



Jefferson School District 14J

BOARD OF DIRECTORS' REGULAR MEETING

September 17, 2026 - Board Room
5:30 PM – Regular Session

AGENDA

"We will prepare all students to successfully navigate their transition to life beyond high school by providing qualified, rigorous instruction, providing a safe environment, and fostering a culture of student learning."

1. Call Meeting to Order/Flag Salute
Chair Mitchell

2. Roll Call
Chair Mitchell

3. Review/Adjust/Approve agenda & consent items

4. Consent Agenda Items:

- a. Board meeting minutes 8/20/26.....Board Members
Information/Action Page(s) 7-8
- b. First Student update.....Melody Rossiter
Information Page(s) 9-10
- c. Personnel recommendations.....Board Members
Information/Action Page(s) 11
- d. OSBA Policies.....Dawn Moorefield
Information/Action Page(s) 12-48
 - GBA – Equal Employment Opportunity, Required
 - GBA-AR – Veteran and State Servicemember Preference, Highly Recommended
 - GBN/JBA – Sexual Harassment, Required
 - GCBDA/GDBDA-AR(1) – Family and Medical Leave *(Version 1 – FMLA/OFLA), Highly Recommended
 - GCBDD/GDBDD – Sick Time *, Highly Recommended

5. New Business

- a. Oath of Office – Student Board Representative.....Board Members
Information Page(s) 49
- b. OSBA Policies **Note: Did not go to JSD Policy Committee**.....Dawn Moorefield
Information/Action Page(s) 50-61
 - KNA Immigration Enforcement on District Property
 - KNA-AR(1) Interactions with Immigration Enforcement
 - KNA-AR (2) Federal Immigration Enforcement Request Log
- c. OSBA Regional Fall Meeting 9/30/26 @5:30PM.....Board Members
Information Page(s) 62
- d. OSBA Annual Convention 11/12/26-11/14/26.....Board Members
Information Page(s) 63-66
- e. Proposed Superintendent Evaluation – Process/Timeline.....Board Members
Information/Action Page(s) 67
- f. Budget Resolution 2026-2027 (26.09.001).....Board Members
Information/Action Page(s) 68
- g. Integrated Programs Annual Report.....Board Members
Information/Action Page(s) 69-77

6. Comments from the Audience

7. Reports

- a. Financial report.....Hattie Truett
Information Page(s) 78-81
 - b. Superintendent report.....Dawn Moorefield
Information Page(s) 82
 - c. Administrator reports.....Kymberlee Rhodes, Eric Clendenin, Laura Pierce-Cummings
Information Page(s) 83-89
- 8. Old Business - None**
- a. JSD Track & Field Project Work Session.....Board Members
Information Page(s) 90-103
- 9. Submitted Public Comments**.....Board Chair
- The Jefferson School District Board accepts public comments via email submission. If you would like to submit a comment, please email it and any supporting documents you may have to Jennifer.Oertel@jefferson.k12.or.us by 1:00 p.m. on the day of the meeting. Comments will be sent to the Jefferson School District Board prior to their meeting and may or may not be read at the board meeting.*
- 10. Board Comments**
- a. General.....Board Members
- 11. Adjourn Meeting**
Board Chair

JSD BOARD - UPCOMING MEETING SCHEDULE

Date	Type of Meeting	Time	Location
September 17, 2026	Regular Board Meeting	5:30PM	JSD Board Room
October 15, 2026	Regular Board Meeting	5:30PM	JSD Board Room
November 19, 2026	Regular Board Meeting	5:30PM	JSD Board Room
December 17, 2026	Regular Board Meeting	5:30PM	JSD Board Room



2026-2027 Board of Directors

Position 1:
Teri Mitchell, Chair
Term Expires: 6.30.2027

Position 2:
Terry Kamlade, Director
Term Expires: 6.30.2029

Position 3:
Carole Vickery, Director
Term Expires: 6.30.2027

Position 4:
Kevin Smith, Director
Term Expires: 6.30.2029

Position 5:
Tracy Roe, Director
Term Expires: 6.30.2029

2026-2027 Subcommittee / Representation

Finance Subcommittee (2):

Kevin Smith
Carole Vickery

Bargaining Subcommittee (2):

Terry Kamlade
Teri Mitchell

Willamette ESD Budget Representation (1):

Tracy Roe

Policy Subcommittee (2):

Tracy Roe
Carole Vickery

Strategic Pillars:

- Together, the Jefferson Community, and the Jefferson School District will prioritize funding to provide sufficient staffing, appropriate curriculum, and key programs that will equip our students to succeed.
- Jefferson School District will improve community engagement by focusing on creating purposeful, authentic parent involvement through a shared culture where everyone feels welcomed, respected and appreciated.
- Students will be encouraged to reach their goals using methods that include discovery, self-awareness, self-advocacy, credible choices, and learning collaboration.
- In preparation for their future, students are encouraged to be present and engaged in our safe, welcoming environment as they learn to set goals and adapt to discover their passion.



PUBLIC PARTICIPATION AT BOARD MEETINGS

During each regularly scheduled meeting of the Jefferson School District Board, the agenda will include an item titled “Comments from the Audience.” It is during this portion of the agenda that the public can comment. If requesting to speak, when called on, comments should be limited to three (3) minutes.

Public participation is a time for the Board to listen, not a time for in-depth discussion or to respond to questions, as the Board needs adequate time to process the information received to ensure proper steps are taken going forward. The Board may direct questions to administrative staff to respond to after the meeting.

As a reminder, the Board cannot review complaints about specific personnel during an open meeting. If a patron has a specific complaint against personnel, please review and follow the process as outlined in Board Policy [KL](#).

The Jefferson School District Board accepts public comments also via email submission. If you would like to submit a comment, please email it and any supporting documents you may have to Jennifer.Oertel@jefferson.k12.or.us by 1:00 p.m. on the day of the board meeting. Submitted comments will be emailed to the Board prior to their meeting and may or may not be read at the Board Meeting. You can also submit comments during a board meeting by clicking on the following link <https://www.jefferson14j.com/live-meetings-and-events> and then selecting “Public Comment.” Comments submitted by the same timeline regarding the 2024-25 Jefferson School District Budget will be read into the record.

The meeting will be live streamed on our website and You Tube, with a link on Facebook. Here is the [link](#) to view the meeting: <https://www.jefferson14j.com/live-meetings-and-events>

If you have any additional questions, please contact Jennifer.Oertel@jefferson.k12.or.us and thank you for taking an interest in the Jefferson School District.

The Superintendent Evaluation Timeline will be added once it is established.

Jefferson School District Board of Directors ANNUAL CALENDAR

July

- No meeting July 2026

August

- Board Meeting – August 20
- Elect Board Chair and Vice Chair (completed/June 2026)
- Committee Appointments
- Board and Superintendent Operating Agreements
- Staff Inservice Activities
- Staff & Parent Handbooks

September

- Board Meeting – September 17
- Administer Oath of Office to Student Board Representative
- Opening of School - Enrollment and Class Size Report

October

- Board Meeting – October 15th
- National School Lunch Week October 4-10
- 26-27 Board Goals Discussion

November

- Board Meeting – November 19th
- OSBA Convention November 13-14
- Thanksgiving Break November 23-27

December

- Board Meeting – December 17th
- Winter Break December 21-January 1

January

- Board Meeting – January 21st
- School Board Recognition Month
- Adopt 26-27 Budget Calendar

February

- Board Meeting – February 18
- Classified School Employee Week Resolution
- Budget Committee – Identify and Post Vacancies

March

- Board Meeting – March 18
- Classified Appreciation Week Recognition and Resolution March 2-6
- Renewal of Licensed/Administrative Contracts Resolutions by March 15
- OGEC filing open
- Audit Report Fiscal Year 25-26
- Spring Break March 22-26

April

- Board Meeting – April 15
- OGEC filing due by April 15
- Budget Committee - Appointment of New Members
- Adopt School Year Calendar for Following Year
- Pre-Audit Update Fiscal Year 26-27

May

- Board Meeting – May 20
- Teacher Appreciation Week Recognition and Resolution May 3-7
- Publish Notice of Budget Committee Meetings May 1
- Public Budget Committee Meeting(s)

June

- Board Meeting – June 17
- Public Budget Hearing and Adoption of Budget
- Recognizing Retirees
- Graduation Ceremonies JHS/June 4 JMS/June 8
- Last Day of School June 10

School board policy updates and not reflected in this calendar, as the policy releases and policy committee meetings fluctuate.



Jefferson School District
BOARD OF DIRECTORS' REGULAR MEETING
August 20, 2026 JSD Board Room
5:30PM Regular Session

MINUTES

PRESENT: Teri Mitchell, Tracy Roe, Kevin Smith, Carole Vickery, and Terry Kamlade.

1. CALL TO ORDER: Chair Mitchell called the meeting to order and led the flag salute at 5:30PM.

2. REVIEW/ADJUST AGENDA AND CONSENT ITEMS:

- a. Motion to accept the agenda and consent items as presented removing all the G “staff” policies from the agenda. The G policies will be presented at the September board meeting.

MOTION Carole Vickery, **SECOND** Kevin Smith, **VOTE** all aye’s motion carried.

3. COMMENTS FROM THE AUDIENCE: None

4. NEW BUSINESS:

- a. Motion to appoint board members to the following committees which are the same appointments as the 25-26 school year:
 - i. Finance: Kevin Smith & Carole Vickery
 - ii. Bargaining: Terry Kamlade & Teri Mitchell
 - iii. Policy: Tracy Roe & Carole Vickery
 - iv. Willamette ESD: Tracy Roe

MOTION Terry Kamlade, **SECOND** Tracy Roe, **VOTE** all aye’s motion carried.

- b. Motion to adopt the 26-27 Board-Superintendent Operating Agreement as presented.

MOTION Tracy Roe, **SECOND** Teri Kamlade, **VOTE** all aye’s motion carried.

- c. The 26-27 JSD Student Parent Handbooks were presented by Superintendent Moorefield. There were no big policy changes. The JSD Student Parent Handbook is a reflection of what is in board policy. If there are any changes they will be brought back to the board with the updates.
- d. The 26-27 JSD Staff Handbooks were presented by Superintendent Moorefield. There were no big policy changes. The JSD Staff Handbook is a reflection of what is in board policy. If there are any changes they will be brought back to the board with the updates.
- e. 5 Year Strategic Plan: Superintendent Moorefield presented the district’s proposed 5 Year School Strategic Plan, outlining the plan’s vision, priorities, goals, and key strategies for improving student achievement and supporting the success and well-being of all students. The Superintendent reviewed the process used to develop the plan, including input from staff, families, students, and community stakeholders.

The Superintendent noted that progress toward the strategic goals would be monitored regularly and reported to the Board and community.

MOTION Terry Kamlade, **SECOND** Tracy Roe, **VOTE** all aye's motion carried.

- f. Superintendent Moorefield provided the Board with an overview of the district's Performance Growth Targets and provided information to help understanding Senate Bill 141. The presentation included the identified areas of focus, measurable outcomes, and strategies intended to support continued student achievement and organizational growth. Superintendent Moorefield will update the board with ODE's decision pertaining to our submitted Performance Growth Targets.
- g. OSBA Board of Directors Nomination, Position 11: No board members are interested.

5. REPORTS:

- a. Financial Report: The 25-26 ending fund balance was within \$30,000. Hattie has requested that our staff members encumber all of their projected purchases for the 26-27 school year to make sure we are staying within the budgeted amounts.
 - Account payable/ASB financial detail change requested. We will email board members the detailed financials instead of adding them to the board packet on the website. We are being precautionary due to the large amount of scams we are receiving.
- b. Superintendent presentation: Summer school update and thank you to all of our summer school staff. We served 127 K-12 students in the program. Frontline Time & Attendance and Frontline Professional Growth were being transitioned over the summer. Inservice week schedule and calendar presented and invitation to the "All Staff" day.

6. OLD BUSINESS:

- a. JSD Track & Field Project Discussion. The JSD Track Committee was introduced: Bill Linhart, Greg Wickett, Tommy Filter, Kelly Sullivan, Patti Ball. The committee attended the meeting to answer any questions the board may have to move this process forward.

Comments: Track meets have been suspended by OSAA the past 3 years but we are still having our athletes train on the track which are causing injuries. Note: only 2 board members can serve on a bond committee, and the superintendent cannot serve on the committee.

7. SUBMITTED PUBLIC COMMENT: None

8. BOARD COMMENTS: Positivity for 2026-2027 school year for our staff and students.

9. ADJOURN MEETING: 7:47PM

Jefferson School District

Date: Sept 10, 2026

Dear: Jefferson School Board Members:

We're pleased to provide you with an update on activities at our location. This Month's report includes the status of driver staffing and progress made on open issues. Summaries of community activities and other noteworthy events are also included.



Driver staffing

We are working diligently to increase the applicant flow through recruiting campaigns.

- \$25.00 – 29.00 DOE
- Paid Training
- \$500 Employee Referral Bonus



Recruiting

- Our applicant flow is better than ever right now. We have stopped accepting applications for the time being until we process those that are in the pipeline.
- Currently we have one applicant that will start classroom next week and another one that has been in BTW this past week. I expect both of these to test with DMV near the end of September or early October.

Route Count	11
Gen Ed	9
SpEd	2
Driver Staffing Goal	16
Drivers Assigned to a Route	11
Cover Drivers	4
Borrowed Drivers	0
Total Drivers	15
Excluding staff or borrowed drivers	
CDL	15
Over/(Short) for Route Coverage	0
Drivers in Training/Testing	2
Apps this Month (Last 30 Days)	12
Permit Pending	1
Total # in Training (Classroom)	1
Behind-the-Wheel Training	1
Leave/Unavailable	1



Customer issues/ resolutions

- School Startup has been very smooth, with no customer issues.

