

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

Board Meeting Agenda
Tuesday, August 18, 2026
9:00 AM

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. Board Retreat

- A. Call to Order
Presenter: Mark Watson
Time: 9:00 AM
- B. Setting the Stage: School Year 2026-27
Presenters: Travis Reiman
Time: 9:00 AM, 30 minutes
- C. OSBA Training
Presenter: Kristen Miles
Time: 9:30 AM, 150 minutes
- D. Introduction of New Administrators
Presenter: Brian Haats
Time: 12:00 PM, 5 minutes
- E. Recess Meeting
Presenter: Mark Watson
Time: 12:05 PM
- F. Lunch Break with New Administrators
Time: 12:05 PM, 40 minutes
- G. Reconvene Meeting
Presenter: Mark Watson
Time: 12:45 PM
- H. Immigration Bill Update
Presenter: Francesca Sinapi
Time: 12:45 PM, 15 minutes
- I. Bond Development Update
Presenters: Beth Graser / Saideh Haghighi Khochkhou
Time: 1:00 PM, 15 minutes
- J. Strategic Plan Update
Presenters: Brooke Nova / Beth Graser
Time: 1:15 PM, 30 minutes
- K. Focus Areas and School Improvement Planning (SIP) for 2026-27 School Year
Presenter: Audrea Neville
Time: 1:45 PM, 15 minutes
- L. Technology Update
Presenter: Derek Brown
Time: 2:00 PM, 20 minutes
- M. Break
Presenter: Mark Watson
Time: 2:20 PM, 20 minutes
- N. Superintendent Evaluation 2026-27

- Presenters: Travis Reiman / Rose Roman
Time: 2:40 PM, 10 minutes
- O. Superintendent Goals 2026-27
Presenter: Travis Reiman
Times: 2:50 PM, 10 minutes
- P. Board Working Agreements
Presenter: Mark Watson
Time: 3:00 PM, 10 minutes
- Q. Board / Superintendent Communication
Presenters: Mark Watson / Travis Reiman
Time: 3:10 PM, 10 minutes
- Board / Superintendent
- Board / Cabinet
- Board Emails
- Emergency Response
- R. Board Meeting Planning
Presenters: Beth Graser / Rose Roman
Time: 3:20 PM, 10 minutes
- S. Consent Agenda
Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.
Presenter: Mark Watson
Time: 3:30 PM, 5 minutes
SAMPLE MOTION: I move that the Board of Directors approve the Consent Agenda as printed
1. Approve Minutes of July 7, 2026, Board Meeting 4
 2. Approve Minutes of July 29, 2026, Board meeting 7
 3. Establish Updated 2026-27 Mileage Reimbursement Rate and Admin Monthly Travel Stipend 9
- T. Policies - First Reading
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
1. K/L - District-Community Relations
 - a. KNA: Immigration Enforcement on District Property 10
Presenters: Francesca Sinapi / Audrea Neville
- U. Information - Administrative Regulation Update
1. K/L - District-Community Relations
 - a. KNA-AR(1): Interactions with Immigration Enforcement 14
Presenters: Francesca Sinapi / Audrea Neville
 - b. KNA-AR(2): Federal Immigration Enforcement Request Log 18
Presenters: Francesca Sinapi / Audrea Neville
- V. Discussion Time
Presenter: Mark Watson
Time: 3:35 PM, 10 minutes
1. Student Representatives' Time
 2. Superintendent's Time
 3. Board of Directors' Time

W. Recess Board Retreat
Presenter: Mark Watson
Time: 3:45 PM

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 language liaisons@hsd.k12.or.us or by calling 503-844-1429, at least 48 hours before the meeting.

DRAFT

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES

July 7, 2026

District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. WORK SESSION

Board Present:	Staff Present:
Ivette Pantoja, Chair, virtual	Travis Reiman, Superintendent
See Eun Kim, Vice Chair, virtual	Brooke Nova, Assistant Superintendent, Academic Services
Mark Watson, Vice Chair, virtual	Francesca Sinapi, Chief Equity, Access and Engagement Officer
Yessica Hardin Mercado, virtual	Scott Harrison, Chief Financial Officer
Patrick Maguire, virtual	Derek Brown, Chief Information Technology Officer
Katie Rhyne, Chair, virtual	Rose Roman, Executive Assistant to the Superintendent
Nancy Thomas, virtual	Ciara Hartzell, Technology Support
Student Representatives Present:	
Ethan Hernandez Jimenez	
Keeton Sayre	
Ma’Kaia Woods	

A. Call to Order Work Session

Board Chair Ivette Pantoja reconvened the meeting at 12:07 PM.

