBA Board of Directors, position 16.

   The MOTION CARRIED (7-0). Director Patrick Maguire, Director Katie Rhyne, Director Nancy Thomas, Director Yessica Hardin Mercado, Director Mark Watson, Vice Chair See Eun Kim, and Chair Ivette Pantoja voted to approve.

   Board members provided comment.

   Director Mark Watson MOVED, SECONDED by Director Yessica Hardin Mercado, that the Board of Directors cast its vote for *Nancy Thomas (HSD)* for the OSBA Board of Directors, position 20.

   The MOTION CARRIED (7-0). Director Patrick Maguire, Director Katie Rhyne, Director Nancy Thomas, Director Yessica Hardin Mercado, Director Mark Watson, Vice Chair See Eun Kim, and Chair Ivette Pantoja voted to approve.

   Board members provided comment.

   Director Mark Watson MOVED, SECONDED by Director See Eun Kim, that the Board of Directors cast its vote for *Becky Tymchuk (NWRESD)* for the Legislative Policy Committee Position 16.

   The MOTION CARRIED (7-0). Director Patrick Maguire, Director Katie Rhyne, Director Nancy Thomas, Director Yessica Hardin Mercado, Director Mark Watson, Vice Chair See Eun Kim, and Chair Ivette Pantoja voted to approve.

   Board members provided comment.

   Director Mark Watson MOVED, SECONDED by Director Nancy Thomas, that the Board of Directors cast its vote for *Crystal Weston (TTSD)* for the Legislative Policy Committee Position 20.

   The MOTION CARRIED (7-0). Director Patrick Maguire, Director Katie Rhyne, Director Nancy Thomas, Director Yessica Hardin Mercado, Director

Mark Watson, Vice Chair See Eun Kim, and Chair Ivette Pantoja voted to approve.
No further discussion took place.

Director Mark Watson MOVED, SECONDED by Director Nancy Thomas, that the Board of Directors cast its vote for ***Melissa Potter*** for the Legislative Policy Committee Position 15.

The MOTION CARRIED (7-0). Director Patrick Maguire, Director Katie Rhyne, Director Nancy Thomas, Director Yessica Hardin Mercado, Director Mark Watson, Vice Chair See Eun Kim, and Chair Ivette Pantoja voted to approve.

Board members discussed the candidate and provided comment.

2. Approve Division 22 Standards for Public Elementary and Secondary Schools 2024-25 Assurance Form

Director See Eun Kim MOVED, SECONDED by Director Katie Rhyne, that the Board of approve the 2024-25 Division 22 assurances and acknowledge the postponement of math materials at the elementary level and K-12 science adoption due the financial reductions.

The MOTION CARRIED (7-0). Director Patrick Maguire, Director Katie Rhyne, Director Nancy Thomas, Director Yessica Hardin Mercado, Director Mark Watson, Vice Chair See Eun Kim, and Chair Ivette Pantoja voted to approve.

No further discussion took place.

3. Surplus Acreage Sale Resolution

Director Nancy Thomas MOVED, SECONDED by Director Mark Watson, that the Board of Directors approve the purchase and sale agreement as negotiated.

The MOTION CARRIED (7-0). Director Patrick Maguire, Director Katie Rhyne, Director Nancy Thomas, Director Yessica Hardin Mercado, Director Mark Watson, Vice Chair See Eun Kim, and Chair Ivette Pantoja voted to approve.

Board members provided comment.

4. Adopt 2026-2027 School Calendar

Director Katie Rhyne MOVED, SECONDED by Director Yessica Hardin Mercado, that the Board of Directors adopt the proposed 2026-2027 calendar.

The MOTION CARRIED (7-0). Director Patrick Maguire, Director Katie Rhyne, Director Nancy Thomas, Director Yessica Hardin Mercado, Director Mark Watson, Vice Chair See Eun Kim, and Chair Ivette Pantoja voted to approve.

Board members provided comment.

I. Policies - First Reading
Superintendent Travis Reiman presented the policies for first read.

J. Information - Administrative Regulation Update
Superintendent Travis Reiman presented the administrative regulation updates.

K. HCU / HEA Reports
HEA President Mary Kay Babcock gave the HEA report.
HCU Membership Officer Ciara Hartzell gave the HCU report.

L. Discussion Time

1) Student Representatives' Time
Student representative Hazel Cleveland thanked the evening's speakers.

2) Superintendent's Time
Superintendent Travis Reiman thanked Mary Kay Babcock and her staff for her advocacy, highlighted the Latino Policy Council presentation by HSD, Cognia accreditation finale, and discussed listening session.

3) Board of Directors' Time
Director Mark Watson highlighted the Cognia presentation, National School Lunch Week, Superintendent Coffee Chats, and the upcoming Faith Luncheon.
Director Patrick Maguire thanked Superintendent Travis Reiman and union leaders for ideas on contributing to the community.
Director Yessica Hardin Mercado thanked Mary Kay for her comments and shared her reflections on I.C.E. activities in Spanish and English.
Director Nancy Thomas passed.
Director Katie Rhyne thanked Assistant Superintendent Audrea Neville for chaperoning her recent the school visits, reminded everyone to turn in their ballots by 8pm on November 4th, thanked union partners, Superintendent Travis Reiman, and fellow Board members and read a personal statement.
Board Vice Chair See Eun Kim passed.
Board Chair Ivette Pantoja thanked the Cabinet for their work, thanked fellow Board members, thanked Director Yessica Hardin-Mercado for her words, highlighted the Cognia team, and National School Lunch Week, and reminded everyone that our schools are safe.

M. Adjourn Meeting
Chair Ivette Pantoja adjourned the meeting at 8:51 PM.

HILLSBORO SCHOOL DISTRICT 1J
November 18, 2025
ACCEPT GIFTS AND DONATIONS
(as of October 31, 2025)

SITUATION

District Policy KH states that the District may receive donations of gifts that may serve to enhance and extend the work of the District, subject to Board approval. Individuals who desire to make contributions are encouraged to consider donations for equipment or services that are not likely to be acquired from public fund expenditures. The purpose of this report is to describe to the Board the donations received that are valued at $5,000 or more.

Lenox Elementary recently received a private donation of $10,000 from the friends of a teacher, John and Carol Schaus. This is an annual donation that is typically used for the food and clothing for underprivileged families.

Nutrition Services was awarded a donation from Tyson Foods in the amount of $5,000 in October. Gloria Itzela from Liberty High School was instrumental in obtaining the donation through a Tyson giveaway. Funds will be used to help with kitchen supplies, etc. at LHS.

RECOMMENDATION

The Superintendent recommends that the Board of Directors accept the donation.

HILLSBORO SCHOOL DISTRICT 1J
November 18, 2025
APPROVE POLICIES

SITUATION

The Hillsboro School District has contracted with Oregon School Boards Association (OSBA) to perform a quarterly review of the District's policy manual, and works with OSBA's policy specialist throughout the year to review all of the District's policies and administrative regulations.

Policy language must meet the following criteria:
* Legally mandated or legally wise
* Harmonize with District's existing collective bargaining agreements
* Reflect current District practice

The Superintendent and Cabinet members have reviewed the policy listed below, and presented it to the Board for First Reading on October 28, 2025:

- Policy in Section G – Personnel
  - GCBDE/GDBDE: Military Leave of Absence

- Policy in Section J – Students
  - JECA: Admission of Resident Students

RECOMMENDATION

The Superintendent recommends that the Board of Directors approve the policies.

Code: GCBDE/GDBDE
Adopted:

PROPOSED

Military Leave of Absence

Optional policy to adopt; reflects law

The district will grant military leave of absence to an employee on duty[1] with a uniformed service[2] in accordance with applicable state and federal law. An employee requesting military leave is required to provide written notice as soon as practicable following notification of military call up or reservist duty, unless precluded by military necessity.

An employee may apply for military leave[3] of absence from duties for up to 21 work days in any one training year[4] or in accordance with ORS 408.290. An employee may use any accrued vacation or similar leave during the period of service exceeding 21 days. Military leave shall be in addition to any other leave the employee is entitled.

While on military leave, the employee will receive the same benefits as other employees on leave, as well as the following:

1. The employee may continue enrollment in the district's health insurance plan. During the first 18 months of leave, the employee may be required to pay any employee contributions required of other employees on a leave of absence. If the leave extends beyond 18 months, the employee will be required to pay ~~not more than 102 percent of~~ the full premium;

2. Upon return from military service, the district ~~will~~ *may* give retroactive employer contributions to the Public Employees Retirement System on the same basis as if the employee had not left, provided the employee was an enrolled member at the time of the leave. The employee may repay any required employee contributions over a period of three times the military service leave period or five years, whichever is less.