Successes of the Month

- All 11 routes have been going well.
- Our kindergarten start-up has been relatively smooth as well, students are being met by parents at the stops, and they are being placed on the correct bus.
- A new applicant that was trained over the summer started on the 1st day of school. Janine Schaben has been a school bus driver before and has returned to drive again. She is driving our MS-HS special-ed route and doing a great job. We are fortunate to have her on our team.



Technology Updates

- **First View District Dashboard and Parent Tracking App**- now active.
- **Driver Hub Training** – Driver turn-by-turn directions and onboard job aid.



Routing updates

- The special ed routes were divided by HS/MS and Elementary this year. This has been a good change, and I like it a lot. We are going to tweak the Elementary route just a little bit soon, to make it more efficient, otherwise they are both running well.



Latest news

- Coming up soon will be the Safety Instruction for all students, as required by ODE.
- I will be attending the Open House at the Elementary School on the 17th of September. Parents and students will have the opportunity to tour the bus or ask questions about the routes. I'm always happy to be with our kids and parents at school events.

We are off to a great start this year and looking forward to another year serving the Jefferson School District families and staff.

Very happy to be here!



Melody Rossiter
First Student, Location Manager

Jefferson School District 14J

Monthly Personnel Report – September 2026

RECOMMENDED FOR HIRE

Name	Title	FTE	Comments
Arrika McDonald	IA – General Education	3.75hr	
Boston Prindel	IA – Special Education	7hr	
Claudia Hernandez	IA – Special Education	7hr	
Julie Grizzel	Coach – JV Head Volleyball	Contract	
Guillermina Sosa	IA – Special Education	3.75hr	
Evan Podrabsky	Technology Director	8hr	

RECENT RESIGNATIONS, RETIREMENTS, DISMISSALS

Name	Title	Comments

CURRENT JOB POSTINGS

LICENSED	Hrs. per wk./ Days per year	CLASSIFIED	Hrs. per wk./ Days per year	SUPERVISOR MANAGER CONFIDENTIAL	Hrs. per wk./ Days per year	ADMINISTRATOR	Hrs. per wk./ Days per year
		1 position SpEd Instructional Asst	7hr/5 days				





Policy Update
webinar scheduled
for Tuesday, May 12,
2026.

Watch for information
coming soon to
register for the *Policy*
Update webinar.

Policy Update is a
subscription publication
of the Oregon School
Boards Association

Emielle Nischik

Executive Director

Haley Percell

Chief Legal Officer

Interim Deputy Executive
Director

Michael Miller

Interim Director of Legal
Services

Spencer Lewis

Director of Policy Services

Rick Stucky

Policy Services Specialist

Leslie Fisher

Policy Services Specialist

Colleen Allen

Senior Policy Services
Assistant

Jean Chiappisi

Senior Policy Services
Assistant

If you have questions
regarding this publication
or OSBA, please call
our offices:
503-588-2800 or 800-578-6722

CONTENTS

BBAA – Individual Board Member’s Authority and Responsibilities, Optional, Delete
BBAA – Board Member’s Authority and Responsibilities, Highly Recommended, *New*
BBE – Vacancies on the Board, (Version 1) Optional, Delete
BBE – Vacancies on the Board, Optional, *New*
BBE-AR – Board Member Vacancy Application, Optional, *New*
BCB – Board Officers, Optional
BCE – Board Committees, Optional, Delete
BCE – Board Committees, Optional, *New*
BCF – Advisory Committees to the Board, Optional, Delete
BD – Board Meetings, Notices and Communications, Highly Recommended, *New*
BD/BDA – Board Meetings, Optional, Delete
BDC – Executive Sessions, Highly Recommended, *New*
BDC – Executive Sessions, Optional, Delete
BDD – Board Meeting Procedures, Optional, Delete
BDD – Board Meeting Procedures, Optional, *New*
BDDC – Board Meeting Agenda, Optional, Delete
BDDC – Board Meeting Agenda, Highly Recommended, *New*
BDDG – Minutes of Board Meetings, Optional, Delete
BDDG – Recordings and Minutes of Board Meetings, Highly Recommended, *New*
CBA – Qualifications and Duties of the Superintendent, Highly Recommended
CBG – Evaluation of the Superintendent, Required
CEA – Educational Equity Advisory Committee, Optional
DBEA – Budget Committee (version 1 or version 2), Highly Recommended
EBB – Integrated Pest Management, Required
EBBA – Student Health Services */**, Highly Recommended
ECAA – Access to Buildings, Optional
GAA – Personnel Definitions *, Optional, Delete
GBA – Equal Employment Opportunity, Required
GBA-AR – Veteran and State Servicemember Preference, Highly Recommended
GBN/JBA – Sexual Harassment, Required
GCBDA/GDBDA-AR(1) – Family and Medical Leave *(Version 1 – FMLA/OFLA), Highly Recommended
GCBDA/GDBDA-AR(1) – Family Leave *(Version 2 - OFLA), Highly Recommended
GCBDD/GDBDD – Sick Time *, Highly Recommended
JBA/GBN – Sexual Harassment, Required

This publication is designed to provide accurate and authoritative information regarding the subject matter covered. It is furnished with the understanding that policies should be reviewed by the district’s legal counsel.

BOARD VACANCIES

Summary

Boards often struggle establishing a procedure when there is a vacancy on the board. Consequently, OSBA has updated this policy to incorporate legal requirements into a set of steps boards can follow in order to fill the vacancy. Additionally, an application form has been created and placed in the Administrative Regulation (AR). Both the policy and the AR are optional.

Collective Bargaining Impact

None

Local District Responsibility

Review the board's policy manual for the identified policies and make updates as suggested. Policies should be submitted to the board for readoption. Consider implementing new AR.

Policy(ies) and ARs Impacted by these Revisions

BBE – Vacancies on the Board, (Version 1) Optional, Delete

BBE – Vacancies on the Board, Optional, *New*

BBE-AR – Board Member Vacancy Application, Optional, *New*

BOARD OFFICERS

Summary

Language has been updated to clarify replacement of a board officer, timing of actions, board chair duties and spokesperson delegation.

Collective Bargaining Impact

None.

Local District Responsibility

Review the board's policy manual for this policy. If present, update policy to present for readoption.

Policy(ies) and ARs Impacted by these Revisions

BCB – Board Officers, Optional

INTEGRATED PEST MANAGEMENT PLANS

Summary

House Bill 2684 (2025) added some new requirements to law for Integrated Pest Management Plan requirements. The first requires posting the Integrated Pest Management Plan and list of low-impact pesticides to the website (can be included in the Healthy and Safe Schools Plan); the second requires a review of a IPM plan every five years to identify updates, if any, and readoption.

Collective Bargaining Impact

None

Local District Responsibility

Review the recommended updates to policy EBB - Integrated Pest Management, and readopt to implement the new requirements. Notify appropriate staff.

Policy(ies) and ARs Impacted by these Revisions

EBB – Integrated Pest Management, Required

NURSE DELEGATION**Summary**

Senate Bill 2948 (2025, now in ORS 342.458) added language regarding nurse delegation. This update reflects the new language.

Collective Bargaining Impact

Review collective bargaining to see if any language is impacted.

Local District Responsibility

Review the board's policy manual for this policy. If present, update policy to present for readoption.

Policy(ies) and ARs Impacted by these Revisions

EBBA – Student Health Services */**, Highly Recommended

PANIC ALARM SYSTEMS**Summary**

The Oregon Legislature passed House Bill 3083 (2025), which amends ORS339.408 requiring schools to have emergency safeguards to protect students and staff, including “policies and procedures relating to school building security.”

HB 3083 also requires the Board to consider the installation of a panic alarm when reviewing policies and procedures relating to school building security. Language reminding the district of this requirement has been added to Board policy ECAA – Access to Buildings.

Collective Bargaining Impact

None

Local District Responsibility

Review existing policy and update with new language.

Policy(ies) and ARs Impacted by these Revisions

ECAA – Access to Buildings, Optional

EDUCATIONAL EQUITY ADVISORY COMMITTEES

Summary

The Oregon Legislature passed House Bill 4066, modifying the requirement requiring a member of the educational equity advisory committee serve on the district's budget committee. The amendment clarifies that this requirement does not apply if no member of the educational equity advisory committee is willing or eligible to serve on the budget committee.

Collective Bargaining Impact

None.

Local District Responsibility

Review the board's policy manual for this policy. If present, update policy to present for readoption.

Policy(ies) and ARs Impacted by these Revisions

CEA – Educational Equity Advisory Committee, Optional

DBEA – Budget Committee (version 1 or version 2), Highly Recommended

ETHICS

Summary

House Bill 4161 (2026, effective on passage) added new provisions to Oregon ethics laws. Under the new law, public officials are permitted to receive food and beverage provided during meetings or official events, and up to \$100 of merchandise in a calendar year.

OSBA will be updating sample policies and including them in a future update.

PERSONNEL DEFINITIONS

Summary

Sample policy GAA – Personnel Definitions * has been reviewed recently and the recommendation is to delete this policy from the board's policy manual, if present. This policy is largely definitions already found in statute under ORS Chapter 342 and/or outlined in an agreement.

A recent change to ORS 342.815 includes a modification to the definition of “contract teacher”; the change is reflected in [House Bill 2900](#) (2025) and is effective January 1, 2026. The most noticeable change adds an additional category to the definition of “contract teacher” to include “any teacher who has been regularly employed by a fair dismissal district for two successive years, who has already satisfied the initial three-year probationary term in another Oregon school district, and who has been retained for the next succeeding school year.”

Collective Bargaining Impact

Review the definition change and any applicable bargaining agreement and update as appropriate.

Local District Responsibility

If the district has this optional policy in its board policy manual, consider rescinding policy.

Policy(ies) and ARs Impacted by these Revisions

GAA – Personnel Definitions *, Optional, Delete

PUBLIC MEETINGS

Summary

There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the Oregon Legislature and rules from the Oregon Government Ethics Commission. In 2026, the Legislature passed House Bill 4177, but it will not go into effect as it was vetoed by the governor. The policies included in this update include language that matches the new laws.

Collective Bargaining Impact

None

Local District Responsibility

Review the policies listed below. If the policy is marked for deletion, delete that policy and adopt the new version of the policy, if included. If the policy includes updates, consider applying the updates to the district's current policies and adopting the updated policies.

Policy(ies) and ARs Impacted by these Revisions

BBAA – Individual Board Member's Authority and Responsibilities, Optional, Delete
BBAA – Board Member's Authority and Responsibilities, Highly Recommended, *New*
BCE – Board Committees, Optional, Delete
BCE – Board Committees, Optional, *New*
BCF – Advisory Committees to the Board, Optional, Delete
BD – Board Meetings, Notices and Communications, Highly Recommended, *New*
BD/BDA – Board Meetings, Optional, Delete
BDC – Executive Sessions, Optional, Delete
BDC – Executive Sessions, Highly Recommended, *New*
BDD – Board Meeting Procedures, Optional, Delete
BDD – Board Meeting Procedures, Optional, *New*
BDDC – Board Meeting Agenda, Optional, Delete
BDDC – Board Meeting Agenda, Highly Recommended, *New*
BDDG – Minutes of Board Meetings, Optional, Delete
BDDG – Recordings and Minutes of Board Meetings, Highly Recommended, *New*
CBA – Qualifications and Duties of the Superintendent, Highly Recommended
CBG – Evaluation of the Superintendent, Required

VETERAN OR STATE SERVICEMEMBER PREFERENCE

Summary

Senate Bill 808 (2025) amended ORS 408.225, 408.230 and 408.235, which discusses issuing preferences to veterans and disabled veterans during a hiring or promotion process, and defined and added state servicemembers and former state servicemembers. These are servicemembers who are current servicemembers of the Oregon National Guard or former servicemembers of the Oregon National Guard, and who meet the new provisions.

As a result, board policy GBA – Equal Employment Opportunity and administrative regulation GBA-AR – Veteran and State Servicemember Preference has been updated to reflect SB 808 and to account for the four different employment preferences now allowed under Oregon law effective January 1, 2026.

Additionally, OAR 581-022-2405 requires districts have policies regarding equal employment opportunities and affirmative action. Language has been added to more clearly meet these requirements.

After adoption, notify appropriate staff and other parties in accordance with policy BFD – Board Policy Implementation and/or BFCA – Administrative Regulations.

Collective Bargaining Impact

Review the policy changes to determine whether additional review of an applicable agreement is needed for alignment.

Local District Responsibility

Review the board's policy manual for this policy and administrative regulation (AR). If present, update policy to present for readoption and update the AR to provide as an information to the board for their review.

Policy(ies) and ARs Impacted by these Revisions

GBA – Equal Employment Opportunity, Required

GBA-AR – Veteran and State Servicemember Preference, Highly Recommended

SEXUAL HARASSMENT

Summary

Multiple laws address sexual harassment in Oregon schools. Oregon laws include requirements to provide notice to individuals involved in reports of sexual harassment. This update is to clarify these notice requirements.

Collective Bargaining Impact

None

Local District Responsibility

Review existing policy and update with new language.

Policy(ies) and ARs Impacted by these Revisions

GBN/JBA – Sexual Harassment, Required

JBA/GBN – Sexual Harassment, Required

OREGON LEAVE LAWS

Summary

Many changes have been made to leave laws over the last few years. This update reflects those changes.

Collective Bargaining Impact

None

Local District Responsibility

Review the changes and apply to existing administrative regulations as needed. Administrative regulations (AR) can be issued to the board for review as an information item unless existing board policy provides other procedures for processing ARs.