B. Elect Board Chair and Vice Chair

Director See Eun Kim NOMINATED Director Mark Watson for the Board Vice Chair position.

Board Chair Ivette Pantoja DECLARED the nominations closed.

Director See Eun Kim MOVED, SECONDED by Director Yessica Hardin Mercado, that the Board of Directors elect Mark Watson for Vice Chair of the Board of Directors.

The MOTION CARRIED (6-0). Director Patrick Maguire, Director Yessica Hardin Mercado, Director Mark Watson, Director Katie Rhyne, Vice Chair See Eun Kim, and Chair Ivette Pantoja voted to approve. Director Nancy Thomas was not present for the vote.

Board members discussed the nominations.

Board Chair Ivette Pantoja called for nominations for the Board Chair position.

Director Yessica Hardin Mercado NOMINATED Director Katie Rhyne for the Board Chair position.

Board Chair Ivette Pantoja DECLARED the nominations closed.

Director See Eun Kim MOVED, SECONDED by Director Mark Watson, that the Board of Directors elect XXX for Chair of the Board of Directors.

The MOTION CARRIED (6-0). Director Patrick Maguire, Director Yessica Hardin Mercado, Director Mark Watson, Director Katie Rhyne, Vice Chair See Eun Kim, and Chair Ivette Pantoja voted to approve.

Board members discussed the nominations.

C. Consent Agenda

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

Director Mark Watson MOVED, SECONDED by Director Ivette Pantoja, to approve the Consent Agenda as printed.

The MOTION CARRIED (6-0). Motion approved by unanimous consent. Director Patrick Maguire, Director Yessica Hardin Mercado, Director Mark Watson, Director Katie Rhyne, Vice Chair See Eun Kim, and Chair Ivette Pantoja voted to approve. Director Nancy Thomas was not present for the vote.

No discussion took place.

Consent Agenda items were as follows:

1. Approve Minutes of June 16, 2026, Board Meeting
2. Adopt Revised 2027-2028 School Calendar

D. Discussion Time

1) Student Representatives' Time

Keeton Sayre congratulated the Chair and Vice chair and looked forward to sharing the student voice this upcoming school year.

Ma'Kaia Woods looked forward to working with the Board and congratulated the Chair and Vice Chair.

Ethan Hernandez Jimenez congratulated the Chair and Vice chair and looked forward to working with everyone.

2) Superintendent's Time

Superintendent Travis Reiman thanked everyone who represented HSD at the 4th of July parade, discussed HSD summer school, thanked Director Ivette Pantoja and Director See Eun Kim for their work as Board leaders, looked forward to working with Chair Katie Rhyne and Vice Chair Mark Watson, and said that a Real Property Executive Session may be coming this summer.

3) Board of Directors' Time

Director Ivette Pantoja thanked everyone for trusting her as a Board leader for the past 3 years.

Director See Eun Kim wished everyone a great summer, and shared that she and her family have been enjoying HSD lunch in the park this summer.

Director Nancy Thomas thanked Director Ivette Pantoja for her work as Chair, thanked Vice Chair Mark Watson for coming back to Board leadership to help Chair Katie Rhyne and offered to help when she can.

Director Yessica Hardin Mercado provided no comment.

Director Patrick Maguire reflected on summer, looked forward to working with student representatives.

Board Vice Chair Mark Watson reflected on the 4th of July parade and thanked HSD staff for coordinating it, thanked Director Ivette Pantoja for her work on the Board, and asked for an update on Data Centers at the August Retreat if there is time.

Board Chair Katie Rhyne thanked Director Ivette Pantoja and Director See Eun Kim for their work as Board leaders, thanked Vice Chair Mark Watson for his support, reflected on the 4th of July parade and thanked Chief Communications Officer Beth Graser and Bus Driver Jeff for their work, discussed co-Chairing the Bond PAC, shared that she is scheduling visits with area legislators and asked Board members to look for calendar invites to join if available, and stated that she is not joining the August Retreat as she is moving her recent graduate into college that day.