An employee on duty with a uniformed service is entitled to reemployment for a maximum of five years, unless retained on active duty because of war or national emergency. An individual returning from military leave shall notify the district of their intent to return to the district as follows:

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[1] "Duty" means the performance of duty on a voluntary or involuntary basis in a uniformed service and includes active duty or inactive duty training, state active duty, U.S. National Guard duty, U.S. Armed Forces duty and absence to determine fitness for duty.

[2] "Uniformed service" means being a member of the U.S. National Guard, National Guard Reserve or of any reserve component of the U.S. Armed Forces, or of the commissioned corps of the U.S. Public Health Service and any other category of persons designated by the President in time of war or national emergency.

[3] The employee may use military leave without loss of time, pay or regular leave if the employee has been employed by the district for six months or more.

[4] "Training year" means the federal fiscal year for any particular unit of the National Guard or a reserve component.

1. An employee who is a veteran or reservist returning from training must only inform the district of their training obligations and report back at the next regularly scheduled working period;

2. An employee returning from active duty must notify the district of their intention to return to their former job within 90 days after the employee is relieved from duty, or from hospitalization continuing after discharge for a period of not more than one year.

An individual reemployed under this policy is entitled to the seniority and other currently existing rights and benefits the individual had when service started, plus the additional seniority and similar rights and benefits that would have been accrued if employment had been continuous.

This policy does not apply if the employee has been separated from service with a dishonorable or bad conduct discharge or under other than honorable conditions.

END OF POLICY

Legal Reference(s):

ORS 332.505
ORS 408.238
ORS 408.240
ORS 408.270
ORS 408.290
ORS 659A.082
ORS 659A.086

Consolidated Omnibus Budget Reconciliation Act of 1985, 42 U.S.C. §§ 300bb-1-300bb-8 (2024).
I.R.C., U.S.C. 26 § 4980B(f)(4) (2024).
Employment and Reemployment Rights of Members of the Uniformed Services, 38 U.S.C. §§ 4301-4334 (2024).

PROPOSED

Code: **JECA**
Adopted: 12/13
Revised/Readopted: 12/10/19; 11/17/20
Orig. Code: JECA

Admission of Resident Students**

School-age students who live within the district attendance area may attend school without paying tuition and under the following conditions:

1. All resident students between ages 5 and 19 shall be admitted free of charge to the schools of the district. Students who turn 19 years of age during the school year shall continue to be eligible for a free and appropriate public education for the remainder of the school year.

2. The district may admit an otherwise eligible person who is not receiving special education and who has not yet attained 21 years of age prior to the beginning of the current school year if the person is shown to be in need of additional education in order to receive a diploma or a modified diploma. This person may attend school without paying tuition for the remainder of the school year.

3. The district shall admit an otherwise eligible person who has not yet attained age 21 prior to the beginning of the current school year if the person is receiving special education services and:

   a. Has ~~has~~ not yet received a regular high school diploma;~~,~~ or
   b. Has ~~has~~ received a modified diploma, an extended diploma~~,~~ or a~~an alternative~~ certificate of attendance.

~~4. A student whose parent or guardian voluntarily placed the student outside the student's home with a public or private agency and who is living in a licensed, certified or approved substitute care program shall be considered a resident of the district in which the child resides because of the voluntary placement.~~

~~5.~~4. A student whose parent or guardian voluntarily placed the student outside the student's home with a public or private agency and who is living in a licensed, certified or approved substitute care program shall be considered a resident of the district in which the child's parent or guardian resides if:

   a. The student's preferences in school attendance are taken into consideration;
   b. The student's parent or guardian retains legal guardianship of the child;
   c. There is a plan for the child to return home;
   d. The voluntary placement is within 20 miles by the nearest traveled road from the school the child attended prior to the voluntary placement, unless there are physiographic conditions that make transportation to the school not feasible; and
   e. The student's parent or guardian and school staff from the school the child attended prior to the voluntary placement can demonstrate that it is in the best interest of the child to continue to attend the school the child attended prior to the voluntary placement.

Transportation for a student whose parent or guardian voluntarily placed the student outside the student's home with a public or private agency and who is living in a licensed, certified or approved substitute care programs shall be the responsibility of the student's resident district, as determined above.

~~6.~~5. Students who are military children[1] are considered resident of the district, if the district is the ~~"~~district of military residence[2]~~"~~ for the military child. Parents of military students must provide proof of residency within 10 days after the date of military transfer or pending transfer[3] indicated on the official military order.~~orders.~~

~~7.~~6. Students living in the district who have attained the age of majority are considered residents of the district unless the student has transferred to another district via interdistrict transfer or open enrollment.

~~8.~~7. Minor students living with a parent or guardian who resides in the district are considered residents of the district unless the student has transferred to another district via interdistrict transfer or open enrollment.

~~9.~~8. Students who are in foster care[4] and who are placed in the district are residents of the district of origin, unless the court determines that attending in the district of residence is in the best interest of the student.

~~10.~~9. The district may deny regular school admission to students who have become residents and who are under expulsion~~are expelled~~ from another district for reasons other than a weapons policy violation~~school districts~~.

~~11.~~10. The district shall deny regular school admission for at least one calendar year from the date of the expulsion to students who have become residents and who are under expulsion from another school district for a weapons policy violation.

END OF POLICY

Legal Reference(s):

ORS 109.056
ORS 327.006
ORS 339.115
ORS 339.133
ORS 339.134
ORS 339.139
ORS 433.267

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[1] "Military child" means a child who is in a military family covered by the Interstate Compact on Educational Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

[2] "School district of military residence" means the school district in which 1) the family of a military child intends to reside as the result of a military transfer; or 2) if the school district in which the family intends to reside is unknown, the school district in which the military installation identified in the official military order is located.

[3] "Military transfer" means the transfer or pending transfer of a parent of a military child pursuant to an official military order.

[4] "Foster care" does not mean care for children whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and for whom the child's parent or guardian retains legal guardianship.

HILLSBORO SCHOOL DISTRICT 1J
November 18, 2025
FIRST READING - NEW COURSE APPROVAL: AP AFRICAN AMERICAN STUDIES

SITUATION

Tonight, the Board of Directors will hear a presentation for a new high school course. The course has come forward from Century High School. The Community Curriculum Advisory Committee (CCAC) has provided feedback to the teacher proposing the course and will recommend that the Board consider the course for consideration. “AP African American Studies” will be presented by Ana Gonzalez Barragan, social studies and Advanced Placement teacher. The presentation will be supported by Director of Secondary Teaching and Learning, Becky Kingsmith. CCAC Co-Chair, Bhaskar Roy Bardhan, will share notes from the November CCAC meeting regarding this course. If approved, this course would be available to be offered in the 2026-2027 school year.

RECOMMENDATION

The Superintendent recommends that the Board of Directors listens to the report, asks any questions, and takes the course proposals under review.

HILLSBORO SCHOOL DISTRICT 1J
November 18, 2025
FINANCIAL REPORT

Business Office – General Update

In alignment with the Center for Educational Leadership Principal Support Framework, specifically, *Action Area 3: A Strategic Partnership Between the Central Office and Principals*, the goal of the Business Office is to deliver effective, integrated support and services that increase the ability of principals to successfully lead their schools.

Business Services

The Accounts Payable team is working on updating policies and processes to better support schools and departments efficiently and electronically. The grants team is working on finalizing required processes for ODE and the financial audit.

Payroll

The Payroll Department successfully processed all district payrolls on schedule for the month of October, including certified, classified, and supplemental runs. Total gross deductions processed for the period amounted to **$15,920,147.52**, with **$8,481,863.80** in employer-paid contributions and taxes.

Key statutory and voluntary deductions were transmitted accurately and timely, including:

- **Federal Withholding:** $1,446,276.22
- **State Withholding:** $998,758.03
- **FICA/Medicare:** $1,204,539.03 combined
- **PERS Contributions (Tier 1–3):** $750,236.01 employee and $4,445,716.70 employer bond/UAL-related
- **OEBB Health & Dental Premiums:** Over $3.6 million combined across Kaiser, Moda, and Willamette plans
- **American Fidelity (FSA, HSA, Life, Accident, Cancer):** Over $66,000 in employee-directed pre-tax and after-tax deductions
- **PenServ 403(b)/457 Investments:** More than $240,000 distributed across Vanguard, Equitable, PenSelect, AXA, and other vendors

Benefits

The Benefits Department is preparing for the upcoming **Blood Drive on December 17, 2025**, encouraging staff participation and promoting community wellness. The team will also host the next **Benefits Advisory Committee Meeting on December 20, 2025**, where upcoming benefit initiatives and employee feedback will be discussed.