Policy(ies) and ARs Impacted by these Revisions

GCBDA/GDBDA-AR(1) – Family and Medical Leave *(Version 1 – FMLA/OFLA), Highly Recommended

Or

GCBDA/GDBDA-AR(1) – Family Leave *(Version 2 - OFLA), Highly Recommended

OREGON SICK TIME

Summary

The change from Senate Bill 1108 (2025) added another allowable use for earned sick time: to donate blood in connection with a voluntary program that is approved or accredited by the American Association of Blood Banks or the American Red Cross.

Collective Bargaining Impact

Review an applicable agreement to determine if other language needs to be updated.

Local District Responsibility

Review the district's existing policy and apply the recommended edits, then present to the board for readoption.

Policy(ies) and ARs Impacted by these Revisions

GCBDD/GDBDD – Sick Time *, Highly Recommended

IMMIGRATION ENFORCEMENT

Summary

Three laws regarding immigration enforcement policies were passed by the Oregon Legislature in 2026:

- Senate Bill 1538 (2026, effective July 1, 2026). This law requires the Attorney General's office to publish model policies regarding federal immigration law enforcement and requires school districts to provide all employees applicable model

policies published by the Attorney General. Additionally, this law adds “immigration or citizenship status” to the list of protected classes in ORS 659.850.

- Senate Bill 1594 (2026, relevant portion effective July 1, 2026). This law duplicates portions of Senate Bill 1538, requiring Attorney General model policies be provided to employees.
- House Bill 4079 (effective September 30, 2026). This law requires school district boards to adopt a policy for “providing notice when a federal immigration authority is confirmed to have entered school property for immigration enforcement.” This policy must be consistent with model policies published by the Attorney General and requires the policy be included in the student handbook and on the district’s website.

OSBA will release updated samples prior to the July 1, 2026 effective date, but is waiting for updates to the model policies from the Attorney General’s office. Current versions of the Attorney General’s model policies can be found [here](#).

WEBSITE ACCESSIBILITY

Summary

The American with Disabilities Act prohibits discrimination on the basis of disability. Included in this prohibition is a requirement that websites be accessible to those with disabilities. In order to meet this requirement, district websites must be compliant with Web Content Accessibility Guidelines (WCAG) 2.1, Level AA by April 24, 2026 (districts with a population of 50,000 or more) or April 24, 2027 (districts with a population of less than 50,000).

OSBA has been working on an updated policy hosting site for a few years to meet these requirements and provide additional functionality for districts. OSBA anticipates this will be available for use soon.

Additionally, OSBA is looking at potential updates to various policies to remind districts of this requirement. Edits may be included in the next policy update.

Collective Bargaining Impact

None at this time.

Local District Responsibility

Review website and other materials to ensure compliance.

Policy(ies) and ARs Impacted by these Revisions

None at this time.

ABOUT *POLICY UPDATE*

Policy Update is a subscription newsletter providing a brief discussion of current policy issues of concern to Oregon school districts, education service districts, community colleges, and public charter schools.

Sample model policies reflecting these issues and changes in state and federal law, if applicable, are part of this newsletter. These samples are offered as a starting point for drafting local policy and may be modified to meet particular local needs. They do not replace district legal counsel advice.

To make the best use of *Policy Update*, we suggest you discuss the various issues it presents and use the sample model policies to determine which policies your district should develop or revise, get ideas for what a policy should contain, and as a starting point for editing, modifying and discussing your district's policy position.

If you have questions about *Policy Update*, sample policies or policy in general, call OSBA Policy Services, 800-578-6722 or 503-588-2800.

TRY OUR ONLINE POLICY DEMO

OSBA's online policy service has a demo site for districts interested in a public online policy manual. This service saves time, resources and reams of paper. With one centrally located policy manual updated electronically, you have instant access to current district policies.

Go to policy.osba.org and select "Policy Online Demo." The online manual includes a subscription to *Policy Update* and policy manual maintenance service to help keep policies current.

OSBA offers several options. Contact Policy Services to determine the best option for you, 800-578-6722 or 503-588-2800.

Jefferson School District 14J

Code: GBA
Adopted: 4/10/17
Revised/Readopted: 8/12/19
Orig. Code: GBA

Equal Employment Opportunity

Equal employment opportunity and treatment shall be practiced by the district regardless of race¹, color, religion, sex, sexual orientation, gender identity, national origin, marital status, pregnancy, childbirth or a age, veterans' status, service in a uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The district administers preference in hiring or promotion decisions in accordance with Oregon law for applicants claiming preference as a veteran, disabled veteran, state servicemember or former state servicemember.

The superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act and the Americans with Disabilities Act Amendments Act (ADA), and Section 504 of the Rehabilitation Act. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be communicated to all students, parents of students and employees through handbooks and will be published on the district website.

The superintendent will develop other specific recruitment, interview and evaluation procedures necessary to implement this policy. These procedures will seek to provide an equal employment opportunity and eliminate the effects of past and present discrimination[, intended or unintended, on the basis of race, religion, national origin, age, sex, marital status or physical or mental disabilities].

END OF POLICY

Legal Reference(s):

ORS 174.100	ORS 659A.003	ORS 659A.112
ORS 243.305	ORS 659A.006	ORS 659A.147
ORS 326.051	ORS 659A.009	ORS 659A.820
ORS 332.505	ORS 659A.029	
ORS 408.225 – 408.237	ORS 659A.030	OAR 581-021-0045
ORS 652.210 - 652.220	ORS 659A.082	OAR 581-022-2405
ORS 659.850	ORS 659A.109	OAR 839-006-0435 - 0480

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2024).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et. seq. (2024).

¹ Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001.

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2024); 29 C.F.R. Part 1626 (2025).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2024).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2024).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 794 (2024); 34 C.F.R. Part 104 (2025).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2024); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
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).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2024).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2024).
Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303, 4311 (2024).

Cross Reference(s):

AC - Nondiscrimination

ACA - Americans with Disabilities Act

Jefferson School District 14J

Code: GBA-AR
Revised/Reviewed:

Veteran and State Servicemember Preference (Version 2)

Oregon law requires the district to grant a preference to qualified and eligible veterans, disabled veterans, state servicemembers and former state servicemembers at each stage during the hiring or promotion process who claim a preference. To be **qualified** for preference, an applicant must meet the minimum qualifications and any other special qualifications required for the position sought. To be **eligible** for preference¹ an applicant must provide certification they are a veteran, disabled veteran, state servicemember or former state servicemember as defined by Oregon law².

The district is not obligated to hire or promote a qualified and eligible veteran, disabled veteran, state servicemember or former state servicemember. The district is obligated to interview all minimally qualified veterans or disabled veterans, and is also obligated to hire or promote a qualified or eligible veteran, disabled veteran, state servicemember or former state servicemember if the individual is equal to or better than the top candidate after the preference has been applied.

Recruitment Procedures

All job postings or announcements will include a concise list of minimum qualifications and any special qualifications required for the position. Job postings will include a statement that the district's policy is to provide a preference as required by Oregon law and the job posting will require applicants to provide certification³ of eligibility for preference, in addition to other requested materials.

Selection Procedures^{4}

¹ See Oregon Revised Statute (ORS) 408.235.

² See Oregon Revised Statute (ORS) 408.225 for definitions of veteran, disabled veteran, state servicemember and former state servicemember.

³ An applicant claiming veteran's or disabled veteran's preference will submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a certification that the veteran is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification. A disabled veteran may also submit a copy of their letter from the U.S. Department of Veterans Affairs, unless the information is included in the DD Form 214/215 or a certification that the veteran is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification. (OAR 839-006-0465) An applicant claiming to be a former state servicemember must meet the definition of "former state servicemember." An applicant is treated as a former state servicemember if they meet the definition, except for the requirement that the applicant was discharged or released under honorable conditions and submits certification that the individual is expected to be discharged or released from Oregon National Guard under honorable conditions no later than 120 days after the submission of the certification. (ORS 408.235)

⁴ {If the district chooses not to use a scored system the law requires that the district give special consideration in the district's hiring decision to veterans, disabled veterans, state servicemembers and former state servicemembers and the district will need to be able to demonstrate the method used for providing special consideration. ORS 408.230(2)(c).}

- Step 1: Before the review of any applications the superintendent or designee ~~{human resources director}~~ will establish an evaluation scoring guide based on the minimum qualifications and any special qualifications listed in the job posting.
- Step 2: The superintendent or designee ~~{human resources director}~~ will review the application materials using the evaluation scoring guide to determine which applicants meet the minimum and any special qualifications listed in the job posting. In assessing the applicant materials of a veteran or disabled veteran the superintendent or designee ~~{human resources director}~~ shall evaluate whether the skill experience obtained in service are transferable skills to the posted position. Any applicants that do not meet the minimum and any special qualifications shall be removed from the applicant pool.
- Step 3: Based on Step 2, the superintendent or designee ~~{human resources director}~~ determines who will be interviewed. All qualified and eligible veterans or disabled veterans shall be given an opportunity to interview.
- Step 4: Interview questions and scoring sheets will be developed and each scoring sheet must be completed after each interview by the interviewers.
- Step 5: Following completion of the interviews, the superintendent or designee ~~{human resources director}~~ shall complete the selection matrix and score the applicants based on the scoring sheets completed during interviews. Preference shall be applied by adding 5 percentage points to an eligible veteran, state servicemember or former state servicemember and 10 percentage points to an eligible disabled veteran.
- Step 6: The district will appoint an otherwise qualified applicant claiming preference to the position if the applicant's results of their application examination, when combined with the preference, are equal to or better than the results for the top candidate.

The district may base a decision not to appoint the applicant claiming preference solely on the applicant's merits or qualifications with respect to the position.

In the event the district chooses not to appoint an applicant covered by this administrative regulation, the district shall provide the reasons it chose not to appoint the applicant for the position upon a written request from the applicant.

Filing a Complaint

A veteran, disabled veteran, state servicemember or former state servicemember is encouraged to contact the superintendent or designee ~~{human resources office}~~ if there are any concerns or questions concerning the application of or the process used for preference.

An applicant claiming to be aggrieved by a violation of Board policy GBA - Equal Employment Opportunity or this administrative regulation, may file a written complaint with the Civil Rights Division of the Bureau of Labor and Industries (BOLI) in accordance with Oregon Revised Statute (ORS) 659A.820.

Jefferson School District 14J

Code: GBN/JBA
Adopted: 12/14/20
Revised/Readopted: 1/11/21; 10/14/24; 11/12/24
Orig. Code(s): GBN/JBA

Sexual Harassment

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

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

General Procedures

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

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties² 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 consent³.

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 "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.

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 others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

Oregon Procedures

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

Dawn Moorefield, Superintendent at 541-327-3337 x1050 or dawn.moorefield@jefferson.k12.or.us

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is 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:

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

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

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

No Retaliation

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

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

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

Notices

When a person⁴ 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 include⁵:

1. Name and contact information for all **persons** 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 student, student's parents, staff member, 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;

⁴ 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.

⁵ Remember confidentiality laws when providing any information.

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 with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

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.

Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

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 activity⁶;

⁶ "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))

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.

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 superintendent is designated as the Title IX Coordinator (*see* page 1 for contact information). The Title IX Coordinator 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 Coordinator 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.⁷ The district shall treat complainants and respondents equitably by providing supportive measures⁸ to the complainant and by

⁷ (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.

⁸ (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.⁸ The district must maintain

following a grievance procedure⁹ 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.¹⁰

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.¹¹ 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 Secretary¹², or both.

No Retaliation

Neither the district or any person may retaliate¹³ 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

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))

⁹ 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).

¹⁰ The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

¹¹ 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))

¹² Of the United States Department of Education.

¹³ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

(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 Coordinator shall be prominently published in the district's 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

Legal Reference(s):

ORS 243.706	ORS 342.850	ORS 659A.030
ORS 332.107	ORS 342.865	OAR 581-021-0038
ORS 342.700	ORS 659.850	OAR 584-020-0040
ORS 342.704	ORS 659A.006	OAR 584-020-0041
ORS 342.708	ORS 659A.029	

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

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

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

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

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

Jefferson School District 14J

Code: GCBDA/GDBDA-AR(1)
Revised/Reviewed: 7/10/17; 8/12/19; 1/11/21;
12/11/23; 2/10/25
Orig. Code: GCBDA/GDBDA-AR(1)

Family and Medical Leave

Employee Eligibility

FMLA benefits are available to employees who have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and work at a worksite that employs 50 district employees within 75 miles of the worksite.

An employee who has previously qualified for and has taken some portion of FMLA leave may request additional FMLA leave within the same leave year.

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave.² In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the district must consider days, paid or unpaid, an employee is maintained on payroll.

In determining average workweek, under FMLA and OFLA, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines.

An employee is eligible to take leave for any purposes of OFLA during a period of time covered by a public health emergency except:

1. An employee who has worked for the district for fewer than 30 days immediately before the date on which the family leave would commence; or
2. An employee who has worked for the district for an average of fewer than 25 hours per week in the 30 days immediately before the date on which the family leave would commence.

An employee of the district who has separated and is reemployed within 180 days, or experiences a temporary cessation of schedule hours may be eligible for OFLA in accordance with ORS 659A.156.

Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled. The amount of time that an employee is deemed to have worked for the district prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours shall be restored to the employee when the employee is reemployed by the district within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

When an employee requests OFLA leave, or when the district acquires knowledge that an employee's leave may be for a purpose that constitutes OFLA leave, the district will notify the employee of the employee's eligibility to take OFLA leave within five business days, absent extenuating circumstances. Whether an employee is an "eligible employee" as defined in OAR 839-009-0210 is determined, a notice must be provided, at the commencement of the first instance of each purpose for leave listed in OAR 839-

009-0240 during the OFLA leave year. If an employee is an “eligible employee” as defined in OAR 839-009-0210 for the purpose listed in OAR 839-009-0240, the employee’s eligibility for that purpose does not change during the applicable 12-month period. In addition:

1. An employee taking, in any order, some or all of 12 weeks of OFLA pregnancy disability leave and some or all of 12 weeks of OFLA leave for any other purpose, need not requalify each time the employee takes OFLA leave within the same leave year;
2. An employee unable to work because of a disabling compensable injury³ need not requalify under OAR 839-009-0210 in order to use OFLA leave following a period the employee is off work due to the compensable injury.