E. Adjourn Meeting

Chair Katie Rhyne adjourned the meeting at 12:28 PM.

DRAFT

HILLSBORO SCHOOL DISTRICT BOARD OF DIRECTORS—MINUTES
July 29, 2026
District Administration Center, 3083 NE 49th Place, Hillsboro, Oregon

1. EXECUTIVE SESSION

Board Present:	Staff Present:
Katie Rhyne, Chair	Travis Reiman, Superintendent
Mark Watson, Vice Chair	Audrea Neville, Assistant Superintendent, School Performance
Yessica Hardin Mercado	Brooke Nova, Assistant Superintendent, Academic Services
See Eun Kim, absent	Beth Graser, Chief Communications Officer
Patrick Maguire, absent	Saideh Haghighi Khochkhou, Chief Operations Officer
Ivette Pantoja	Scott Harrison, Chief Financial Officer
Nancy Thomas	Derek Brown, Chief Information Technology Officer
	Brian Haats, Chief Human Resources Officer
	Rose Roman, Executive Assistant to the Superintendent

A. Call to Order Executive Session

Board Chair Katie Rhyne called the meeting to order at 12:05 PM, and moved the Board into executive session under 192.660(2)(e) - Real Property Transaction

B. ORS 192.660(2)(e) - Real Property Transaction

Chief Financial Officer Scott Harrison presented the Real Property Transaction information. Board members asked questions and made comments.

C. Recess Executive Session

Board Chair Katie Rhyne moved the Board out of executive session and recessed the meeting at 12:26 PM.

2. WORK / SPECIAL SESSION

Board Present:	Staff Present:
Katie Rhyne, Chair	Travis Reiman, Superintendent
Mark Watson, Vice Chair	Audrea Neville, Assistant Superintendent, School Performance
Yessica Hardin Mercado	Brooke Nova, Assistant Superintendent, Academic Services
See Eun Kim, absent	Beth Graser, Chief Communications Officer
Patrick Maguire, absent	Saideh Haghighi Khochkhou, Chief Operations Officer
Ivette Pantoja	Scott Harrison, Chief Financial Officer
Nancy Thomas, absent	Derek Brown, Chief Information Technology Officer
	Brian Haats, Chief Human Resources Officer
	Rose Roman, Executive Assistant to the Superintendent

A. Call to Order Special Session

Board Chair Katie Rhyne called the meeting to order at 12:29 PM

B. Action Items

1. Real Property - Purchase and Sale Agreement Final Approval

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

The MOTION CARRIED (4-0). Director Ivette Pantoja, Director Yessica Hardin Mercado, Vice Chair Mark Watson, and Chair Katie Rhyne voted to approve. Director See Eun Kim, Director Patrick Maguire, Director Nancy Thomas were not present for the vote.

No further discussion took place.

C. Discussion Time

1) Superintendent's Time

Superintendent Travis Reiman thanked Board and Cabinet members for facilitating this meeting on the land sale, reminded Board members about the self-evaluation that was just sent out.

2) Board of Directors' Time

Director Yessica Hardin Mercado passed.

Director Ivette Pantoja thanked everyone for being here, gave a shoutout to Chief Communications Officer Beth Graser for throwing out the first pitch at the Hillsboro Hops game yesterday and recognized the partnership between HSD and the Hops. Vice Chair Mark Watson bantered about the first pitched with Chief Communications Officer Beth Graser.

Chair Katie Rhyne thanked Chief Financial Officer Scott Harrison for his work on the Real Property transactions, and to all of Cabinet for providing support, thanked Assistant Superintendent Brooke Nova for her continued partnership with Virginia Garcia and P.C.C., and thanked Chief Communications Officer Beth Graser and Chief Operations Officer Saideh Haghighi Khochkhou for their work on it as well.

D. Adjourn Meeting

Chair Katie Rhyne adjourned the meeting at 12:33 PM.