Throughout the month, the department continues to **collaborate closely with HR and Payroll** to enhance the **leave management process**, ensuring alignment between OneDigital reporting, Frontline tracking, and internal reconciliation procedures.

Print Shop
We are billing about $225k for the last 3 months of outside client work. This was primarily curriculum for Portland Public Schools. We are working on setting up our system to accept their daily teacher orders. This will most likely start after Winter Break and add to the ongoing revenue.

Tech Integration
Paperless Process Initiatives:

- **Digital P-Card Log Approvals**
  A digital approval workflow for P-Card logs is being developed. Testing is still in progress. DocuWare Demo took place. Target completion is TBD based on testing outcomes.
- **Electronic Timesheets**
  Paid Extended Contracts across multiple schools and departments are being piloted. Full transition is targeted by the end of the 2025–2026 school year.
- **Records Retention Project**
  Initial assessment of paper files stored in the Facilities and Maintenance building has been completed. In-person detailed document review is taking place to determine which documents need to be shredded or scanned. Target completion is Winter 2025.

Donations Over $5,000
District Policy KH states that the District may receive donations of gifts that may serve to enhance and extend the work of the District, subject to Board approval. Individuals who desire to make contributions are encouraged to consider donations for equipment or services that are not likely to be acquired from public fund expenditures. The purpose of this report is to describe to the Board the donations received that are valued at $5,000 or more.

Lenox Elementary recently received a private donation of $10,000 from the friends of a teacher, John and Carol Schaus. This is an annual donation that is typically used for the food and clothing for underprivileged families.

Nutrition Services was awarded a donation from Tyson Foods in the amount of $5,000 in October. Gloria Itzela from Liberty High School was instrumental in obtaining the donation through a Tyson giveaway. Funds will be used to help with kitchen supplies, etc. at LHS.

Workers' Compensation Report

The table below includes workers' compensation claims reported month to date through October 31, 2025. There were 14 total claims filed with slips/trips in wet or obstructed walking areas as a significant driver.

Workers' Compensation Reports			
	2023-2024	**2024-2025**	**2025-2026**
July	2	2	3
August	3	4	7
September	14	10	16
October	6	16	14
November	5	6	
December	11	9	
January	14	14	
February	11	7	
March	4	5	
April	11	8	
May	15	8	
June	8	6	
Yearly Total:	**104**	**95**	**40**

Student Incident Report

Student incident data below is month to date through October 31, 2025. There were 101 total incidents averaging 4.8 incidents per day. October student incidents were typical for this time of year, mostly minor accidental bumps and falls during PE and recess. We'll continue reinforcing safe play and awareness as we head into the winter season.

Student Incident Reports						
	2024-25 Total Incidents	**Average Incidents Per School Day**	**Serious Injuries With 911 Transport**	**2024-25 Total Incidents**	**Average Incidents Per School Day**	**Serious Injuries With 911 Transport**
July	0	0	0	0	0	0
August	0	0	0	1	0	0
September	104	5.7	7	69	3.5	5
October	115	5.2	9	101	4.8	6
November	73	5.2	1			
December	84	5.6	4			
January	80	4.4	8			
February	69	3.8	2			
March	63	3.9	5			
April	81	3.8	4			
May	72	3.4	9			
June	17	1.8	3			
Yearly Total:	**758**	**4.3**	**52**	**170**	**4.0**	**11**

Auto Liability/Auto Damage Claims

There were eight (8) auto claims in October, three (3) have been resolved and five (5) remain open for repairs.

Procurement and Contracts

We are researching current investment strategies and meeting with investment firms to learn what our options may be in the future. This work is imperative to meeting our goal of having a solid "rainy day" fund and capitalizing on revenue from strategic investments.

Contracts between Vendors and Hillsboro School District - $150,000 and above

No new contracts that meet this threshold.

General Functions

If you would like more information or to discuss these or other Business Office items, please contact Scott Harrison at 503-844-1527 or harriojs@hsd.k12.or.us.

Revenues	July Actual	August Actual	September Actual	1st Quarter Actual	October Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Fiscal YTD 2025-26	Budget 2025-26	% of Budget	Fiscal YTD 2024-25	% of Budget
Taxes	$0.00	$0.00	$131,659.78	$131,659.78	$167,060.75	$167,060.75	$0.00	$0.00	$298,720.53	$106,500,000.00	0.28%	$300,158.46	0.29%
Interest	$39,157.30	$52,496.64	$65,398.83	$157,052.77	$35,852.86	$35,852.86	$0.00	$0.00	$192,905.63	$1,983,115.00	9.73%	$274,154.92	14.34%
Local Sources	$27,539.52	$93,619.56	$874,859.18	$996,018.26	$233,238.18	$233,238.18	$0.00	$0.00	$1,229,256.44	$8,810,315.00	13.95%	$797,431.99	17.98%
Total Local	**$66,696.82**	**$146,116.20**	**$1,071,917.79**	**$1,284,730.81**	**$436,151.79**	**$436,151.79**	**$0.00**	**$0.00**	**$1,720,882.60**	**$117,293,430.00**	**1.47%**	**$1,371,745.37**	**1.23%**
County/ESD	$0.00	$0.00	$22,018.42	$22,018.42	$0.00	$0.00	$0.00	$0.00	$22,018.42	$4,355,386.00	0.51%	$0.00	0.00%
State Sources	$27,130,019.00	$14,590,209.98	$14,590,209.98	$56,310,438.96	$14,590,209.98	$14,590,209.98	$0.00	$0.00	$70,900,648.94	$166,637,183.00	42.55%	$62,168,660.12	38.85%
Federal Sources	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	0.00%
Other Sources	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	0.00%
Beginning Balance*	$11,919,374.66	$0.00	$0.00	$11,919,374.66	$0.00	$0.00	$0.00	$0.00	$11,919,374.66	$11,372,762.00	104.81%	$10,346,207.89	57.56%
Total Revenue	**$39,116,090.48**	**$14,736,326.18**	**$15,684,146.19**	**$69,536,562.85**	**$15,026,361.77**	**$15,026,361.77**	**$0.00**	**$0.00**	**$84,562,924.62**	**$299,658,761.00**	**28.22%**	**$73,886,613.38**	**25.07%**
Expenditures													
Instruction													
Salaries	$50,818.58	$108,424.08	$9,053,487.37	$9,212,730.03	$9,175,589.72	$9,175,589.72	$0.00	$0.00	$18,388,319.75	$96,181,634.00	19.12%	$16,907,883.66	17.50%
Benefits	$19,728.72	$45,791.34	$4,941,377.17	$5,006,897.23	$5,025,448.07	$5,025,448.07	$0.00	$0.00	$10,032,345.30	$49,793,834.00	20.15%	$8,500,249.41	17.04%
Purchased Service	$815,291.05	$457,229.66	$1,095,399.32	$2,367,920.03	$1,378,061.34	$1,378,061.34	$0.00	$0.00	$3,745,981.37	$20,834,087.00	17.98%	$2,762,070.05	16.27%
Supplies/Materials	$246,147.32	$122,056.56	$282,106.44	$650,310.32	$194,190.67	$194,190.67	$0.00	$0.00	$844,500.99	$5,178,639.00	16.31%	$1,542,387.25	32.73%
Capital Purchases	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$110,866.00	0.00%	$0.00	0.00%
Other	$100,100.00	$5,605.00	$21,783.99	$127,488.99	$17,440.00	$17,440.00	$0.00	$0.00	$144,928.99	$1,547,764.00	9.36%	$84,356.85	5.34%
Total Instruction	**$1,232,085.67**	**$739,106.64**	**$15,394,154.29**	**$17,365,346.60**	**$15,790,729.80**	**$15,790,729.80**	**$0.00**	**$0.00**	**$33,156,076.40**	**$173,646,824.00**	**19.09%**	**$29,796,947.22**	**17.55%**
Support Services													
Salaries	$2,560,503.89	$2,778,543.05	$4,882,733.25	$10,221,780.19	$4,894,968.02	$4,894,968.02	$0.00	$0.00	$15,116,748.21	$63,003,759.00	23.99%	$14,136,574.33	22.58%
Benefits	$2,657,372.14	$1,538,057.77	$2,848,568.81	$7,043,998.72	$2,833,614.38	$2,833,614.38	$0.00	$0.00	$9,877,613.10	$32,617,440.00	30.28%	$7,584,138.15	23.46%
Purchased Service	$1,867,284.09	$1,453,059.68	$393,832.40	$3,714,176.17	$1,389,503.12	$1,389,503.12	$0.00	$0.00	$5,103,679.29	$13,647,364.00	37.40%	$6,337,902.06	57.61%
Supplies/Materials	$476,152.40	$653,448.80	$626,861.42	$1,756,462.62	$613,438.95	$613,438.95	$0.00	$0.00	$2,369,901.57	$3,392,267.00	69.86%	$2,897,443.30	94.89%
Capital Purchases	$164,745.41	$0.00	$0.00	$164,745.41	$8,717.00	$8,717.00	$0.00	$0.00	$173,462.41	$72,623.00	0.00%	$1,725,191.82	0.00%
Other	$240,917.02	$31,971.57	$20,606.60	$293,495.19	$2,477,282.95	$2,477,282.95	$0.00	$0.00	$2,770,778.14	$1,013,862.00	273.29%	$2,251,797.95	220.08%
Total Support	**$7,966,974.95**	**$6,455,080.87**	**$8,772,602.48**	**$23,194,658.30**	**$12,217,524.42**	**$12,217,524.42**	**$0.00**	**$0.00**	**$35,412,182.72**	**$113,747,315.00**	**31.13%**	**$34,933,047.61**	**31.75%**
Community Services													
Salaries	$21,955.44	$41,815.07	$48,268.24	$112,038.75	$43,674.69	$43,674.69	$0.00	$0.00	$155,713.44	$402,401.00	38.70%	$102,734.63	24.35%
Benefits	$12,921.74	$18,895.01	$30,315.60	$62,132.35	$29,555.74	$29,555.74	$0.00	$0.00	$91,688.09	$208,325.00	44.01%	$57,477.67	26.38%
Purchased Service	$3,628.95	$0.00	$4,860.78	$8,489.73	$8,081.13	$8,081.13	$0.00	$0.00	$16,570.86	$87,165.00	19.01%	$34,980.89	47.18%
Supplies/Materials	$0.00	$164.00	$2,496.43	$2,660.43	$76.06	$76.06	$0.00	$0.00	$2,736.49	$21,666.00	12.63%	$2,353.91	11.44%
Capital Purchases	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$464.00	0.00%	$0.00	0.00%
Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$6,475.00	0.00%	$0.00	0.00%
Total Community Services	**$38,506.13**	**$60,874.08**	**$85,941.05**	**$185,321.26**	**$81,387.62**	**$81,387.62**	**$0.00**	**$0.00**	**$266,708.88**	**$726,496.00**	**36.71%**	**$197,547.10**	**26.64%**
Capital Projects													
Purchased Service	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	0.00%
Capital Purchases	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	0.00%	$0.00	0.00%
Total Capital Projects	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$1,000.00**	**0.00%**	**$0.00**	**0.00%**
Debt Service Payment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	0.00%
Transfers	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	0.00%
Contingency/Ending Balance*	$11,537,126.00	$0.00	$0.00	$11,537,126.00	$0.00	$0.00	$0.00	$0.00	$0.00	$11,537,126.00	0.00%	$11,786,979.00	85.49%
Total Expenditures	**$20,774,692.75**	**$7,255,061.59**	**$24,252,697.82**	**$52,282,452.16**	**$28,089,641.84**	**$28,089,641.84**	**$0.00**	**$0.00**	**$68,834,968.00**	**$299,658,761.00**	**22.97%**	**$76,714,520.93**	**26.03%**