Leave under the Oregon Military Family Leave Act (OMFLA) applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

Qualifying Reason

Eligible employees may access FMLA leave entitlements for the following reasons:

1. Serious health condition of the employee or the employee’s covered family member. “Serious health condition” means an illness, injury, impairment or physical or mental condition that involves inpatient care⁴ or continuing treatment by a health care provider⁵.
2. Parental leave⁶ (separate from eligible leave as a result of a child’s serious health condition):
 - a. Bonding with and caring for the employee’s newborn child (within 12 months following birth);
 - b. Bonding with and caring for a newly adopted child or newly placed child in foster care under the age of 18 (within 12 months of placement);
 - c. Caring for a newly adopted child or newly placed child in foster care 18 years of age or older who is incapable of self-care because of a mental or physical disability (within 12 months of placement);
 - d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.
3. Military caregiver leave: leave for the care for a covered servicemember if the eligible employee is the spouse, child or next-of-kin of the servicemember with a serious injury or illness;
4. Qualifying exigency leave: leave arising out of deployment to a foreign country of the employee’s spouse, child or parent who is a military member on active duty or call to covered active duty status.

Eligible employees may access OFLA leave entitlements for the following reasons:

³ As defined in ORS 656.005.

⁴ “Inpatient care” means an overnight stay in a hospital, hospice, or residential medical facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care. See 29 CFR § 825.114.

⁵ “Continuing treatment” includes incapacity and treatment, pregnancy or prenatal care, chronic conditions, permanent or long-term conditions, conditions requiring multiple treatments, and absences attributable to incapacity. See 29 CFR § 815.115.

⁶ Parental leave must be taken in one continuous block of time within 12 months of the triggering event.

1. Pregnancy disability leave: leave taken by an employee for their own disability related to pregnancy, including pregnancy termination or childbirth, whether the disability occurs before, during or after the birth of the child or for prenatal care, including fertility or infertility treatment.
2. Sick child leave: leave taken to care for an employee's child who is suffering from an illness, injury, or condition that requires home care; or leave taken to care for an employee's child whose school or child care provider has been closed⁷ in conjunction with a statewide public health emergency declared by a public health official.⁸
3. Bereavement leave: leave taken to deal with the death of a covered family member and includes leave taken to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member.⁹ When such leave is used for a family member who is related by affinity, the district requires an attestation form signed and submitted by the employee.

Eligible employees may also access OMFLA for the purpose of spending time with a spouse or domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.

Definitions

1. Family member:
 - a. For the purposes of FMLA, "family member" means:
 - (1) Spouse¹⁰;
 - (2) Parent¹¹; or
 - (3) Child¹².

⁷ "Closure" (OAR 839-009-0210(5)) for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child's school or child care provider as defined in OAR 839-009-0210(4).

⁸ The district may request verification of the need for sick child leave under OFLA due to a closure during a statewide public health emergency. Verification may include:

1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

⁹ Bereavement leave under OFLA must be completed within 60 days of the date the employee received notice of the death. The notice of the death of a family member may be by any means and from any source.

¹⁰ "Spouse" means individuals in a marriage, including "common law" marriage and same-sex marriage.

¹¹ "Parent" means a biological, adoptive, step or foster parent, or any other individual who stood "in loco parentis" to the employee when the employee was a child as defined herein. This does not include parents "in law."

¹² "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

- b. For the purposes of OFLA, “family member” means an eligible employee’s:
 - (1) Spouse or domestic partner;
 - (2) Child or the child’s spouse or domestic partner;
 - (3) Parent or the parent’s spouse or domestic partner;
 - (4) Sibling or stepsibling, or the sibling’s or stepsibling’s spouse or domestic partner;
 - (5) Grandparent or the grandparent’s spouse or domestic partner;
 - (6) Grandchild or the grandchild’s spouse or domestic partner; or
 - (7) Any individual related by blood or affinity whose close association with an eligible employee is the equivalent of a family relationship.¹³

2. Child:

- a. For the purposes of FMLA, “child” means the eligible employee’s biological or adopted child, a child the employee is fostering, a stepchild, a legal ward or a child of a person standing “in loco parentis”, who is either under the age of 18, or who is 18 years of age or older and who is incapable of self-care because of a physical or mental disability.
- b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, “child” means the employee’s child on covered active duty regardless of that child’s age.
- c. For the purposes of OFLA, “child” means the eligible employee’s biological or adopted child, a child the employee is fostering, a stepchild, the child of the employee’s spouse or domestic partner, or a child with whom the employee is or was in a relationship of “in loco parentis.”
- d. For the purposes of sick child leave under OFLA, the child must be under the age of 18 or substantially limited by a physical or mental impairment as described in ORS 659A.104.

3. In loco parentis:

- a. For the purposes of FMLA, “in loco parentis” means persons with day-to-day responsibility to care for or financially support a child, or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
- b. For the purposes of OFLA, “in loco parentis” means person in the place of a parent, having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Next of kin:

¹³ “Affinity” means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. This bond may be demonstrated by, but is not limited to the following factors, with no single factor being determinative:

- 1. Shared personal financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
- 2. Emergency contact designation of the employee by the other individual in the relationship or the emergency contact designation of the other individual in the relationship by the employee;
- 3. The expectation to provide care because of the relationship or the prior provision of care;
- 4. Cohabitation and its duration and purpose;
- 5. Geographic proximity; and
- 6. Any other factor that demonstrates the existence of a family-like relationship.

For the purposes of FMLA , “next of kin” means the nearest blood relative other than the covered servicemember’s spouse, parent or child in the following order of priority (unless otherwise designated in writing by the servicemember):

- a. Blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions;
- b. Siblings;
- c. Grandparents;
- d. Siblings of parents and their spouses; and
- e. First cousins.

5. Covered servicemembers:

For the purposes of FMLA, “covered servicemember” means:

- a. A current member of the Armed Forces, including a member of the National Guard or Reserves, who:
 - (1) Is undergoing medical treatment, recuperation or therapy;
 - (2) Is otherwise in outpatient status; or
 - (3) Is otherwise on the temporary disability retired list for a serious injury or illness; or
- b. A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

6. Covered veteran:

For the purposes of FMLA, “covered veteran” means an individual who was:

- a. A member of the Armed Forces (including a member of the National Guard or Reserves);
- b. Discharged or released under conditions other than dishonorable; and
- c. Discharged within the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

7. Public health emergency:

For OFLA a “public health emergency” means;

- a. A public health emergency declared under ORS 433.441.
- b. An emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

Leave Period

For the purposes of calculating an employee’s leave period for FMLA, the district will use the 12-month period measured forward from the date the employee’s leave begins.

For the purposes of calculating an employee’s leave period for OFLA, the district will use a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences.

The leave period for the purposes of Military Caregiver Leave under FMLA shall be dependent on the start of any such leave regardless of the district’s designated leave period described above.

Leave Duration

For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district's designated leave period (12-month period)¹⁴. Spouses who work for the district and are eligible for FMLA leave may be limited to a combined total of 12 weeks of FMLA leave during the district's designated leave period when the purpose of the leave is for:

1. Birth of a child or to care for a child after birth;
1. Placement of an adopted child or child in foster care, the care for an adopted child or child in foster care after placement; or
2. Care of the employee's parent with a serious medical condition.

Except in specific and unique instances, all qualified leave under FMLA counts toward an employee's leave entitlement within the designated leave period.

For the purposes of OFLA, an eligible employee is generally entitled to a total of up to 12 weeks of OFLA leave, for sick child leave and bereavement leave, during the designated leave period. An eligible employee is entitled to a total of two weeks of bereavement leave upon the death of each family member of the employee within a leave year, except that the eligible employee may not take more than four weeks of bereavement leave within a leave year.

An employee may also be entitled to take a total of 12 weeks of OFLA pregnancy disability leave within the same leave year.

Under OFLA, the employee may use all or part of the 12 weeks of sick child or bereavement leave and all or part of the 12 weeks of pregnancy disability leave in any order.

Unlike FMLA, OFLA does not combine the leave entitlement when two or more family members work for the district. Under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.¹⁵

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements of OFLA, the duration of the OMFLA leave counts toward that employee's leave entitlement during the designated leave period.

Qualified leave under FMLA and OFLA for an eligible employee will run concurrently during the designated leave period if for the same qualifying reason. Qualified leave under FMLA will run concurrently with other qualified leave covered under Paid Family and Medical Leave Insurance (PFMLI) and/or available sick leave under ORS 653.601 - 653.661 for eligible employees. Qualified leave under OFLA may also run concurrently with leave taken under the sick time law in ORS 653.601 - 653.661 if for the same qualifying reason, but not concurrent with PFMLI.

¹⁴ An eligible employee taking Military Caregiver Leave under FMLA is entitled to up to 26 weeks of leave in the 12-month period beginning with the first day of such leave and regardless of any FMLA leave taken previously during the district's leave period. However, once the 12-month period begins for the purposes of Military Caregiver Leave under FMLA, any subsequent FMLA qualified leave, regardless of reason for such leave, will count toward the employee's 26-week entitlement under Military Caregiver Leave under FMLA.

¹⁵ Exceptions to the ability to require family members to take OFLA qualified leave at different times are when one employee needs to care for a child for a purpose described in ORS 659A.159 (1)(a) while another employee is taking pregnancy disability leave or, one or more of the employees is taking bereavement leave.

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12¹⁶. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 months worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek¹⁷. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

Holidays which occur within the week taken as FMLA may be counted against FMLA entitlement.¹⁸ However, for leave taken in increments of less than one week, holidays in which employees generally are not expected to report do not count against the employees FMLA leave entitlement.

Under OFLA, days in which the district is not in operation, are not counted toward intermittent or reduced work schedule OFLA leave.

Intermittent Leave

With the exception of parental leave under FMLA which must be taken in one continuous block of time, an eligible employee is permitted under FMLA or OFLA to take intermittent leave for any qualifying reason.

Intermittent leave is taken in separate periods of time (i.e., hours, days, weeks, etc.), rather than in one continuous period of time, and/or requiring an altered or reduced work schedule. For OFLA this includes but is not limited to sick child leave taken requiring an altered or reduced work schedule because the intermittent or recurring closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

When an exempt employee is eligible for both OFLA and FMLA leave, and the employee takes intermittent leave in blocks of less than one day, if done in accordance with 29 CFR § 825.206, the district may reduce the employee's salary for the part-day absence without the loss of the employee's exempt status in accordance with OAR 839-020-0004(32).

When an exempt employee is eligible for OFLA leave but not FMLA leave, and the employee takes intermittent leave in blocks of less than one day, the district will jeopardize the employee's exempt status if the district reduces the employee's salary for the part-day absence.

An employee's FMLA and/or OFLA intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

Alternate Work Assignment

Under FMLA, the district may transfer an employee taking intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment to an alternate position for which the employee is qualified and which better accommodates an employee's recovery from a serious health condition, a serious health condition of a spouse, parent, or child, or a serious injury of illness of a covered

¹⁶ For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

¹⁷ For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

¹⁸ See 29 CFR § 825.200(h).

servicemember. However, the district may not transfer the employee to an alternative position in order to discourage the employee from taking leave or otherwise work a hardship on the employee.

Under FMLA, when an employee who is taking leave intermittently or on a reduced leave schedule and has been transferred to an alternative position no longer needs to continue on leave and is able to return to full-time work, the employee will be placed in the same or equivalent job as the job they left when the leave commenced. An employee may not be required to take more leave than necessary to address the circumstance that precipitated the need for leave.

Under OFLA, the district may transfer an employee on intermittent OFLA leave or reduced work schedule into an alternate position with the same or different duties to accommodate leave, provided:

1. The employee accepts the position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreement, as well as with state and federal law;
4. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
5. The transfer is not used to discourage the employee from taking leave or to create a hardship for the employee.

Under OFLA, an employee transferred to an alternate position for the purpose of a reduced work schedule must be returned to the employee's former position when the employee notifies the employer that the employee is ready to return to the former position at the end of the alternate duty leave.

The district may transfer an eligible employee to an alternate position that accommodates OFLA pregnancy disability leave provided:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreements, as well as with state and federal law;
4. The transfer is not used to discourage the employee from taking OFLA leave or to create a hardship for the employee.

Under OFLA, if an eligible employee is transferred to an alternative position and as a result the employee works fewer hours than the employee worked in the original position, the employee's OFLA leave time is determined by calculating the difference between the number of hours the employee worked in the original position and the number of hours the employee actually works in the alternative position.

An employee is not on OFLA leave if the employee has been transferred – as provided for in OAR 839-009-0245 (5) – to an alternate position for the purpose of alternate work duties that the employee is able to perform within the limitations of the employee's pregnancy disability, but not requiring a reduced workweek. An employee working in an alternate position retains the right to return to the employee's original position at any time during the employee's OFLA leave. This does not impair the right of an employee to a reasonable accommodation or the application of any other state or federal law.

Special Rules for School Employees

For the purposes of FMLA, “instructional employee” means those whose principal function is to teach and instruct students in a class, a small group or an individual setting. Athletic coaches, driving instructors and special education assistants, such as signers for the hearing impaired, are included in this definition. This definition does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers or bus drivers.

FMLA leave that is taken for a period that ends with the school year and begins with the next semester is considered consecutive rather than intermittent. The period during the summer vacation when the employee would not have been required to report for duty is not counted against the employee’s FMLA leave entitlement. In any such situation, the eligible instructional employee will receive any benefits during the break period that employees would normally receive if they had been working at the end of the school year.