HILLSBORO SCHOOL DISTRICT 1J
Aug 18, 2026
ESTABLISH UPDATED 2026-27 MILEAGE REIMBURSEMENT RATE
AND ADMIN MONTHLY TRAVEL STIPEND

SITUATION

The IRS made a mid-year update to its mileage reimbursement rate for expense reporting effective July 1, 2026. Board Policy DLC: Expense Reimbursement states that “approved mileage will be reimbursed at the IRS rate in effect July 1 for the July through June fiscal year...”. HSD indexes both its expense reimbursement mileage rate and administrative monthly travel stipend to the published IRS rate.

The current IRS rate of \$0.725 per mile will be increased to \$0.76 effective July 1, 2026, through June 30, 2027. The same rate adjustment also increases the monthly administrative travel stipend by the same percentage (rounded to the nearest whole dollar) as follows:

	Increase (monthly)
Executive Management	\$19.00
HS Principals	\$10.00
Middle School Principals	\$6.00
HS Asst. Principals	\$10.00
Middle School Asst Principals	\$4.00
Elementary Principals	\$6.00
Elementary Asst Principals	\$4.00
District Office Administrators	\$6.00
OSP Executive Directors	\$10.00

RECOMMENDATION

The Superintendent recommends the Board of Directors: 1) Adjust the district’s mileage reimbursement rate for the 2026-27 school year to \$0.76 per mile. 2) Adjust the admin monthly travel stipend by the same percentage increase (rounded to the nearest dollar).

I move that the Board of Directors adopt the District’s mileage reimbursement rate for the 2026-27 school year at \$0.76 per mile and adopt the corresponding revision to the In-District Monthly Travel Stipend for executive management staff and administrators.

OSBA Model Sample Policy

Code:
Adopted:

KNA

Immigration Enforcement on District Property

The district complies with state and federal law, including Oregon Revised Statute (ORS) 180.805 and ORS 181.826, and this policy and accompanying administrative regulations KNA-AR(1) – Interactions with Immigration Enforcement and KNA-AR(2) – Federal Immigration Enforcement Request Log when responding to requests from federal immigration authorities regarding immigration enforcement. Absent a judicially authorized subpoena, warrant or court order, district staff must not allow federal immigration authorities access to the district's records or facilities not open to the public for the purposes of immigration enforcement and must verify the validity of any subpoena, warrant or court order involving immigration enforcement presented to them by federal immigration authorities to ensure it is judicially authorized. The superintendent or designee must review and approve any response to a request involving immigration enforcement. The district will provide ongoing training to designated staff to ensure compliance with this policy.

This policy will be made available in the student handbook and on the district's website.

Designation of Primary Point of Contact

The Chief Equity Access and Engagement Officer is the primary point of contact for coordinating interactions with federal immigration authorities occurring in the district ("immigration liaison"). The Chief Operations Officer shall serve as an alternative point of contact during the immigration liaison's absence or unavailability ("alternate immigration liaison").

The immigration liaison's responsibilities include:

1. Serving as the district's representative during encounters with federal immigration authorities;
2. Confirming when federal immigration authorities have entered school property for immigration enforcement purposes;
3. Ensuring federal immigration authorities engaging in enforcement activities at the district have notice of relevant district policies: JO/IGBAB – Education Records/Records of Students with Disabilities, JOA – Directory Information, JOB – Personally Identifiable Information and this policy;
4. Assisting staff in performing their duties in response to immigration enforcement efforts, including ensuring compliance with all district policies and procedures related to interactions with federal immigration authorities and immigration enforcement efforts;
5. Reviewing and responding to requests from federal immigration authorities, in coordination with, and under the direction of, the superintendent or designee;

6. Facilitating the district's compliance with lawful immigration enforcement efforts in a manner that does not unnecessarily disrupt the school environment or invade the privacy of students, staff, or volunteers;
7. Providing notice as required in this policy when a federal immigration authority has been confirmed to have entered school property for immigration enforcement.