Interest Earnings	**1st Quarter**
General Fund	$157,052.77
Debt Service Fund	$109,560.97
Capital Projects Fund	$22,173.34
Total Earnings	**$288,787.08**

HILLSBORO SCHOOL DISTRICT 1J
November 18, 2025
ADDRESSING CURRENT EVENTS

SITUATION

Our District recognizes the stress many families and students are facing due to recent national events, including the government shutdown and uncertainty around immigration enforcement. These challenges impact safety, stability, and access to resources, and we know they go beyond academics. In response, we are strengthening communication, ensuring schools remain safe spaces, and providing food and other supports. Our partnerships with local organizations have been critical in delivering emergency assistance and connecting families to trusted resources. We remain committed to equity, safety, and support for every student and will continue to adapt as needs evolve.

RECOMMENDATION

The Superintendent recommends that the Board of Directors listen to the information and ask any questions they may have.

HILLSBORO SCHOOL DISTRICT 1J
November 18, 2025
APPOINT BUDGET COMMITTEE MEMBERS

SITUATION

State law and policy DBEA provide for the establishment of a Budget Committee to review the District's proposed budget. The Hillsboro School District Budget Committee consists of seven members appointed by the Board, plus the seven elected Board members. To be eligible for appointment, Budget Committee members must live and be registered to vote in the District, and must not be officers, agents, or employees of the District. The appointed positions are for three-year terms, with staggered expiration dates.

Budget Committee positions 5, 6, and 7 are currently vacant. Position 2 was held by a former EEAC member who has resigned from both committees. (Oregon law provides that if an appointive member is unable to serve the full term for which the member was appointed, or an appointive member resigns prior to completion of the term, the governing body shall fill the vacancy by appointment for the unexpired term (ORS 294.414).)

POSITION	EXPIRES	WAS HELD BY	NOTES
2	June 20, 2026	VACANT	Position 2 was held by an EEAC member who has resigned from both committees.
5	June 30, 2028	VACANT	Position 5 has been vacant for an extended period of time.
6	June 30, 2028	VACANT	Position 6 has been vacant for an extended period of time.
7	June 30, 2028	VACANT	Position 6 is vacant.

Vacancies on the Budget Committee were publicly announced in June, and applications were received through November 3, 2025. The following candidates submitted applications:

- Dinuka Karunaratne (new applicant)
- Robert Knoke (new applicant)
- Maria Mondragon-Almy (new applicant)
- Paul Sander (new applicant)

During tonight's work session, the Board reviewed the Budget Committee applications, met the applicants, and discussed the selection process. During the regular session, the Board will officially appoint the new Budget Committee members.

RECOMMENDATION

The Superintendent recommends that the Board of Directors appoint the selected candidates to the Budget Committee.

I move that the Board of Directors appoint the slate of candidates identified during the work session to the vacant positions on the Budget Committee, as follows:

- *Appoint _____to position 2, which expires on June 30, 2026*
- *Appoint _____to position 5, which expires on June 30, 2028*
- *Appoint_____to position 6, which expires on June 30, 2028*
- *Appoint_____to position 7, which expires on June 30, 2028*

HILLSBORO SCHOOL DISTRICT 1J
November 18, 2025
REAL PROPERTY - PURCHASE AND SALE AGREEMENT FINAL APPROVAL

SITUATION

The Board met in Executive Session earlier this evening to discuss the status of potential real property transactions.

The Board previously approved entering negotiations for the purchase of two adjacent properties to complete the targeted land block for the Block 56 project. Hillsboro School District CFO, Scott Harrison, and Kyle Hayden of Hayden Group negotiated respective Purchase and Sale Agreements for a cash sale on each property to close on or before February 2, 2026, but no later than March 12th, 2026.

The next step is for the Board to approve the Final Purchases as negotiated in the Purchase and Sale Agreements.

RECOMMENDATION

The Superintendent recommends that the Board Members approve the Purchase and Sale Agreements as negotiated.

> *I move that the Board of Directors approve the purchase and sale agreements as negotiated.*

HILLSBORO SCHOOL DISTRICT 1J
November 18, 2025
FIRST READING – POLICIES

SITUATION

The Hillsboro School District has contracted with Oregon School Boards Association (OSBA) to receive a quarterly policy update.

Policy language must meet the following criteria:

- Legally mandated or legally wise
- Harmonize with District's existing collective bargaining agreements
- Reflect current District practice

The Superintendent and Cabinet members have reviewed the policy listed below, and are presenting it to the Board for first reading:

- Policy in Section G – Personnel
  - GCBD/GDBD: Leaves and Absences
  - GCBDC/GDBDC: Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave (Safe Leave)

- Policy in Section J – Students
  - JBA/GBN: Sexual Harassment

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the first reading of policies of the District's policy manual.