1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

When the qualified leave is foreseeable, will encompass more than 20 percent of the eligible instructional employee’s regular work schedule during the leave period, and the purpose of such leave is to care for a family member with a serious medical condition, for a covered servicemember or for the employee’s own serious medical condition, the district may require the eligible instructional employee to choose either to:

- a. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b. Temporarily transfer to an available alternate position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than the employee’s regular position.

If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the district may require the employee to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the district may require the employee to delay the taking of leave until the notice provision is met.

2. Limitation on Leave Near the End of the Term²⁰

When an eligible instructional employee requests leave near the end of the term, the district may require the following:

- a. When the qualified leave begins more than five weeks before the end of the term, the district may require the employee to continue taking leave until the end of the term if:
 - (1) The leave will last at least three weeks; and
 - (2) The employee would return to work during the three-week period before the end of the term.
- b. When the qualified leave begins during a five-week period before the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or

²⁰ “Academic term” means the school semester, which typically ends near the end of the calendar year and the end of spring each school year. In no case may a school have more than two academic terms or semesters each year for purposes of FMLA. 29 CFR § 825.602(b)

to care for a covered servicemember, the eligible instructional employee may be required by the district to remain on leave until the end of the term if:

- (1) The leave will last more than two weeks; and
 - (2) The employee would return to work during the two-week period before the end of the term.
- c. When the qualified leave begins within three weeks of the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required to remain on leave until the end of the term if the length of the leave will last more than five working days.

If the district requires an eligible instructional employee to remain on leave until the end of the term as described above, additional leave required by the district until the end of the school term shall not count against the eligible instructional employee's leave entitlement.

For the purposes of OFLA leave, if an employee²¹ begins a period of bereavement leave during the three-week period before the end of the term and the duration of the leave is greater than five working days, the district may require the employee continue on family leave until the end of the term.

Paid/Unpaid Leave

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Paid Family and Medical Leave Insurance (PFMLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with FMLA and leave available under ORS 653.601 - 653.661 when taken for the same purpose. An employee may elect to use any available accrued paid leave including personal, sick or vacation leave during the leave period. The total combined amount received by using accrued leave and PFMLI may exceed the employee's full wage replacement during the period of leave. The district will notify the eligible employee when the requested leave has been designated as FMLA or OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees taking OMFLA leave are entitled to use available accrued paid time off during the OMFLA leave period.

Benefits and Insurance

When an eligible employee returns to work following a FMLA-, OFLA- or OMFLA-qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other district policy provide otherwise.²² The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

For the purposes of FMLA and OFLA, the district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The

²¹ Applies only to an employee who is employed principally in an instructional capacity by the district.

²² See also ORS 342.934(4)(d) in reduction force situations.

eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.

For the purposes of FMLA qualified leave, the district's obligation to maintain the employee's group health insurance coverage will cease if the employee's contribution is remitted more than 30 calendar days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

Fitness-for-Duty Verification

For purposes of FMLA, prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the district may require the employee to obtain and present a Fitness-for-Duty Certification. If the district is going to require a Fitness-for-Duty Certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA leave and that failure to provide the certification may result in a delay or denial of reinstatement. Any costs associated with obtaining the certification shall be borne by the employee.

Application

For purposes of FMLA, an eligible employee requesting FMLA leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start date, duration and reasons for the requested leave. When appropriate, the eligible employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district.

For purposes of OFLA, an eligible employee shall provide at least 30 days' written notice of the need for foreseeable leave before starting family leave. An employee may commence family leave without prior notice in the event of: an unexpected illness, injury or condition of a child of the employee that requires home care; the death of a family member; the closure of the school or child care provider of the employee's child due to a public health emergency unless the declaration of the emergency was issued by the Governor at least 30 days before commencement of the leave; or an illness, injury or condition related to the employee's own pregnancy or childbirth that disables the employee from performing any available job duties offered by the district. If an employee commences leave without prior notice as allowed above, the employee must give oral notice²³ to the employer within 24 hours of the commencement of the leave and must provide the written notice within three days after returning to work. Failure of an employee to provide the required notice for leave may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

The district may request additional information²⁴ to determine the requested leave qualifies as FMLA or OFLA leave as provided by law. The district may designate the employee as provisionally on FMLA or OFLA leave until sufficient information is received to properly make a determination. An eligible employee able to give advance notice of the need to take leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In most situations, as soon as practicable will be within one business day of an employee becoming

²³ Oral notice may be given by any other person on behalf of the employee taking the leave.

²⁴ See OAR 839-009-0260 for OFLA and 29 CFR § 825.305 et. al. for FMLA.

aware of the need. Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given.²⁵

For the purposes of OFLA, if an eligible employee is taking leave in an unforeseeable situation, an employee must give oral or written notice²⁶ within 24 hours before or after commencement of the leave. In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

For purposes of OMFLA, an employee must provide the district with notice of the intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Verification

Under FMLA, the district may require an eligible employee to provide medical certification, when appropriate²⁷, to support the stated reason for such leave. In most cases, the district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. The employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required, unless not practicable. Any additional certifications, including second and third opinions, will be in accordance with applicable law.

Under OFLA, the district may require an eligible employee to provide medical verification, when appropriate²⁸, to support the stated reason for qualifying OFLA leave. The district will provide written notification to an employee of this requirement and state the consequences for failure to provide the requested medical verification. If the employee gives advance written notice of foreseeable leave, the district may require the employee to provide medical verification for OFLA leave before the leave starts. If the employee begins unforeseeable OFLA leave without prior notice, the employee is required to submit such medical verification within 15 calendar days after receipt of the district's request for medical verification. The employee may be subject to disciplinary action for not providing the requested medical verification.

For the purposes of OFLA qualified leave, costs associated with obtaining the medical verification shall be borne by the district or be paid as otherwise allowed by law. The district will not delay the use of qualifying OFLA leave when medical verification is not received before the commencement of unforeseeable leave. The district may not require an employee to obtain a second opinion.

Under OFLA, the district may request verification for the need for leave to care for a child who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency. A request for verification may include a request for:

1. The name of the child requiring home care;
2. The name of the school or child care provider that is subject to the closure;

²⁵ See 29 CFR § 825.304.

²⁶ Notice may be given by any other person on behalf of the employee taking the leave.

²⁷ Medical verification is not allowed in every situation. Review current laws and guidance for more information.

²⁸ Medical verification is not allowed in every situation. Review current laws and guidance for more information. (OAR 839-009-0260)

3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. A statement that special circumstances exist that require the employee to provide home care for the child during the day, if the child is older than 14 years of age.

Posted Notice

The district will post the Bureau of Labor and Industries Family Leave notice in each building or worksite in an area that is accessible to and regularly frequented by employees.²⁹ The district will also post a notice explaining the provisions of FMLA and providing information concerning the procedures for filing complaints.³⁰

Record Keeping

The district will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

Federal vs. State Law

Both federal and state law contain provisions for family and medical leave. Federal regulations state an employer must comply with all leave laws; that the federal law does not supersede any provision of state law that provides greater family or medical leave rights than those established pursuant to federal law; and if leave qualifies for FMLA and OFLA leave, the leave used counts against the employee's entitlement under both laws. State law requires that FMLA and state leave entitlements run concurrently when for the same purpose.

²⁹ https://www.oregon.gov/boli/employers/Documents/BOLI_Printable_FamilyMedLv.pdf {Electronic posting is not sufficient to satisfy this requirement but may be used to supplement the physical posting.}

³⁰ <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf> {Electronic posting is sufficient as long as it is posted prominently where it can be readily seen by employees and applicants for employees. The poster and the text must be large enough to be easily read and contain fully legible text.}

Jefferson School District 14J

Code: GCBDD/GDBDD
Adopted: 2/13/17
Revised/Readopted: 8/12/19; 7/14/25
Orig. Code: GCBDD/GDBDD

Sick Time

Oregon Senate Bill 454 mandating paid sick time went into effect on January 1, 2016. This law is independent from sick leave under ORS 332.507. Nothing in this policy impacts the district's sick leave obligation under ORS 332.507, the district's collective bargaining agreements, or non-represented contract terms except where those agreements are silent or not in effect regarding sick time requirements. Licensed, classified, and non-represented employee groups should refer to their appropriate bargaining agreement for all applicable leave.

"Employee" means an individual who renders personal services at a fixed rate to the district if the district either pays or agrees to pay for personal services or permits the individual to perform personal services. The definition does not include volunteers, independent contractors or others excluded by law.

Employees qualify to begin earning and accruing sick time on the first day of employment with the district and are eligible to use sick time beginning on the 91st calendar day of employment with the district and may use sick time as it is accrued. The district shall allow an eligible employee to access up to 40 hours of paid sick time per year.

Paid sick time of 80 hours shall be front-loaded to an employee who falls within the following groups at the beginning of each fiscal year: licensed, classified, and non-represented staff who are 0.5 FTE or greater and coaches.

Paid sick time shall accrue at the rate of one hour of paid sick time for every 30 hours worked for an employee who falls within the following groups: licensed, classified, and non-represented staff who are 0.49 FTE or less, both licensed and classified substitutes, student employees, and non-regular/time carded employees.

If an individual falls into more than one group identified above, sick time will be accrued at the rate of the primary position. If an employee's collective bargaining agreement grants equal or greater sick leave benefits, then no additional sick time is accrued.

The employee may carry up to 40 hours of unused sick time from one year to the subsequent year. An employee is limited to accruing no more than 80 hours of sick time, unless otherwise noted.

Sick time shall be taken in quarter hour increments for all employee groups, except licensed substitutes who will take sick time in minimum four-hour increments, and may be used for the employee's or a family member's¹ mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or need for preventive care, or for reasons consistent with qualifying Family and Medical Leave (FMLA), Paid Family and Medical Leave

¹ "Family member" is defined in OAR 839-007-0000.

Insurance (PFMLI) or Oregon Family Leave (OFLA). Sick time earned by an employee may also be used for the following reasons:

1. In the event of a public health emergency compliant with Oregon Revised Statute (ORS) 653.616;
2. ~~{²}~~To donate accrued sick time to another employee if the other employee uses the donated sick time for a purpose consistent with ORS 653.616;}
3. To donate blood in connection with a voluntary program for the donation of blood that is approved or accredited by the American Association of Blood Banks or the American Red Cross; or
4. For leave to address domestic violence, harassment, sexual assault, bias, or stalking under ORS 659A.272 (safe leave).

When sick time is used to care for, or to deal with the death of, an individual related by blood or affinity whose close association with the district employee is the equivalent of a family relationship, the district requires an attestation form signed and submitted by the employee.

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

The district reserves the right, after an employee uses sick time for more than three consecutive scheduled workdays, to require verification or certification in accordance with law of the need for the sick time, including a medical verification or certification³ paid for by the district. If an employee fails to provide verification or certification or fails to provide other evidence as required by the district, the employee shall be subject to appropriate disciplinary action, up to and including dismissal.

When the reason for sick time is consistent with FMLA, PFMLI or OFLA leave, sick time leave and qualifying FMLA, PFMLI or OFLA leave may run concurrently.

When the reason for sick time is consistent with sick leave per ORS 332.507, sick time leave and sick leave pursuant to ORS 332.507 may run concurrently.

If the reason for sick time is a foreseeable absence, the district requires an employee to provide advance notice of the intention to use sick time 10 days prior to when the requested sick time is to begin or as soon as otherwise practicable. When an employee uses sick time for a foreseeable absence, the employee shall take reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (e.g., grading deadlines, inservice training, mandatory meetings). The district may discipline an employee if the employee fails to make a reasonable effort to schedule leave in a manner that does not unduly disrupt the operations of the district.

² ~~{The district must first have a policy that allows an employee to donate sick time to a coworker for this purpose. Do not keep this language if there is no policy authorizing this process.}~~

³ In the case of need for leave under ORS 659A.272, the district may not require the verification or certification to explain the nature of the illness or details related to the domestic violence, sexual assault, harassment, bias, or stalking, which necessitates the use of sick time.

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district consistent with the reporting time established by the district or when circumstances prevent the employee from providing notice as required, as soon as practicable.

The district may discipline an employee for violating workplace policies and procedures if the employee fails to provide notice as required.

The district shall establish a standard process to track the eligibility for sick time of a substitute. Substitutes must complete a written request to use paid sick time within five days of their absence.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)
[ORS 342.545](#)

[ORS 342.610](#)
[ORS 653.601 - 653.661](#)

[ORS 659A.150 - 659A.186](#)
[OAR 839-007-0020 – 007-0065](#)

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).

Cross Reference(s):

ACA - Americans with Disabilities Act
GBDA - Mother Friendly Workplace
GCBDA/GDBDA - Family Medical Leave
GCBD/GDBD - Leaves and Absences

A student representative shall be installed on the Board with the following Oath of Office:

“I _____, will support the Constitution and the laws of the United States, the state of Oregon and the laws thereof, and the policies of the Jefferson School District, and will discharge the duties of Student Representative on the Jefferson School District Board to the best of my ability.”



CONTENTS

80th Annual Convention

Nov. 12-14, 2026
Portland Marriott
Downtown
Waterfront, Portland,
OR

KNA – Immigration Enforcement on District Property, Required, *New*
KNA-AR(1) – Interactions with Immigration Enforcement, Highly Recommended, *New*
KNA-AR(2) – Federal Immigration Enforcement Request Log, Optional, *New*

IMMIGRATION ENFORCEMENT

Summary

In 2026, the Oregon Legislature adopted three bills related to federal immigration enforcement in schools: Senate Bill (SB) 1538, SB 1594, and House Bill (HB) 4079). These new laws require the Oregon Attorney General's (AG) Office to publish model policies related to immigration enforcement in schools, which are available [here](#). Districts must provide these model AG policies to employees, and must adopt a policy that is consistent the AG model policies by September 30, 2026.