Required Notice

When a federal immigration authority is reported to have entered school property for the purpose of immigration enforcement the immigration liaison shall confirm whether federal immigration authorities have entered school property for immigration enforcement and when confirmed, shall provide notice as follows:

1. Notice must be provided to:
 - a. Students who attend the school where the federal immigration authority is confirmed to be on school property for immigration enforcement and who are in grades 9 and above;
 - b. Parents or guardians of students attending the school where the federal immigration authority is confirmed to be on school property for immigration enforcement;
 - c. Staff of the school where the federal immigration authority is confirmed to be on school property for immigration enforcement; and
 - d. Community-based service providers that have requested to receive notice when a federal immigration authority is confirmed to be on school property for immigration enforcement. Community-based service providers can request to receive such notifications by contacting the Communications Office.
2. Notice must include:
 - a. The general location of the federal immigration authority; and
 - b. Whether classes or school operations were affected by the presence of the federal immigration authority.
3. Notice must not disclose:
 - a. Personally identifiable information;
 - b. Other information that may not be legally disclosed; or
 - c. Other information when the disclosure may threaten the health or safety of students or staff of the district or is prohibited by a court order.

The required notice will be provided as expediently as possible using existing methods used for providing electronic communications.

Unless otherwise prohibited by law or court order, the district will make reasonable efforts to provide notice to a student, or to the parent or guardian of a student, when the district has provided information related to the student to a federal immigration authority.

Confidentiality of School Records

Except when required by a judicially authorized warrant, subpoena, or order, Oregon law prohibits the district from disclosing protected information to federal immigration authorities for the purpose of enforcing federal immigration laws. Protected information includes information relating to a person's:

1. Address;
2. Workplace or hours of work;
3. School or school hours;
4. Contact information, including telephone number, electronic mail address or social media account information;
5. Known associates or relatives; and
6. Date, time or location of the person's hearings, proceedings or appointments with a public body that are not matters of public record.

Oregon law also prohibits sharing any of the above information about a person's relatives or known associates with federal authorities for immigration enforcement purposes.

Oregon law generally prohibits the district from sharing or disclosing citizenship or immigration status or country of birth information¹ that the district collects, unless one of the following exceptions applies:

1. The disclosure is required by state or federal law (other than federal immigration law);
2. The disclosure is required by a judicially authorized warrant, order, or subpoena;
3. The information being shared with a person concerns only that person or their dependents; or
4. The information is aggregated and not personally identifiable.

In addition to the prohibitions described above, federal and state laws make records and information related to students confidential and permit disclosure only in limited circumstances. The district's policies with respect to student records can be found in Board policies JO/IGBAB – Education Records/Records of Students with Disabilities, JOA – Directory Information and JOB – Personally Identifiable Information. To ensure compliance with applicable federal and state law, the district's staff shall not disclose any school records or information to federal immigration authorities except as provided in these policies.

Staff must also maintain the confidentiality of school records and other information about students, staff, and volunteers when communicating with other students, parents, or community members about immigration enforcement activities involving students, staff, or volunteers of the district or occurring on

¹ Citizenship or immigration status or country of birth information is any information concerning:

1. Where a person was born; or
2. Whether a person is a citizen of the United States; or
3. Whether a person has lawful authority to be present in the United States.

district property. Staff should direct anyone with questions about immigration enforcement activities occurring on district property to the immigration liaison.

Training

The district will provide the immigration liaison and alternate immigration liaison with training as follows:

1. The training must include information on the requirements of House Bill 4079 (2026), any applicable model policies published by the Attorney General, and this policy; and
2. The training must be provided at the time of designation and at least once every two years thereafter.

Upon the adoption of this policy and not less than once every two years thereafter, the district will provide training to all current district staff regarding federal and state laws, and the district's policies, relating to interacting with federal immigration authorities and responding to immigration enforcement efforts.

END OF POLICY

Legal Reference(s):

[ORS 180.810](#)

[ORS 180.805](#)

[ORS 181.826](#)

[OAR 581-021-0371](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

[Oregon Attorney General's K12 School Model Policy](#)

Senate Bill 1538 (2026).

Senate Bill 1594 (2026).

House Bill 4079 (2026).

OSBA Model Sample Administrative Regulation

Code: KNA-AR(1)
Revised/Reviewed:

Interactions with Immigration Enforcement

The Chief Equity Access and Engagement Officer is designated as the “immigration liaison.”