Code: **GCBD/GDBD**
Adopted: 11/25/08
Revised/Readopted: 4/28/20
Orig. Code: GCBD/GDBD

Leaves and Absences *

~~Leave entitlement for personal illness or injury will~~Sick leave is allowed to accrue at the rate of 10 days each school year for each "school employee[1]" for personal illness or injury or one day per month employed, whichever is greater, as provided by Oregon law. Twelve-month employees will accrue 1~~one~~ day per month or 12 days each year.

In accordance with state law, this leave will accumulate without limit.

~~The District reserves the right to require proof of personal illness or injury from all employees, including a medical examination by a physician chosen and paid for by the District.~~ Sick leave in excess of five consecutive work days ~~shall~~ may require a certificate from the employee's attending physician, naturopathic physician or practitioner that the employee's illness or injury prevents the employee from working. Any employee refusing to submit to such an examination~~,~~ or to provide other evidence as required by the District shall be subject to appropriate disciplinary action, up to and including dismissal.

All medical information will be kept confidential, in a separate file from personnel records, and released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

Other paid and unpaid leaves will be determined by the District's negotiated agreements.

Sickness or other unavoidable circumstances that~~which~~ prevent a teacher from teaching 20 school days immediately following exhaustion of sick leave accumulated under Oregon law, the Board will place~~result in~~ the teacher ~~being placed~~ on unpaid leave for the remainder of the regular school year or until the teacher's disability is removed and they are~~he/she is~~ able to return to work. If the teacher is still unable to return to work the following August 1, the Board may terminate the teacher's employment, subject to state and federal laws regarding family and medical leave~~law~~.

All district-paid employee benefits, such as health and dental insurance, will cease on the last day of the month in which employment is terminated, or the staff member is placed on unpaid leave, unless the unpaid leave is in conjunction with state or federal law.~~family medical leave.~~ The staff member will be informed of their~~his/her~~ rights to remain a part of the district benefit plan at personal expense.

[1] "School employee" includes all employees of the district.

Any worker who has sustained a compensable personal injury or illness and is disabled and unable to perform essential job functions, will be reemployed at such time as a physician issues a Fitness-for-Duty Certification. Such rights of reemployment are subject to seniority rights and other restrictions of the collective bargaining agreement between the employer and employee bargaining unit.

No employee shall be absent from the building or job to which assigned during working hours without permission of the immediate supervisor.

END OF POLICY

Legal Reference(s):

ORS 332.507	ORS 342.610	ORS 659A.046
ORS 342.545	ORS 659A.043	OAR 581-022-2405

Knapp v. North Bend, 304 Or. 34 (1987).
Consolidated Omnibus Budget Reconciliation Act of 1985, 29 U.S.C. §§ 1161-1169 (2024).
Employee Retirement Income Security Act of 1974, 29 U.S.C. §§ 1001-1461 (2024).
Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2024); 29 C.F.R. Part 1630 (2025); 28 C.F.R. Part 35 (2025).
Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654 (2024); Family and Medical Leave Act, 29 C.F.R. Part 825 (2025).

Code: GCBDC/GDBDC
Adopted: 4/28/20

Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave (Safe Leave) *

~~**Definitions**~~

~~1. "Covered employer" means an employer who employs six or more individuals in the state of Oregon for each working day through each of 20 or more calendar workweeks in the year in which the eligible employee takes leave to address domestic violence, harassment, sexual assault or stalking, or in the year immediately preceding the year in which an eligible employee takes leave for domestic violence, harassment, sexual assault or stalking.~~

~~2. "Eligible employee" means an employee who is a victim of domestic violence, harassment, sexual assault or stalking or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault or stalking.~~

~~3. "Protective order" means an order authorized by Oregon Revised Statute (ORS) 30.866, 107.095(1)(c), 107.700 - 107.735, 124.005 - 124.040 or 163.730 - 163.750 or any other order that restrains an individual from contact with an eligible employee or the employee's minor child or dependent.~~

~~4. "Victim of domestic violence" means an individual who has been a victim of abuse as defined by ORS 107.705; or any other individual designated as a victim of domestic violence by rule adopted under ORS 659A.805.~~

~~5. "Victim of harassment" means an individual against whom harassment has been committed as described in ORS 166.065 and any other individual designated as a victim of harassment by rule adopted under ORS 659A.805.~~

~~6. "Victim of sexual assault" means an individual against whom a sexual offense has been committed as described in ORS 163.467 or 163.525; or any other individual designated as a victim of sexual assault by rule adopted under ORS 659A.805.~~

~~7. "Victim of stalking" means an individual against whom stalking has been committed as described in ORS 163.732; or an individual designated as a victim of stalking by rule adopted under ORS 695A.805; or an individual who has obtained a court's stalking protective order or a temporary court's stalking protective order under ORS 30.866.~~

~~8. "Victim services provider" means a prosecutor-based victim assistance program or a nonprofit program offering safety planning, counseling, support or advocacy related to domestic violence, harassment, sexual assault or stalking.~~

When applicable, the district will comply with the provisions of protected leave identified in ORS 659A.272 to address domestic violence, harassment, sexual assault, bias, or stalking.

The~~A~~ district (covered employer[1]) shall allow an ~~(~~eligible~~)~~ employee[2] to take reasonable leave from employment for any of the following reasons:

1. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault, bias, or stalking;

2. To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to, ~~or~~ harassment or stalking of, or the commission of a bias crime against the eligible employee or the employee's minor child or dependent;

3. To obtain, or to assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault, bias, or stalking;

4. To obtain services from a victim services provider for the eligible employee or the eligible employee's minor child or dependent; or

5. To relocate[3] or take steps to secure an existing home to ensure health and safety of the eligible employee or the employee's minor child or dependent.

The district may limit the amount of leave~~,~~ if the eligible employee's leave creates an undue hardship on the district.

The district shall not deny leave to an eligible employee or discharge, threaten to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regard~~s~~ to promotion, compensation or other terms, conditions or privileges of employment because the employee makes inquiries about, applies for, or takes~~as a result of taking~~ such leave.

The eligible employee shall give the district reasonable advanced notice of the employee's intention to take leave unless giving advance notice is not feasible.

The district may require the eligible employee to provide certification that:

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[1] "Covered employer" means an employer who employs six or more individuals in the State of Oregon for each working day during each of 20 or more calendar workweeks in the year in which an eligible employee takes leave to address domestic violence, harassment, sexual assault, bias or stalking, or in the year immediately preceding the year in which an eligible employee takes leave to address domestic violence, harassment, sexual assault, bias or stalking.

[2] "Eligible employee" means an employee who is a victim of domestic violence, harassment, sexual assault, bias or stalking or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, bias or stalking.

[3] "Relocate" is described in OAR 839-009-0345 (5).

1. The employee or employee's minor child or dependent is a victim of domestic violence, harassment, sexual assault, bias, or stalking; and

2. The leave is taken for one of the identified purposes in this policy.

The eligible employee shall provide a certification within a reasonable time after receiving the district's request for the certification.

Sufficient certification to support a request for such leave includes:

1. A copy of a report from law enforcement indicating the eligible employee or the employee's minor child or dependent was a victim of domestic violence, harassment, sexual assault, bias, or stalking;~~.~~

2. A copy of a protective order or other evidence from a court, administrative agency~~,~~ or attorney that the eligible employee appeared in or is~~was~~ preparing for a civil or~~,~~ criminal ~~or~~ administrative proceeding related to domestic violence, harassment, sexual assault, bias, or stalking; or~~.~~

3. Documentation from an attorney, law enforcement officer, health care professional, licensed mental professional or counselor, member of the clergy, employee of the Department of Justice division providing victim and survivor services or ~~a~~ victim services provider that the eligible employee or the~~,~~ employee's minor child or dependent was undergoing treatment or counseling, obtaining services or relocating as a result of domestic violence, harassment, sexual assault, bias, or stalking.

All records and information kept by the district regarding the employee's leave under ORS 659A.270 - 659A.285, including the fact the employee has requested~~request~~ or obtained such~~obtaining of~~ leave, are~~ is~~ confidential and may not be released without the express permission of the employee unless otherwise required by law. This information will be kept in a file separate from the employee's personnel file.

The employee may use any accrued paid leave, including ~~personal,~~ sick leave,~~, or accrued~~ vacation leave or any other paid leave offered by the district. The district~~employer~~ may choose the order in which paid accrued leave is to be used when more than one type of paid leave is available, consistent with Board policies,~~ and/or~~ any applicable collective bargaining agreement or other agreement.