The district-adopted policy must:

- Designate an individual to be the primary contact for immigration enforcement;
- Include requirements for notifying students, parents, staff and the community when federal immigration officials are confirmed to be on district property for enforcement purposes;
- Include training requirements for designated individuals;
- Be included in the student handbook and in culturally appropriate languages on the district's website; and
- Include any other requirements provided by law.

OSBA is releasing a new sample policy to help meet these requirements and two new administrative regulations to assist in the implementation of this policy.

Collective Bargaining Impact

None

Local District Responsibility

Review the policy and administrative regulations listed below and adopt a policy by September 30, 2026.

Policy Update is a
subscription publication
of the Oregon School
Boards Association

Emielle Nischik

Executive Director

Haley Percell

Chief Legal Officer

Deputy Executive Director

Michael Miller

Director of Legal Services

Spencer Lewis

Deputy Legal and Policy

Officer

Rick Stucky

Policy Services Specialist

Leslie Fisher

Policy Services Specialist

Colleen Allen

Senior Policy Services

Assistant

Jean Chiappisi

Senior Policy Services

Assistant

If you have questions
regarding this publication
or OSBA, please call
our offices:
503-588-2800 or 800-578-6722

This publication is designed to provide accurate and authoritative information regarding the subject matter covered. It is furnished with the understanding that policies should be reviewed by the district's legal counsel.

OSBA Model Sample Policy

Code: KNA
Adopted:

Immigration Enforcement on District Property

{House Bill 4079 (2026) requires districts to “adopt a policy for providing notice when a federal immigration authority is confirmed to have entered school property for immigration enforcement.” This policy must be “consistent with applicable model policies published by the Attorney General as provided by ORS 180.810.”}

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. Examples of judicial and administrative warrants and subpoenas can be found in the Oregon Attorney General’s Model Public School Policies.¹ 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 website². {The district will ensure a copy of the Oregon Attorney General’s Model Public School Policies³ and this policy and accompanying administrative regulations are provided to staff.}

Designation of Primary Point of Contact

The [position⁴–Superintendent] is the primary point of contact for coordinating interactions with federal immigration authorities occurring in the district (“immigration liaison”⁵). The [alternate position] shall serve as an alternative point of contact during the immigration liaison’s absence or unavailability (“alternate immigration liaison”).

The immigration liaison’s Superintendent’s responsibilities include:

¹ <https://www.doj.state.or.us/wp-content/uploads/2026/06/Attorney-Generals-Model-Public-School-Policies-in-Compliance-with-SB-1538.pdf>

² Must be provided in culturally appropriate languages that are used to communicate effectively with parents and guardians of students in the district, as determined by the Board. {The district is encouraged to evaluate language needs in the district in order to effectively communicate with all parents and guardians.}

³ <https://www.doj.state.or.us/wp-content/uploads/2026/06/Attorney-Generals-Model-Public-School-Policies-in-Compliance-with-SB-1538.pdf>

⁴ {House Bill 4079 (2026) requires the policy to “identify at least one administrator” for this purpose. The Board should consider whether a single administrator is sufficient for the district, or whether multiple administrators should be designated.}

⁵ {The district can choose any title to use for this individual and should use it throughout this policy.}

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~~ Superintendent 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 [7 6] 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 immigration liaison at the district 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. ~~[Districts may include resources available to those impacted by immigration enforcement actions.]~~

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 ~~[insert communication methods the district will use]~~ [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 of 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 information⁶ 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

⁶ 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.

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

Training

The district will provide the superintendent ~~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.

~~[{⁷} 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 of one hour or more regarding federal and state laws, and the district's policies, relating to interacting with federal immigration authorities and responding to immigration enforcement efforts. The district will provide the required training to all new staff within 30 days of beginning employment.]~~

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).

⁷ {This language is included in the Attorney General's *K12 School Model Policy*. House Bill (HB) 4079 (2026) requires that districts adopt policies that are "consistent with applicable model policies published by the Attorney General as provided by ORS 180.810."}

OSBA Model Sample Administrative Regulation

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

Interactions with Immigration Enforcement

The ~~position superintendent~~ is designated as the “point of contact ~~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 superintendent ~~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 superintendent ~~immigration liaison~~. The superintendent ~~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 superintendent ~~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 superintendent ~~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 superintendent ~~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;
 - (2) The number of officers present;

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- (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 superintendent ~~immigration liaison~~ shall direct another staff member to transmit copies, photos, or other documentation provided by federal immigration authorities to the district office 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 superintendent ~~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.

Examples of warrants and subpoenas are available in the Attorney General's model policies¹.

- 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 superintendent ~~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

¹ <https://www.doj.state.or.us/wp-content/uploads/2026/06/Attorney-Generals-Model-Public-School-Policies-in-Compliance-with-SB-1538.pdf>

designee should immediately consult legal counsel or a statewide or regional education organization.

3. Approval of Response by Superintendent

- 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, and request that they leave the premises~~

~~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 superintendent ~~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.

- 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 superintendent ~~immigration liaison~~ and follow any guidance provided by the superintendent. ~~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 superintendent immigration liaison and follow any guidance provided by the superintendent 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.]~~

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:

P

R

Additional notes:

O

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Follow-Up Actions

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

Completed By: _____ (print name)

Title: _____

Signature: _____

Date: _____

Time Completed: _____

Marion, Polk & Yamhill Counties

*Willamette ESD will be hosting the
Marion, Polk, & Yamhill
Counties' meeting.*

Wednesday, September 30

5:30 p.m. Dinner

6:00 p.m. Meeting

Location

Willamette ESD – Polk & Yamhill Rooms
Professional Learning Center, 2611
Pringle Rd SE, Salem, OR 97302

RSVP HERE (BEFORE SEPT. 21)

AGENDA AT-A-GLANCE



NOV. 12-14, 2026 | PORTLAND MARRIOTT DOWNTOWN WATERFRONT

Overview

The **OSBA Annual Convention** is Oregon's premier continuing education program — delivering practical solutions to help school board members, executives, governance support professionals and all types of education leaders improve student learning and achievement.

Whether you are a first-time attendee or a veteran board member, school administrator or administrative professional, you'll leave the conference with practical ideas and a renewed commitment to help your school accomplish the critical work ahead. The convention features some of the best practices from school districts, education service districts, charter schools and community colleges across the state.

AGENDA AT-A-GLANCE

OSBA'S 80TH ANNUAL CONVENTION

Forward Together for Students

THURSDAY, NOV. 12

EDUCATION LEADERS PRECONFERENCE:

A COSA and
OSBA Collaboration

ADMINISTRATIVE PROFESSIONALS PRECONFERENCE:

Presented by Keynote
Speaker: Sarah E. Merkle,
Civility founder/attorney/
parliamentarian

7:30–9 a.m.	Preconference Registration
8–8:45 a.m.	Breakfast
9–10:15 a.m.	SESSION
10:15–10:45 a.m.	Break
10:45 a.m.–12 p.m.	SESSION
12:15–1:30 p.m.	Networking Lunch
1:30–2:30 p.m.	SESSION
2:30–2:45 p.m.	Break
2:45–4 p.m.	SESSION
3–5 p.m.	<i>Convention Registration</i>
3–5 p.m.	Visit with Exhibitors and Welcome Social
5–7 p.m.	OSBA Legislative Policy Committee Meeting



AGENDA AT-A-GLANCE

OSBA'S 80TH ANNUAL CONVENTION

Forward Together for Students

FRIDAY, NOV. 13

CONVENTION DAY 1

7:30 a.m.–4 p.m.	Registration*
7:30 a.m.–4 p.m.	Visit with Exhibitors
7:45–8:45 a.m.	Oregon Rural School Board Members Caucus Meeting and Breakfast
7:45–8:45 a.m.	Breakfast and Networking
8 a.m.–4 p.m.	COUNCIL OF SCHOOL ATTORNEYS WORKSHOP
9–10:30 a.m.	General Session • OSBA Executive Director Opening Remarks • OSBA Board of Directors Introduction • OSBA Board President Remarks • Student Performance • Keynote: Jeff Utecht author and leadership consultant
10:30–11 a.m.	Break and Keynote Book Signing
11 a.m.–12:15 p.m.	Breakout Sessions
12:15–1:15 p.m.	Lunch and Award Program • Board Member of the Year Remarks • Teacher of the Year Remarks • Superintendent of the Year Remarks
1:30–2:30 p.m.	OSBA Region Roundtable Discussions
2:30–3 p.m.	Break
3–4:15 p.m.	Breakout Sessions
4:30–5:30 p.m.	Oregon School Board Members of Color Caucus Meeting
5:30–7 p.m.	Garrett Hemann Robertson, P.C. Reception



**Registration closed from 12-1:30 p.m. for lunch.*

AGENDA AT-A-GLANCE

OSBA'S 80TH ANNUAL CONVENTION

Forward Together for Students

SATURDAY, NOV. 14

CONVENTION DAY 2

7:30–10 a.m.	Registration
7:30 a.m.–4 p.m.	Visit with Exhibitors
7:30–8:45 a.m.	Breakfast and Networking
7:30–8:45 a.m.	Oregon Small Schools Breakfast and Program
9:15–10:45 a.m.	General Session • OSBA Board President-elect Remarks • Student Performance • Capitol Watch
10:45–11:15 a.m.	Break
11:15 a.m.–12:30 p.m.	Breakout sessions
12:30–1:30 p.m.	OSBA PRIDE Advisory Committee Meeting and Lunch
12:30–1:30 p.m.	Networking Lunch
1:30–2:30 p.m.	Hot Topics Roundtable Discussions
2:30–2:45 p.m.	OSBA Annual Membership Meeting
2:45–3:15 p.m.	Break
3:15–4:30 p.m.	Breakout sessions

SUNDAY, NOV. 15

OSBA BOARD OF DIRECTORS MEETING

9 a.m.–12 p.m.	OSBA Board of Directors Meeting
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2026-27 Jefferson School District Superintendent Evaluation - Process & Timeline

Date	Activity
Sept. 17	Public Meeting Board and superintendent will receive overview of superintendent evaluation criteria, process, and timeline. Board approves/adopt evaluation criteria.
Oct. 15	Public Meeting Board approves/adopts evaluation process and timeline, ensuring the superintendent's contract and district policy for any applicable deadlines.
Jan. 21	Executive Session* - Superintendent self-evaluation and artifacts presented. - Superintendent exits executive session. - Individual board member standard/ratings completed on your own, bring to the Feb 4th mtg.
Feb. 4	Executive Session* - Finalize Evaluation - Superintendent not present - Board members discuss superintendent's performance standards and goals (if applicable), reaching consensus on ratings. - Draft summative evaluation report. - Board <i>discusses</i> whether to extend the current contract for one additional year or to non-extend the current contract. - Board chair informs board that the draft summative evaluation report will be shared with the superintendent on February 18th and closes executive session.
Feb. 18	Executive Session* - Evaluation Results Discussion - Board meets with the superintendent to review the evaluation results. - Superintendent exits executive session. - Board discusses evaluation further, if needed. - Board exits executive session and opens public meeting to approve final summative evaluation report; reads public evaluation summary. - Board notifies the Superintendent of contract extension or non-extension. - A copy of the adopted summative evaluation report is placed in the superintendent's personnel file.
April 15	Public Meeting The board and superintendent discuss the process, including superintendent goal setting for the next evaluation cycle.

**Evaluation meetings may be held in executive session unless otherwise requested by the superintendent to be done in open session ORS 192.660(2)(i).
This adopted process and timeline shall serve as notice to the superintendent of the pending stated executive sessions within this document.*



Resolution No. 2026-2027 (26.09.001)
Adopting the budget, Levying Taxes and Making Appropriations

Adopting the Budget

BE IT RESOLVED that the Board of Directors of Jefferson School District 14J hereby adopts the budget for the fiscal year 2026-2027 in the total of \$17,960,954. The budget is now on file at the Jefferson School District Administrative Office in Jefferson, Oregon.

Resolution Making Appropriations

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2026, and for the purposes shown below are hereby appropriated:

<u>General Fund</u>		<u>ASB Funds</u>	
Instruction	6,515,447	Instruction	290,950
Support Services	5,154,443	Transfers	12,000
Community Services	5,000	Total	<u>\$302,950</u>
Transfers	313,665		
Contingency	50,000		
Total	<u>\$12,038,555</u>		
		<u>Debt Service Fund</u>	
		Debt Service	1,976,681
		Contingency	0
		Total	<u>\$1,976,681</u>
		<u>Capital Fund</u>	
		Support Services	104,926
		Facilities Acquisitions & Construction	391,396
		Total	<u>\$496,322</u>
<u>Special Revenue Funds</u>			
Instruction	1,758,344		
Support Services	443,764		
Enterprise & Community	646,338		
Contingency	57,000		
Total	<u>\$2,905,446</u>		

Total Appropriations, All Funds	<u>\$17,719,954</u>
Total Unappropriated and Reserve Amounts, All Funds	<u>\$241,000</u>
Total Adopted Budget	<u>\$17,960,954</u>

Resolution Imposing the Tax

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for the tax year 2026-2027:

At the rate of \$4.8468 per \$1000 of assessed value for permanent tax rate; and
In the amount of \$872,660 for debt service on general obligation bonds;

Resolution Categorizing the Tax

BE IT RESOLVED that the taxes imposed are hereby categorized for the purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax \$4.8468 / \$1000

Excluded from Limitation

General Obligation Debt Service \$872,660

The above resolution statements were approved and declared adopted on this 17th day of September 2026.