1. Staff, contractors and volunteers shall adhere to all district policies when interacting with federal immigration authorities and the following administrative regulations:
 - a. Unless expressly authorized by the superintendent or designee, or by the immigration liaison on behalf of the superintendent or designee, staff shall not:
 - (1) Provide federal immigration authorities with records or information about students, staff, or volunteers;
 - (2) Confirm whether a student, staff member, or volunteer is present or make the student, staff member, or volunteer available;
 - (3) Allow access to non-public areas of the district’s facilities or property;
 - (4) Sign documents presented by federal immigration authorities; or
 - (5) Give consent to any immigration enforcement action.
 - b. Staff may not interfere with lawful immigration enforcement actions or physically obstruct federal immigration authorities in any manner. However, staff should immediately report to the immigration liaison if they observe any conduct or enforcement activities by federal immigration authorities that violate state or federal law, or district policies, or that otherwise present a security threat or potential danger to students, staff, volunteers, or visitors.
 - c. Staff who receive a request related to immigration enforcement must immediately notify the immigration liaison. The immigration liaison is responsible for interacting with the federal immigration authorities until the matter is concluded or the federal immigration authorities have been referred to the superintendent or designee.
 - d. The immigration liaison or alternate immigration liaison should meet the federal immigration authorities at the school door or other area designated by the superintendent or designee for this purpose.
 - e. The immigration liaison shall provide federal immigration authorities with a copy of this policy and explain that school staff are required to follow these steps in this policy. The immigration liaison should inform the immigration authorities that school staff must contact the office of the superintendent or designee for guidance before providing access to school facilities, records, or other information.
 - f. The immigration liaison should direct another staff member to contact the superintendent or designee while the immigration liaison remains with the federal immigration authorities.
 - g. The immigration liaison must document the request from federal immigration authorities to the fullest extent possible under the circumstances. At a minimum, the documentation shall include the following information, if available:
 - (1) The name, badge number, and agency of the law enforcement officer making the request;

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- (2) The number of officers present;
- (3) Time, date, and location of the request;
- (4) The nature of the request;
- (5) The source of authority for the request, including whether the request is administratively or judicially authorized;
- (6) Whether the request requires an immediate response;
- (7) The identification of witnesses present; and
- (8) How the encounter concluded.

- h. The immigration liaison shall direct another staff member to transmit copies, photos, or other documentation provided by federal immigration authorities to the superintendent or designee, along with other information documented pursuant to this policy. The superintendent or designee must approve any response to a law enforcement request related to immigration enforcement as provided in Section 3 of this administrative regulation.

2. Determination of Validity of Judicial Warrant, Subpoena or Order

- a. If presented with a warrant, subpoena or order by federal immigration authorities, the immigration liaison shall verify the validity of the warrant, subpoena or order by determining whether the warrant, subpoena or order is judicially authorized. An administrative warrant, subpoena, order or other legal process that has not been authorized by a judicial officer does not authorize the district to provide law enforcement with access to records or information, or facilities for purposes of immigration enforcement.

A judicially authorized warrant, subpoena or order contains the following key features:

- (1) A caption, near the top of the document, identifying the court that issued the order (typically the federal district court for the District of Oregon);
 - (2) A signature block, near the end of the document, including the name of the person who signed the order, and identifying that individual as a judge, magistrate, clerk of court, or other person signing on behalf of a judge or magistrate, and the date of the signature; and
 - (3) An indication that the warrant, subpoena or order has not expired.
- b. The immigration liaison shall notify the superintendent or designee of the warrant, subpoena or order and whether the warrant, subpoena or order appears on its face to be judicially authorized.
 - c. The immigration liaison should request a copy of the warrant, subpoena or order and transmit a copy of the warrant, subpoena or order for review by the superintendent or designee, or legal counsel.
 - d. The superintendent or designee shall make the final determination regarding the validity of any warrant, subpoena or order and whether, and to what extent, federal immigration will have access to district records or information, or facilities. If the superintendent or designee is uncertain as to the validity or scope of the warrant, subpoena or order, the superintendent or designee should immediately consult legal counsel or a statewide or regional education organization.

3. Approval of Response by Superintendent

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- a. The immigration liaison shall notify the superintendent or designee of a request related to immigration enforcement prior to responding to the request. The superintendent or designee will only honor requests from immigration enforcement officers or other agencies enforcing federal immigration laws if the request is judicially authorized. If the superintendent or designee is uncertain as to the lawfulness or scope of the request, the superintendent or designee should immediately consult legal counsel or a statewide or regional education organization prior to approving a response.
 - b. If the superintendent or designee determines that a response is not authorized by a judicial subpoena issued as part of a court proceeding or by another compulsory court-issued legal process, such as a warrant, the superintendent or designee shall direct the immigration liaison to decline the request.