Definitions

1. "Protective order" means an order authorized by ORS 30.866, 107.095 (1)(c), 107.700 to 107.735, 124.005 to 124.040, 163.730 to 163.750 or 163.760 to 163.777 or any other order that restrains an individual from contact with an eligible employee or the employee's minor child or dependent.

2. "Victim of bias" means an individual who has been a victim of a bias crime as defined in ORS 147.380; or any other individual designated as a victim of bias by rule adopted under ORS 659A.805.

3. "Victim of domestic violence" means an individual who has been a victim of abuse, as defined in ORS 107.705; or any other individual designated as a victim of domestic violence by rule adopted under ORS 659A.805.

4. "Victim of harassment" means an individual against whom harassment has been committed as described in ORS 166.065; or any other individual designated as a victim of harassment by rule adopted under ORS 659A.805.

5. "Victim of sexual assault" means an individual against whom a sexual offense has been committed as described in ORS 163.305 to 163.467, 163.472 or 163.525; or any other individual designated as a victim of sexual assault by rule adopted under ORS 659A.805.

6. "Victim of stalking" means an individual against whom stalking has been committed as described in ORS 163.732; an individual designated as a victim of stalking by rule adopted under ORS 659A.805; or an individual who has obtained a court's stalking protective order or a temporary court's stalking protective order under ORS 30.866.

7. "Victim services provider" means a prosecutor-based victim assistance program or a nonprofit program offering safety planning, counseling, support or advocacy related to domestic violence, harassment, sexual assault, bias or stalking.

END OF POLICY

Legal Reference(s):

ORS 192.355(38) ORS 659A.270 - 659A.290 OAR 839-009-0325 - 0365

Code: **JBA/GBN**
Adopted: 12/16/14
Revised/Readopted: 5/28/19; 1/26/21; 8/13/24
Orig. Code(s): JBA/GBN

Sexual Harassment

[1]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[2] are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment using administrative regulation AC-AR(1) - Discrimination or Civil Rights Complaint Procedure. Additional requirements for processing complaints are included in this policy.[3] ~~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.~~

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint or report may be obtained through the principal, Title IX Coordinator, civil rights coordinator, or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints or reports and documentation will be maintained as a confidential file and stored in the district office.

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[1] Sexual harassment is generally considered a type of sex-based discrimination. Consequently, additional laws and complaint procedures may apply.

[2] ~~"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] Other complaint policies and administrative regulations that may apply include, but are not limited to: AC – Nondiscrimination and Civil Rights; ACB – Every Student Belongs; GBEA – Workplace Harassment, GBNA – Hazing, Harassment, Intimidation, Menacing, or Cyberbullying – Staff; GBNAA/JHFF – Suspected Sexual Conduct with Students and Reporting Requirements; GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements; and JFCF – [Hazing,] Harassment, Intimidation, Bullying, [Menacing,] Cyberbullying, Teen Dating Violence or Domestic Violence - Students.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

~~**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[4].~~

~~**OREGON DEFINITION AND PROCEDURES**~~

Oregon Definition

Sexual harassment of students, staff members or third parties[5] 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.

3. Assault when sexual contact occurs without consent[6].

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, 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

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~~[4] 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 GBNAA/JHFF).~~

[5] "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.

[6] "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.

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 individuals:

Position	Phone
Operations Officer (Athletics and Activities)	(503)844-1500
Executive Director of Schools (Student to Student)	(503)844-1500
Human Resources Officer (All other Complaints)	(503)844-1500

These individuals are responsible for accepting and managing complaints of sexual harassment. Persons wishing to make a report should use~~contact them using~~ the above contact information. The persons designated will coordinate the report with the procedures in administrative regulation AC-AR(1) – Discrimination or Civil Rights Complaint Procedure. These individuals are also designated as the Title IX Coordinator. ~~*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 report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;

2. Interviews with witnesses;

3. Review of video surveillance;

4. Review of written communications, including electronic communications;

5. Review of any physical evidence; and

6. Use of third-party investigator.

The district will use a "reasonable person" standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

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

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/or

5. Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or

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

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

Notice

When a person[7] who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;

2. If appropriate, any impacted person who is not a reporting person;

3. Each reported person; and

4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include[8]:

1. Name and contact information for all person(s) 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 or person's parent who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;

4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;

5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;

6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;

7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:

    a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
    b. For the reported persons, information about and contact information for state and community-based mental health services.

8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and/or with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

[7] 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.

[8] Remember confidentiality laws when providing any information.

9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;

2. Use print that is of a color, size and font that allows the notification to be easily read; and

3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

~~**FEDERAL DEFINITION AND PROCEDURES**~~

~~**Federal Definition**~~

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

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

~~2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity[9];~~

~~3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;~~

~~4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;~~

~~5. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or~~

~~6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.~~

~~[9] "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))~~

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 Operations Officer (Athletics and Activities), Executive Director of Schools (Student to Student), Human Resources Officer (All other Complaints) are designated as the Title IX Coordinators and can be contacted at (503) 844-1500. The Title IX Coordinators will coordinate the district's efforts to comply with its responsibilities related to this policy. The district prominently will display the contact information for the Title IX Coordinators on the district website and in each handbook.

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.[10] The district shall treat complainants and respondents equitably by providing supportive measures[11] to the complainant and by following a grievance procedure[12] prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.[13]

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[10] (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.

[11] (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.[11] 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))

[12] 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).

[13] The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

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.[14] 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.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator or the Assistant Secretary[15], or both.

No Retaliation

Neither the district or any person may retaliate[16] 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 and contact information for the Title IX Coordinators shall be prominently published in the district student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

END OF POLICY

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[14] 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))

[15] Of the United States Department of Education.

[16] 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 (2024).
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

HILLSBORO SCHOOL DISTRICT 1J
November 18, 2025
INFORMATION – ADMINISTRATIVE REGULATION UPDATE

SITUATION

Updated administrative regulations (ARs) that do not require Board action will be posted in the Board meeting packet for the information of the Board, staff members, and the public.

Policy language must meet the following criteria:

1. Legally mandated or legally wise
2. Harmonize with District's existing collective bargaining agreements
3. Reflect current District practice

The following administrative regulations (AR) have proposed changes:

- Policies in Section G – Personnel
  - GBNA-AR: Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying Reporting Procedures – Staff
  - GCBDC/GDBDC-AR: Request for Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave

- Policies in Section J – Students
  - JBA/GBN-AR(1): Sexual Harassment Complaint Procedure
  - JBA/GBN-AR(2): Federal Law (Title IX) Sexual Harassment Complaint Procedure

RECOMMENDATION

The Superintendent recommends that the Board of Directors review the updated administrative regulations.

Code: **GBNA-AR**
Revised/Reviewed: 3/14/17; 4/30/19; 1/11/22
Orig. Code: GBNA-AR

Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying Reporting Procedures – Staff

The following definitions and procedures shall be used for reporting, investigating, and resolving reports of hazing, harassment, intimidation, bullying, cyberbullying, and menacing of staff or third parties.

Definitions

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

2. "District" includes District facilities, District premises, and non-District property if the student or employee is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events where students are under the control of the District, or where the employee is engaged in District business.

3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a staff member for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored work activity, work group or work assignment, or other such activities intended to degrade or humiliate regardless of the person's willingness to participate.

4. "Harassment" is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful when a) enduring the offensive conduct becomes a condition of continued employment, or b) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

5. "Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage, or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury on the perception of the other's race, religion, color, national origin, disability, sexual orientation or gender identity.

6. "Cyberbullying" is the use of any electronic device to convey a message in any form (e.g., text, image, audio, or video) that defames, intimidates, harasses, or otherwise harms, insults, or humiliates

another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. Any communication of this form which substantially disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying.

7. "Bullying" is a pattern of repeated mistreatment that harms, intimidates, undermines, offends, degrades, or humiliates an employee.

8. "Menacing" includes, but is not limited to, any act intended to place a District employee, student, or third party in fear of imminent serious physical injury.

Reporting Procedures

The building principals, supervisors, and the assistant superintendent of human resources have responsibility for investigations concerning reports of hazing, harassment, intimidation, bullying, cyberbullying, or menacing of staff or third parties. The investigator(s) shall be a neutral party having had no involvement in the report presented.

Any employee or third party who has knowledge of conduct in violation of Board Policy JFCF - Hazing, Harassment, Intimidation, Menacing, Bullying, Cyberbullying, Teen Dating Violence, or Domestic Violence - Student shall immediately report concerns to the building principal or supervisor.