VOTE:

_____ In Favor _____
_____ Opposed _____
_____ Abstention _____
_____ Absent _____

Chair, Jefferson School District 14J Board of Director

Attest: _____



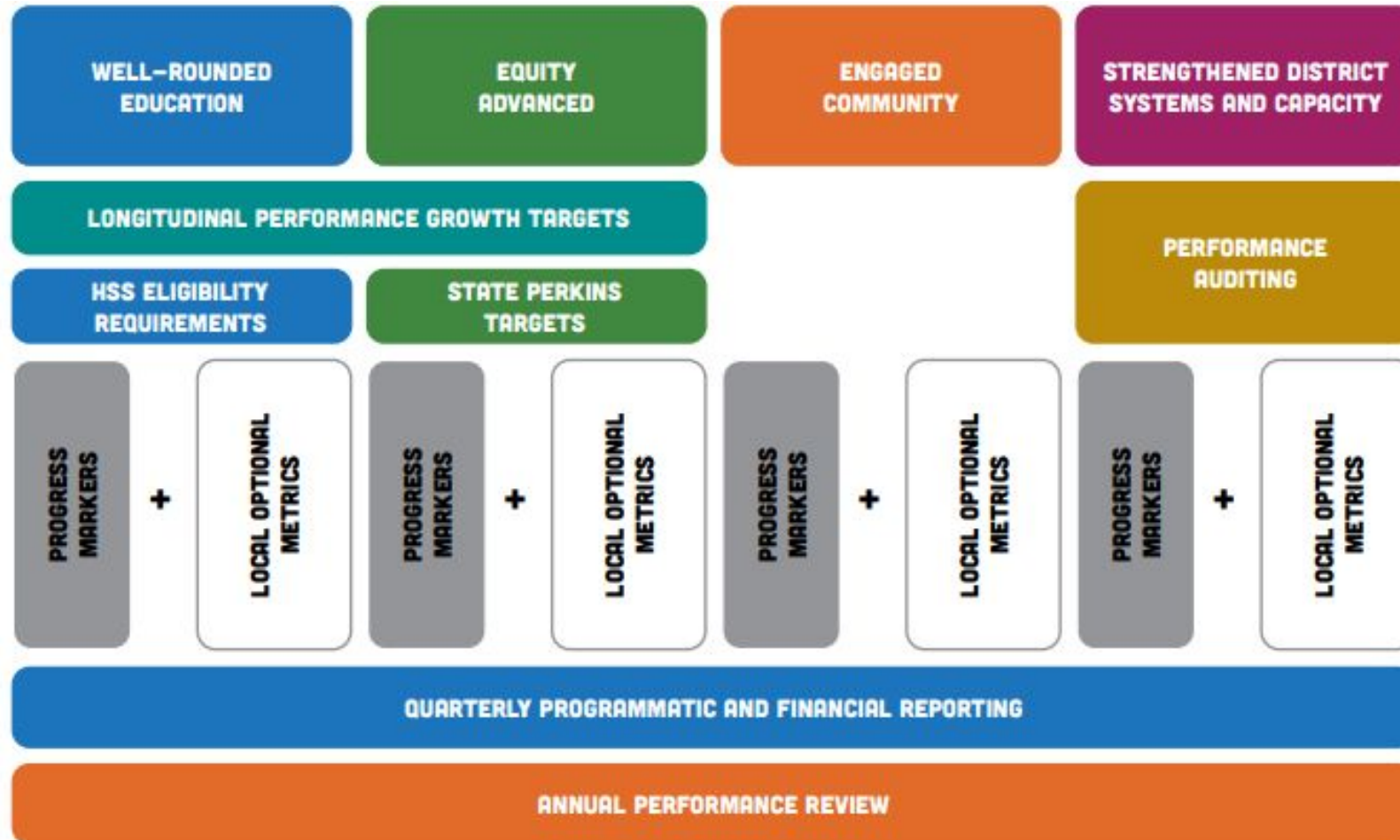
2025-26 Integrated Programs Annual Report

Presented by:
Dawn Moorefield
Jefferson School District

Annual Reporting Requirements & SIA Statutory Mandates

- **Annual Report:** ODE's annual report consists of two narrative questions
 - Throughout the year, the district has been asked to report expenditures and report on progress markers, which helps inform overall progress on the annual report.
- **SIA Annual Report Requirements (in statute)**
 - Recipients must:
 - review their own progress on an annual basis through an annual progress report and financial audit;
 - present their annual report to their governing board at an open meeting with opportunity for public comment (cannot be consent agenda item);
 - and post the report to the district or charter school website.

Summary of Integrated Programs Performance Measures



Summary of Integrated Guidance Performance Measures & Outcomes

The Jefferson School District's Integrated Guidance Program focuses on three primary outcomes for our students:

- **Outcome A:** Increase the sense of belonging and the social emotional wellness of students.
- **Outcome B:** Close academic achievement gaps for focal groups.
- **Outcome C:** Increase 4-year graduation and 5-year completer rates.

Annual Report Narrative #1

As you review your progress markers/overall reflection responses and reflect on plan implementation, how do you see your progress contributing to the Outcomes and Strategies in your plan and your Longitudinal Performance Growth Targets (LPGTs)?

Discuss at least one Outcome where you have seen progress.

- **Outcome A (Social-Emotional Wellness):** Progress is driven by continued support for students exhibiting dysregulation, high school life skills classroom, and additional electives and after-school clubs.
- **Outcome C (Graduation Rates):** Progress is supported by the implementation of a 9GOT team, alternative education programs, and maintaining CTE programs and dual credit offerings.

Outcome A Detail: Social-Emotional Wellness, DESSA, & Student Supports

Strategy A1 (Continue to provide supports to assist students who exhibit social and emotional dysregulation):

- Continued funding for an EGC teacher and instructional assistants at elementary and middle schools.
- Implemented the Devereux Student Strengths Assessment (DESSA) K-12 to measure social and emotional competencies and deliver targeted interventions.

Strategy A2 (Continue to provide a high school life skills classroom):

- Continued funding for a high school life skills teacher to support identified students.

Strategy A3 (Continue to offer additional electives and after-school clubs for students):

- Continued electives and after-school clubs (grades 6-12) show positive effects on academic performance, social-emotional development, and school engagement, contributing to increased 9th-grade on-track rates and improved graduation/completer rates.

Outcome C Detail: 9GOT Team, Alternative Pathways, & WCA CTE Partnership

- **Strategy C1 (Implement a 9GOT Team):** Successful high school implementation; the team meets monthly to review data and support 9th graders to stay on track for on-time graduation, showing continued data growth.
- **Strategy C2 (Continue to provide an alternative education program):** Provides online (via Graduation Alliance) and hybrid models for high schoolers, supporting 4-year and 5-year graduates. Also supports grades 6-8 students needing an online environment.
- **Strategy C3 (Maintain CTE programs and dual credit offerings to provide a well-rounded education):** Partnership with Willamette Career Academy (WCA) funded 20 students for the 2025-26 school year, broadening CTE offerings. Strong CTE programs correlate with Jefferson High School's improving graduation rates.

Annual Report Narrative #2

Where have you experienced barriers, challenges, or impediments to progress toward your Outcomes and Strategies in your plan that you could support with?

Discuss at least one Outcome where you have seen challenges or barriers to implementation.

- **Strategy B1 (MTSS Implementation):** Implementing strong MTSS (Tiers 1-3) for academics, behavior, SEL, and attendance remains a focus area and a challenge.
 - **Interim Assessments:** Implementing K-10 interim assessments this year helps identify students needing support, but requires teachers to review data and determine MTSS support strategies.
 - **Attendance Issues:** Regular student attendance is an ongoing issue. Without stricter, compliance-based attendance rules from ODE and the state, the district has few administrative levers to enforce attendance.

Opportunity for Public Comment and/or Questions??

EXAMPLE QUESTIONS ASKED BY BOARD MEMBERS OF A BUSINESS MANAGER DURING A FINANCIAL REVIEW SESSION

- 1) Are the books balanced and reconciled?
- 2) Are all cash and investment accounts reconciled to the general ledger?
- 3) Does the adopted budget reflect expected expenditures?
- 4) Have payroll reports been filed and have all payroll liabilities been paid timely?
- 5) Have all federal and state reimbursement requests as well as required financial reporting forms been filed timely?
- 6) Are there any suspected cases of fraud that we need to be aware of?
- 7) Are there any suspected changes to the internal control system?
- 8) Have there been any significant changes to the internal control system?
- 9) Is the business office adequately staffed to allow for proper segregation of duties?
- 10) Have there been any changes to the accounting system or accounting policies that are significant?
- 11) Has the accounting software and related IT systems been subject to review by an IT professional to ensure seamless backup in the event of a malware, ransomware, or other compromise of computer security?
- 12) Are there any other financial-related matters we should be aware of?
- 13) Are there any new pronouncements on the horizon that may require additional staff time or disbursement of funds to properly implement?
- 14) Are all financial statements that have been provided to the Board accurate and complete to the best of your knowledge?
- 15) Have you been asked by the Superintendent to do anything that makes you uncomfortable or to present any information you feel is inaccurate?

Jefferson School District 14J
General Fund: Statement of Revenues Budget Vs. Actual
For the Fiscal Year 2026-2027 As of 8/31/2026

* Audit not complete

Source	2026-27 Budget	Actual YTD Rev. 8/31/2026	Projected through 6/30/2027	Total Estimated 2026-27	(Over)/Under Budget	2025-26 Budget	*Actual YTD Rev. 6/30/2026
SSF Funding							
1111 Current Year Property Taxes- Marion	2,735,066	17,828	2,717,238	2,735,066	-	2,629,871	2,729,279
1111 Current Year Property Taxes- Linn	209,949	1,270	208,679	209,949	-	201,874	209,574
1112 Prior Year's Property Taxes- Marion	67,785	9,218	58,567	67,785	-	65,178	63,258
1112 Prior Year's Property Taxes- Linn	4,129	414	3,715	4,129	-	3,970	3,712
1114 Payment in Lieu of Property Taxes- Marion	8,320	159	8,161	8,320	-	8,000	1,966
1114 Payment in Lieu of Property Taxes- Linn	-	-	-	-	-	-	-
2101 County School Funds- Marion	23,000	-	23,000	23,000	-	23,000	2,486
2101 County School Funds- Linn	-	-	-	-	-	3,000	2,330
2199 Other Intermediate Sources	-	-	-	-	-	-	-
2800 Revenue in Lieu of Taxes	6,000	-	6,000	6,000	-	6,000	3,157
3101 State School Support Funds	7,499,836	1,870,027	5,629,809	7,499,836	-	7,812,666	7,747,888
3101 SSF May Payback	-	-	-	-	-	-	-
3103 Common School Fund- Marion	92,544	-	92,544	92,544	-	96,531	101,402
3103 Common School Fund- Linn	-	-	-	-	-	-	-
3104 State Timber- Marion	750	-	750	750	-	750	-
3104 State Timber- Linn	250	-	250	250	-	250	-
3150 Small HS Grant	50,000	-	50,000	50,000	-	50,000	50,393
4801 Federal Forest Fees- Marion	-	-	-	-	-	-	-
4801 Federal Forest Fees- Linn	-	-	-	-	-	-	256
Total SSF Funding	10,697,629	1,898,916	8,798,713	10,697,629	-	10,901,090	10,915,701
Total SSF Revenue	\$ 10,697,629	\$ 1,898,916	\$ 8,798,713	\$ 10,697,629	\$ -	\$ 10,901,090	\$ 10,915,701
Non State School Support Formula Sources							
Local Sources							
1510 Earnings on Investments	120,000	7,390	112,610	120,000	-	120,000	106,195
1512 Local Tax Interest	1,000	-	1,000	1,000	-	1,000	863
1910 Rentals	7,000	20	6,980	7,000	-	7,000	1,875
1920 Donations from Private Sources/SB1149	-	-	-	-	-	-	-
1941 Other LEA Services	-	-	-	-	-	-	-
1960 Recovery of Prior Year	-	-	-	-	-	-	7,370
1980 Indirect from Grants	-	-	-	-	-	-	-
1990 Miscellaneous Local Revenue	20,000	20	19,980	20,000	-	15,000	10,795
1991 Medicaid	-	-	-	-	-	-	-
Total Non Formula Local Sources	148,000	7,430	140,570	148,000	-	143,000	127,097
Intermediate Sources							
2900 WESD Transit Funds	-	-	-	-	-	-	-
State/Federal Sources							
3190 High Cost Disability	120,000	-	120,000	120,000	-	120,000	100,825
Total State/Federal Sources	120,000	-	120,000	120,000	-	120,000	100,825
Other Sources							
5200 Interfund Transfers	-	-	-	-	-	-	-
5400 Beginning Fund Balance*	1,222,926	-	1,193,471	1,193,471	29,455	1,000,000	1,276,843
Total Other Sources	1,222,926	-	1,193,471	1,193,471	29,455	1,000,000	1,276,843
	-	-	-	-	-	-	-
Total Non SSF Revenue	\$ 1,490,926	\$ 7,430	1,454,041	\$ 1,461,471	\$ 29,455	\$ 1,263,000	\$ 1,504,765
Total Resources	\$ 12,188,555	\$ 1,906,346	\$ 10,252,754	\$ 12,159,100	\$ 29,455	\$ 12,164,090	\$ 12,420,466
		Less Estimated Requirements		\$ (10,969,140)		Less Estimated Requirements	
		Estimated Ending Fund Balance		\$ 1,189,960		Estimated Ending Fund Balance	

Jefferson School District 14J
General Fund: Statement of Expenditure Budget Vs. Actual
For the Fiscal Year 2026-2027
As of 8/31/2026