Upon direction of the superintendent or designee, the immigration liaison shall decline the request, refer the federal immigration enforcement authorities to the superintendent or designee, and request that they leave the premises.

The immigration liaison shall ensure that the information documented pursuant to this administrative regulation is submitted to the Oregon Criminal Justice Commission as provided in ORS 181A.826.

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- c. If the request is accompanied by a subpoena, warrant or order that appears on its face to be judicially authorized, the superintendent or designee must review and approve the immigration liaison of district's response to the request.

The superintendent or designee shall ensure that the district's response provides no greater access to records or information, or facilities, than that required by the subpoena, warrant or order.

- d. If the request involves a warrant that appears to be valid and authorizes the arrest of a particular person, the superintendent shall direct the immigration liaison to request that the arrest be conducted in a manner that is the least disruptive to the school environment and to the person's wellbeing, which may include bringing the arrestee to the federal immigration authorities.

4. School-Sponsored Events

If federal immigration authorities appear at a school-sponsored event open to the general public (e.g., field trip, athletic event, band event), staff should document their observations, notify the immigration liaison and follow any guidance provided by the immigration liaison. When alerted to the presence of federal immigration authorities at a school-sponsored event, the immigration liaison shall notify the superintendent or designee.

5. School Transportation/Buses

If federal immigration authorities request to board a school bus or other vehicle transportation, the driver should ask them to wait outside the bus/vehicle, close the doors, and immediately call the immigration liaison and follow any guidance provided by the immigration liaison. The immigration liaison shall notify the superintendent or designee and coordinate an approved response as outlined in this policy.

6. Volunteers

The district will determine which volunteers need to receive training or materials regarding this administrative regulation.

PROPOSED

OSBA Model Sample Administrative Regulation

Code: KNA-AR(2)
Revised/Reviewed:

Federal Immigration Enforcement Request Log

School site: _____

Person Receiving Request: _____ Title: _____

1. Requesting Officer Information

Officer name: _____ Badge #: _____

Agency: _____

Contact information: _____

2. Number of officers present: _____

3. Time, date and location of request: _____

4. Nature of the request:

- | | |
|---|---|
| ☐ Request to enter school property | ☐ Request to access school facilities or buildings |
| ☐ Request to interview a student | ☐ Request to interview staff member |
| ☐ Request to locate a student | ☐ Request to obtain student records |
| ☐ Request to detain or take custody of an individual | |
| ☐ Other (describe): _____ | |

5. Source of Authority for the request

Authority cited by officer(s):

- | | |
|---|--|
| ☐ Administrative Warrant | ☐ Administrative Subpoena |
| ☐ Judicial Warrant | ☐ Judicial Subpoena |
| ☐ Court Order | ☐ Other Authority (describe): _____ |

Document Presented? ☐ Yes ☐ No

If yes, identify the document and any identifying numbers: _____

Copy obtained? ☐ Yes ☐ No

6. Does the request require an immediate response? ☐ Yes ☐ No

Superintendent or Designee Review and Approval

The superintendent or designee must review the request and approve any response to a law enforcement request related to immigration enforcement.

Review Conducted By:

☐ Superintendent

☐ Superintendent's Designee

Name: _____

Title: _____

Date and Time of Review: _____

Response Authorized:

☐ Yes

☐ No

☐ Additional Legal Review Required

☐ Pending Further Information

Witnesses Present

Name	Title or Role	Contact Information
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Name	Title or Role	Contact Information
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Name	Title or Role	Contact Information
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How the Encounter Concluded

☐ Access to school property granted

☐ Referred to School Administrator

☐ Access denied pending legal review

☐ Officers left without further action

☐ Referred to Superintendent or Designee

☐ Other (describe): _____

Detailed summary of outcome:

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R

Additional notes:

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Follow-Up Actions

- ☐ Legal counsel notified
- ☐ Superintendent notified and copies, photographs, or other documentation transmitted to the superintendent or designee.
- ☐ Law enforcement documentation copied and retained

Completed By: _____ (print name)

Title: _____

Signature: _____

Date: _____

Time Completed: _____