Any employee or third party who has knowledge of conduct in violation of Board policy GBNA – Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff and this administrative regulation or feels they have been hazed, harassed, intimidated, bullied, cyberbullied, or menaced in violation of Board policy or this administrative regulation shall immediately report concerns to the designated District official.

All reports and information will be promptly investigated in accordance with the following procedures:

Step 1 Any reports or information on acts of hazing, harassment, intimidation, bullying, cyberbullying, or menacing (e.g., complaints, rumors) shall be presented to the building principal or supervisor. Reports against the building principal shall be filed with the chief human resources officer. Reports against the Superintendent shall be filed with the Board chair. Information may be presented anonymously. All such information will be conveyed in writing and will include the specific nature of the offense and corresponding dates.

Step 2 The District official receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within 10 working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings conveyed in the report will be communicated in writing. The District official(s) conducting the investigation shall notify the person making the report within 15 working days of receipt of the information or report, and parents as appropriate, in writing when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the person making the report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent or designee.

Step 3 If the person making the report is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The Superintendent or designee shall provide a written decision to the appeal within 15 working days.

Step 4 If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board will review the findings and conclusion of the Superintendent or designee in a public meeting to determine what action is appropriate. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, or adopting the Superintendent's or designee's decision as the district's final decision. The Board may, within 20 working days, conduct a hearing. If the Board conducts a hearing, the complainant shall be given an opportunity to present the appeal at a Board meeting. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law. The parties involved may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. The Board shall provide a written decision to the person making the report within 10 working days following completion of the hearing.

If the Board decides not to hear the report, the decision reached in Step 3 is final.

Timelines may be extended upon written agreement between both parties. This applies to reports filed against the superintendent or any Board member.

Reports against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 30 days, in open session what action, if any, is warranted.

Reports against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 30 days, in open session what action, if any, is warranted.

Reports against the Board chair may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 30 days, in open session what action, if any, is warranted.

Direct complaints of discriminatory harassment related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Documentation related to the incident may be maintained as a part of the employee's personnel file. Additionally, a copy of all reported acts of hazing, harassment, intimidation, bullying, menacing, or cyberbullying and documentation will be maintained as a confidential file in the District office.

Code: GCBDC/GDBDC-AR
Revised/Reviewed: 4/28/20

Request for Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave

~~PLEASE PRINT~~
~~Where~~When the need for ~~the~~ leave may be anticipated, a written request for leave under Oregon Revised Statute (ORS) 659A.270 - 659A.285 shall be made at least 30 days prior to the date the requested leave is to begin unless giving advance notice is not feasible. When it is not feasible~~. In emergency situations~~, oral or written notice as soon as practical is allowed.

PLEASE PRINT

Name of ~~Eligible E~~employee _____
~~Effective Date of the Leave _____~~

Department _____ Title _____

Effective date of the leave _____

Status: ☐ Full-time ☐ Part-time ☐ Temporary Hire Date _____ ~~Length of Service _____~~

The requested leave is for:

- ☐ Myself
- ☐ A~~My~~ minor child or dependent for which I am a parent or guardian

The leave is for:

- ☐ To seek legal or law enforcement assistance or remedies to ensure the health and safety of the eligible employee or the eligible employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault, bias, or stalking.
- ☐ To seek medical treatment for or to recover from injuries caused by domestic violence or~~, harassment,~~ sexual assault to, harassment or stalking of or the commission of a bias crime against~~for~~ the eligible employee or the eligible employee's minor child or dependent.
- ☐ To obtain, or to assist the eligible employee's minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault, bias, or stalking.
- ☐ To obtain services from a victim services provider for the eligible employee or the eligible employee's minor child or dependent.

- ☐ To relocate[1] or take steps to secure an existing home to ensure the health and safety of the eligible employee or the eligible employee's minor child or dependent.

The following has been provided ~~by the employee~~ to certify the need for the requested leave:

- ☐ A copy of a report from law enforcement indicating myself~~that the eligible employee~~ or my~~the eligible employee's~~ minor child or dependent is~~was~~ a victim ~~or alleged victim~~ of domestic violence, harassment, sexual assault, bias, or stalking.

- ☐ A copy of a protective order or~~or any~~ other ~~order that restrains an individual from contact with an eligible employee or the employee's minor child or dependent,~~ evidence from a court, administrative agency or attorney that I or my minor child or dependent~~the eligible employee~~ appeared in or is preparing for a civil or criminal administrative proceeding related to domestic violence, harassment, sexual assault, bias, or stalking ~~or other order authorized by ORS 30.866, 107.095(1)(c), 107.700 - 107.735, 124.005 - 124.040 or 163.730 - 163.750~~.

- ☐ Documentation from an attorney, law enforcement officer, health care professional, licensed mental health professional or counselor, member of the clergy, employee of the Department of Justice division providing victim and survivor services or victim services provider 'that I~~with~~ or my~~from whom the eligible employee or the eligible employee's~~ minor child or dependent is receiving services.

I understand ~~that~~ I may use accrued paid leave, including ~~personal and~~ sick leave, ~~or accrued~~ vacation leave or any other paid leave that is offered by the District [in the order specified by the [District] [applicable collective bargaining agreement].

If my request for a leave is approved, I understand~~it is my understanding~~ that without an authorized extension when the need for an extension could be anticipated, I must report to duty on the first workday following the date my leave is scheduled to end. ~~I understand that failure to do so will constitute unequivocal notice of my intent not to return to work and the district may terminate my employment.~~ I understand if I am unable to return to work following the period of authorized leave, I will notify the District~~my employer~~ as soon as practical and provide any required information which will allow the District~~my employer~~ to determine my eligibility for an extension of leave.

I authorize the ~~d~~District to deduct from my paychecks or seek to recover any amounts paid~~employee contributions~~ for ~~health~~ insurance coverage by the District on my behalf~~premiums, life insurance or long-term disability insurance~~ which remain unpaid after my leave, consistent with state law.

Signature of employee: _____ Date: _____

[1] "Relocate" is described in OAR 839-009-0345 (5).

Code: JBA/GBN-AR(1)
Revised/Reviewed: 1/26/21
Orig. Code: JBA/GBN-AR

Sexual Harassment Complaint Procedure

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

Name	Phone
Operations Officer (Athletics and Activities)	(503) 844-1500
Executive Director of Schools (Student to Student)	(503) 844-1500
Human Resources Officer (All other Complaints)	(503) 844-1500

The district official receiving the complaint shall issue the required written notice as outlined under Oregon Procedures in Board policy GBN/JBA - Sexual Harassment.

Step 1 The district official receiving the report or complaint shall promptly initiate an investigation using procedures and standards, including but not limited to, those identified in Board policy GBN/JBA - Sexual Harassment and will notify the complainant or reporting person, any impacted person who is not a reporting person (if appropriate), each reported person, and where applicable, the parents of a reporting person, impacted person, or reported person, when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the report or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation shall be reduced to writing. The official conducting the investigation shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law within 30 days of receipt of the report or complaint.

A copy of the required written notice(s) and the date and details of notification of the notice of investigation and results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 2 If a complainant is not satisfied with the decision at Step 1, the complainant may submit a written appeal to the Superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 1 decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal within five working days of receipt of the appeal. The Superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of

the Step 2 decision. The Board will review the decision of the Superintendent or designee in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and/or adopting the Superintendent's or designee's decision. All parties involved, including the school administration, may be asked to attend a hearing for the purposes of making further explanations and clarifying the issues. The Board shall provide a written decision to the complainant within 30 working days following receipt of the appeal.

If the Board chooses not to hear the complaint, the Superintendent's or designee's decision in Step 2 is final[1].

The Superintendent is authorized to amend these procedures (including timelines) when the Superintendent feels it is necessary for the efficient handling of the complaint. Notice of any amendments will be promptly provided to the parties.

Complaints against the principal may start at Step 2 and may be filed with the Superintendent or designee. The Superintendent or designee will cause the required notices to be provided. The Superintendent or designee will investigate the complaint and will notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the Superintendent or designee, the complainant may appeal to the Board in Step 3.

Complaints against the Superintendent or a Board member (other than the Board chair) may start at Step 3 and should be referred to the Board chair on behalf of the Board. The Board chair will cause required notices to be provided. The Board chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session, what action, if any, is warranted. The Board chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Complaints against the Board chair may start at Step 3 and should be referred to the Board vice chair on behalf of the Board. The Board vice chair will cause required notices to be provided. The Board vice chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board vice chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

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[1] If the Board chooses to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint or report may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints or reports and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

DELETE

Sexual Harassment Reporting or Complaint Form	
Name of person making report/complaint:	
Position / Role of person making report/complaint:	
Phone:	**Email:**
Date of report:	**Name of alleged harasser:**
Date and place of incident or incidents:	
Description of alleged misconduct:	
Name of witnesses (if any):	
Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence, if possible):	
Any other information:	
I agree that all of the information on this form is accurate and true to the best of my knowledge.	
Signature:	**Date:**

DELETE

Witness Statement Form

Name of Witness:	**Position of Witness:**
Date of Testimony/Interview:	**Incident Location:**
Other Witnesses:	

Description of instance witnessed: (Write only what was observed - include description of who, where, when)
Any additional information:
I agree that all of the information on this form is accurate and true to the best of my knowledge.
Signature: **Date:**

Attach additional pages as needed

Code: JBA/GBN-AR(2)
Adopted: 1/26/21
Orig. Code: JBA/GBN-AR(2)

Federal Law (Title IX) Sexual Harassment Complaint Procedure

Additional Definitions

"Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the district's Title IX Coordinators or any official of the district who has authority to institute corrective measures on behalf of the district, or to any employee of an elementary or secondary school.[1]

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinators alleging sexual harassment against a respondent[2] and requesting that the district investigate the allegation of sexual harassment.[3]

"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.[4] 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.

[1] This standard is not met when the only official with knowledge is the respondent.

[2] "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

[3] A complainant must be participating in or attempting to participate in the education program or activity of the district with which the formal complaint is filed.

[4] Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Formal Complaint Procedures

Upon receipt of a formal complaint, the district will provide the parties[5] written notice of the following:

1. Notice of the district's grievance process, including any informal resolution process.

2. Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details[6] known at the time and with sufficient time to prepare a response before any initial interview.

3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility be made at the conclusion of the grievance process.

4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.

5. The parties may inspect and review evidence.

6. A reference to any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The Title IX Coordinators will contact the complainant and the respondent to discuss supportive measures. If necessary, the Title IX Coordinators will arrange for an individualized safety and risk analysis. If necessary, a student or non-student employee may be removed or placed on leave.

Investigation

The Title IX Coordinators will coordinate the district's investigation. The investigation must:

1. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence.

2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties.[7]

3. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence.

4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by

[5] Parties include the complainant and the respondent, if known.

[6] Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.

[7] The district cannot access, consider, disclose, or otherwise use a party's records that are made of maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's capacity, and which are maintained in connection with the provision of treatment to the party, unless the district obtains the party's (or eligible student's parent's) voluntary, written consent to do so.

the advisor of their choice.[8] The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint.[9] Prior to completion of the investigative report, the district must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;

8. Create an investigative report that fairly summarizes relevant evidence and is sent to each party and party's advisor in electronic format or hard copy at least 10 days prior to any hearing (if required or provided) or other time of determination of responsibility. The party and advisor will be allowed to review and provide a written response.

After the district has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision maker(s) must afford each party the opportunity to submit written, relevant questions[10] that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Credibility determinations are not based on the person's status as a complainant, respondent or witness.

No person designated as a Title IX Coordinators, investigator, decision-maker, or any person designated by the district to facilitate an informal resolution process may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, the district must provide notice of the additional allegations to the parties whose identities are known.

At no point in the process will the district, or anyone participating on behalf of the district, require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information

[8] In addition to an advisor, complainants and respondents may also be entitled to other accompaniment as required by law or as necessary for conducting of grievance procedures, including but not limited to translators, services for students with disabilities and parents of minor students.

[9] This includes the evidence upon which the district does not intent to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the investigation. The district must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

[10] Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent.

protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Determination of Responsibility

The respondent must be deemed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

The standard to be used for formal complaints in determining whether a violation has occurred is the clear and convincing evidence[11] standard.

The person deciding the question of responsibility (the "decision-maker") must be someone other than the Title IX Coordinators or the investigator(s). The decision-maker must issue a written determination which must include:

1. Identification of the allegations potentially constituting sexual harassment;

2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;

3. Findings of fact supporting the determination;

4. Conclusions regarding the application of the district's code of conduct to the facts;

5. A statement of, and rationale for, the result as to each allegation, including:

    a. A determination regarding responsibility;
    b. Any disciplinary sanctions the district imposes on the respondent; and
    c. Whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

6. The district's procedures and permissible bases for the complainant and respondent to appeal.

The district must provide the written determination to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

[11] A clear and convincing evidence standard of evidence is understood to mean concluding that a fact is highly probable to be true. U.S. Department of Education, Title IX Regulations commentary, p. 1268, FN 1409.

Remedies

The Title IX Coordinators is responsible for effective implementation of any remedies.

The disciplinary sanctions[12] may include:

1. Discipline up to and including suspension and expulsion;

2. Removal from various activities, committees, extra-curricular, positions, etc.

3. Disqualification for awards and honors;

4. Discipline up to and including termination, in accordance with laws, agreements, contracts, handbooks, etc.[13]

Other remedies may be explored, including educational programming.

Dismissal of a Formal Complaint

The district must dismiss a formal complaint with regard to Title IX sexual harassment if the alleged conduct:

1. Would not constitute sexual harassment, even if proved;

2. Did not occur in the district's education program or activity[14]; or

3. Did not occur against a person in the United States.

The district may dismiss a formal complaint with regard to Title IX sexual harassment if at any time during the investigation or hearing, if provided:

1. A complainant notifies the Title IX Coordinators in writing that the complaint would like to withdraw the formal complaint or any allegations therein;

2. The respondent is no longer enrolled or employed by the district; or

3. Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint, the district must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

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[12] Districts should review any other disciplinary procedures and requirements prior to imposing any discipline, and should contact legal counsel with questions.

[13] It is important to keep supportive measures separate from disciplinary sanctions. Supportive measures must be "non-disciplinary" and "non-punitive."

[14] Includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution. (Title 34 C.F.R. §106.44(a))

The dismissal of a formal complaint under Title IX does not preclude the district from continuing any investigation and taking action under a different process. The district may have an obligation to continue an investigation and process under a different process.

Consolidation of Complaints

The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by one or more complainant against one or more respondents, or by one party against another party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Informal Resolution

If the district receives a formal complaint, at any time prior to reaching a determination regarding responsibility, the district may offer an optional informal resolution process, provided that the district:

1. Provides written notice to the parties disclosing:

    a. The allegations;
    b. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing toa resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
    c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

2. Obtains the parties' voluntary written consent to the informal resolution process; and

3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Appeals

Either party may file an appeal from a determination regarding responsibility or from a dismissal of a formal complaint, within 15 days of the decision, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;

2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or

3. The Title IX Coordinators, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

4. Additional bases may be allowed, if made available equally to both parties.

When an appeal is filed, the district must:

1. Notify the other party in writing;

2. Implement appeal procedures equally for both parties;

3. Ensure the decision-makers(s) for the appeal is not the same person as the decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinators;

4. Ensure the decision-maker for the appeal is free from conflicts of interest and bias;

5. Give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging the outcome;

6. Issue a written decision describing the result of the appeal and the rationale for the result; and

7. Provide the written decision simultaneously to both parties.

Timelines

The district will complete the following portions of the grievance process within the specified timelines:

1. General grievance process (from receipt of formal complaint to determination of responsibility): 90 days;

2. Appeals (from receipt of appeal): 60 days;

3. Informal resolution process: 60 days.

Temporary delays of the grievance process, or limited extensions of time will be allowed for good cause[15] with written notice to the parties.

Records

Records will be created and maintained in accordance with the requirements in Title 34 C.F.R. §106.45(a)(10).[16]

Training

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process must receive training on the definition of sexual harassment, the scope of the district's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and information resolution processes. The training must also include avoiding prejudgment of the facts at issue, conflicts of interest and bias.

[15] Good cause may include considerations such as the absence of a party, a party's advisor or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. (Title 34 C.F.R. § 106.45(b)(1)(v))

[16] This includes creating a record for each investigation. This record must include:

- Supportive measures, or reasons why the response was not clearly unreasonable under the circumstances;
- Basis for the conclusion that the district's response was not deliberatively indifferent; and
- What measures were taken to restore or preserve equal access to the district's educational program or activity. (Title 34 C.F.R. § 106.45(a)(10)(ii))

Most records (including training) must be retained for at least seven years.

Decision-makers must receive training on any technology to be used at a live hearing and on issues of relevance of questions and evident, including when questions about evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment and must be made publicly available on the district's website.

DELETE