* Audit not complete	2026-27	Actual	Projected	Total	(Over)/ Under	%	2025-26	Actual*
Function	Budget	YTD Exp.	Through	Estimated	Budget	Committed	Budget	YTD Exp.
		8/31/2026	6/30/2027	2026-27				6/30/2026
Instruction								
1111 Elementary, K-5 or K-6	1,998,732	7,301	1,872,848	1,880,149	118,583	94.07%	1,839,995	1,814,460
1113 Elementary/Extracurricular	6,087		6,073	6,073	14	99.77%	6,092	5,872
1121 Middle/Junior High Programs	1,018,650	3,173	913,612	916,785	101,865	90.00%	1,001,298	933,570
1122 Middle/Junior High School Extracurricular	64,994		64,948	64,948	46	99.93%	62,803	62,381
1131 High School Programs	1,614,672	24,135	1,495,192	1,519,327	95,345	94.10%	1,603,788	1,557,791
1132 High School Extracurricular	130,449	8,020	113,266	121,286	9,163	92.98%	115,441	115,385
1210 Programs for the Talented and Gifted	5,970		5,373	5,373	597	90.00%	5,402	4,630
1220 Restrictive Pgms for Students w/Disabilities	616,930		555,237	555,237	61,693	90.00%	639,404	582,172
1221 Learning Centers	-		-	-	-	-	-	-
1227 Early School Year Program	9,409	3,528	4,940	8,468	941	90.00%	13,271	7,630
1229 Other Pgms for Students w/Disabilities	-		-	-	-	-	-	-
1250 Programs for Students w/Severe Disabilities	739,385	16,519	648,927	665,447	73,939	90.00%	884,357	715,407
1281 Public Alternative Programs	3,750		3,375	3,375	375	90.00%	3,750	-
1283 District Alternative Programs	10,438		9,394	9,394	1,044	90.00%	-	-
1284 JCA	-		-	-	-	-	-	-
1291 English Second Language Programs	295,781		285,618	285,618	10,163	96.56%	282,789	264,020
1292 Teen Parenting	200		180	180	20	90.00%	400	-
Total Instruction	\$ 6,515,447	\$ 62,676	\$ 5,978,984	\$ 6,041,660	\$ 473,787		\$ 6,458,790	\$ 6,063,318
Support Services								
2112 Attendance Services	-		-	-	-	-	-	-
2115 Student Safety	1,300	450	5,000	5,450	(4,150)	419.23%	7,335	553
2122 Counseling Services	267,448		267,489	267,489	(41)	100.02%	260,350	255,326
2134 Nurse Services	48,237		43,413	43,413	4,824	90.00%	76,528	76,528
2140 Behavior Consultant	125,807		113,226	113,226	12,581	90.00%	73,120	73,120
2148 Psychological Services	33,390		30,051	30,051	3,339	90.00%	59,900	59,900
2152 Speech Pathology Services	-		-	-	-	-	-	-
2160 Other Student Treatment Services	-		-	-	-	-	-	-
2190 Service Directions, Student Support Svcs	150,906	24,347	122,031	146,378	4,528	97.00%	145,952	140,815
2213 Curriculum - Health	33,495		52,961	52,961	(19,466)	158.12%	50,000	17,480
2219 Improvement of Instruction Services	-		-	-	-	-	-	-
2222 Library/Media Center	25,528		22,975	22,975	2,553	90.00%	6,809	-
2223 Multimedia Services	-		-	-	-	-	-	-
2230 Assessment and Testing	-		-	-	-	-	-	-
2240 Staff Development	30,000		32,160	32,160	(2,160)	107.20%	20,000	10,729
2310 Board of Education	151,233	33,526	102,584	136,110	15,123	90.00%	140,938	131,051
2320 Executive Administration	258,377	44,721	187,819	232,539	25,838	90.00%	244,498	226,317
2410 Office of the Principal Services	938,740	64,186	835,879	900,065	38,675	95.88%	1,022,095	978,154
2510 Direction of Business Services	176,770	28,960	147,174	176,134	636	99.64%	167,653	168,436
2520 Fiscal Services	216,860	29,905	178,153	208,058	8,802	95.94%	185,456	184,689
2528 Other General Professional and Technological Servi	2,000	418	1,382	1,800	200	90.00%	1,500	2,564
2540 Operation & Maintenance of Plant Services	185,000	170,540	5,000	175,540	9,460	94.89%	166,500	160,643
2542 Care and Upkeep of Building Services	802,885	103,712	641,898	745,610	57,275	92.87%	958,440	855,760
2543 Care and Upkeep of Grounds Services	134,952	23,233	98,224	121,457	13,495	90.00%	137,093	131,446
2544 Maintenance	204,335	27,786	156,116	183,902	20,434	90.00%	199,367	153,944
2546 Security Services	6,000	734	5,266	6,000	-	100.00%	6,000	3,236
2550 Student Transportation Services	-		-	-	-	-	-	-
2552 Vehicle Operation Services	851,000	37,560	815,440	853,000	(2,000)	100.24%	823,500	848,091
2558 Transportation/Special Educationb	100,000		100,000	100,000	-	100.00%	60,000	95,331
2573 Warehouse & Distribution Services	27,500	3,368	21,382	24,750	2,750	90.00%	30,350	19,228
2574 Printing, Publishing and Duplicating Services	40,000	4,191	35,809	40,000	-	100.00%	40,000	33,088
2643 Human Resources	14,500	7,535	5,515	13,050	1,450	90.00%	2,000	12,432
2649 Other Staff Services	-		-	-	-	-	-	-
2662 Technology- Systems Analysis Services	308,680	54,005	223,807	277,812	30,868	90.00%	248,076	233,936
2663 Technology- Programming Services	19,500		17,550	17,550	1,950	90.00%	92,667	20,215
2669 Technology- Telephone	-		-	-	-	-	35,000	33,293
Total Support Services	\$ 5,154,443	\$ 659,175	\$ 4,268,305	\$ 4,927,480	\$ 226,963		\$ 5,261,127	\$ 4,926,302
Enterprise and Community Services								
3360 SIT Team	5,000		980				5,000	5,000
Total Enterprise and Community Services	\$ 5,000	\$ -	\$ 980				\$ 5,000	\$ 5,000
Other Requirements								
5100 Debt Service	-	-	-	-	-	-	-	-
5200 Transfers of Funds	313,665	-	-	-	313,665	0.00%	239,173	237,375
6000 Contingency	50,000	-	-	-	50,000	0.00%	50,000	-
7000 Unappropriated Ending Fund Balance	150,000	-	-	-	150,000	0.00%	150,000	-
Total Other Requirements	\$ 513,665	\$ -	\$ -	\$ -	\$ 513,665		\$ 439,173	\$ 237,375
Total Requirements	\$ 12,188,555	\$ 721,851	\$ 10,248,269	\$ 10,969,140	\$ 1,214,415		\$ 12,164,090	\$ 11,231,995

Jefferson School District 14J
Appropriations
For the Fiscal Year 2026-2027
As of 8/31/2026

General Fund (100)	Appropriations	Resolutions	YTD	Encumbrances	Totals	(Over)/Under Budget
1000 Instruction	\$ 6,515,447	\$ -	\$ 62,676	\$ 5,847,941	\$ 5,910,617	\$ 604,830
2000 Support Services	\$ 5,154,443	\$ -	\$ 659,175	\$ 3,817,094	\$ 4,476,269	\$ 678,174
3000 Community Services	\$ 5,000	\$ -	\$ -	\$ 980	\$ 980	\$ 4,020
5200 Transfers	\$ 313,665	\$ -	\$ -	\$ 313,665	\$ 313,665	\$ -
6000 Contingency	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Sub Total	\$ 12,038,555	\$ -	721,851	9,979,680	10,701,531	\$ 1,337,024
Special Revenue Funds						
1000 Instruction	\$ 1,758,344	\$ -	\$ 187,796	\$ 1,276,785	\$ 1,464,581	\$ 293,763
2000 Support Services	\$ 443,764	\$ -	\$ 31,579	\$ 250,764	\$ 282,344	\$ 161,420
3000 Community Services	\$ 646,338	\$ -	\$ 38,569	\$ 432,380	\$ 470,949	\$ 175,389
Sub Total	\$ 2,848,446	-	257,944	1,959,930	2,217,873	\$ 630,573
ASB Funds						
1000 Instruction	\$ 290,950	\$ -	\$ 6,175	\$ 15,098	\$ 21,273	\$ 269,677
5200 Transfers	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000
6000 Planned Reserve	\$ 57,000	\$ -	\$ -	\$ -	\$ -	\$ 57,000
Sub Total	\$ 359,950	\$ -	\$ 6,175	\$ 15,098	\$ 21,273	\$ 338,677
Debt Service						
5100 Debt Service	\$ 1,976,681	\$ -	\$ 55,019	\$ 1,077,463	\$ 1,132,482	\$ 844,199
6000 Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7000 Unappropriated	\$ 91,000	\$ -	\$ -	\$ -	\$ -	\$ 91,000
Sub Total	\$ 2,067,681		55,019	1,077,463	1,132,482	\$ 935,199
Capital Fund						
2000 Support Services	\$ 104,926	\$ -	\$ -	\$ -	\$ -	\$ 104,926
4000 Facilities Acquisition	\$ 391,396	\$ -	\$ 450	\$ 53	\$ 503	\$ 390,893
5000 Facilities Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 496,322	-	450	53	503	\$ 495,819
Total Appropriations	\$ 17,810,954	\$ -	\$ 1,041,439	\$ 13,032,224	\$ 14,073,663	\$ 3,737,291
Total Unappropriated	\$ 150,000	-	-	-	-	\$ 150,000
TOTAL	\$ 17,960,954	\$ -	\$ 1,041,439	\$ 13,032,224	\$ 14,073,663	\$ 3,887,291



Superintendent Update – September 2026

Board Members,

It is hard to believe but the 2026-27 school year has started and we are excited to have our students back and learning. August was incredibly busy as the building administrators started back and began gearing up for the return of staff and students.

Leadership Retreat

We held our annual leadership meeting on August 6 here in the district office. All building administrators and department directors participated. This meeting provides the leadership team with uninterrupted time to discuss changes and expectations for the new school year and gave us an opportunity to do a little team building.

All Staff District Day

We held our all-staff district day on August 25, and I believe it went very well. Thank you to Terry Kamlade for coming. It is always nice to see our board members at our events. My presentation focused on sharing the board approved five-year strategic plan and information on Oregon's Accountability Act – SB 141.

Enrollment

We are keeping a close eye on enrollment at all three of our schools. I will have a better idea of enrollment numbers once we get past the 10-day drop date on September 15 and will be able to share that information with you at the meeting.

Board Policy KNA and AR's

House Bill 4079 was passed in the spring, and it requires each school district, education service district, and charter school to adopt a policy for providing notice when federal immigration authorities are confirmed on district property for immigration enforcement. The policy must:

- Identify at least one administrator or designee who shall confirm and give notice that a federal immigration authority has entered school property for immigration enforcement;
- Require that, unless prohibited by law or court order, reasonable efforts are made to provide notice to a student or to the parent/guardian when the school district has provided information related to the student to a federal immigration authority;
- Identify which grades of students will receive the notification;
- Provide a process for community-based organizations that provide direct services to the school district to receive the notification;
- Require that the notice is provided to students who attend the school, school parents/guardians, and school employees as well as community-based organizations that request the notice;
- Specify the contents and delivery requirements of the notice and that the notice contain the general location of the federal immigration authority and whether classes or school operations are affected by the federal immigration authority's presence. The notice must be provided as expeditiously as possible.

OSBA provided a sample policy along with the administrative regulations to school districts after our most recent policy committee meeting and after our August board meeting, so it was not a policy that we were able to review as a committee. I have included the policy and administrative regulations in your packet with my recommended changes, and I will be asking the board to adopt them at the board meeting. We have to have a policy in place by September 30, 2026.

Sincerely,
Dawn Moorefield, Superintendent



Jefferson Elementary School

615 N. 2nd Street

Jefferson, OR 97352

541.327.3337 - phone

541.327.1216 – fax

Jefferson Elementary School, School Board Report September 2026

Enrollment:

Kinder: 35

1st: 37

2nd: 37

3rd: 41

4th: 44

5th: 52

Total 246 (As of 9/11/26) (Total was 254 on 5/14/26)

Attendance:

Due to a technology issue affecting data collection, current attendance data is not yet available. This information will be updated once the issue is resolved.

Family and Student Connections

- During the week of August 17, JES extended office hours until 5:00 p.m., and on August 20, the office remained open until 8:00 p.m. Our goal was to provide additional opportunities for families needing assistance with registration.
- ParentSquare continues to be our district's primary communication tool. Currently, 99.2% of our students' families are connected, with 63% choosing to use the app. We continue to work toward 100% participation and increased app usage. Strong family communication remains central to student success.
- We look forward to welcoming families to our Open House on September 17 from 5:30 - 7:00 p.m. This will provide an opportunity for families to connect with staff as well as community organizations and services.

Community Connection

- The Library and Parks and Recreation partnered with JES to provide opportunities for our students through their summer programs. We are excited to continue both partnerships throughout the school year.
- The PTO continues to be an invaluable partner at Jefferson Elementary. In recent weeks, they have provided two large whiteboards and three smaller whiteboards and recruited volunteers to assist with installation. These whiteboards support our math instructional work and implementation of *Building Thinking Classrooms*. Their continued care and dedication make a meaningful impact on our students and staff.

Professional Learning

- JES staff remain committed to continuous improvement. This month, high school and middle school math teachers joined elementary staff for professional development focused on *Building*

Thinking Classrooms in Mathematics. We are excited to strengthen our K - 12 collaboration as we continue our focus on math instruction this year.

- Staff have also participated in professional development on STAR Interim Assessments and the new digital tools available to support reading and mathematics. This learning will continue as we thoughtfully phase in components that support assessment, instruction, and student learning.

Shout Outs

- **Kitchen Staff, Lunch & Recess Team, and Nutrition Director** — Their teamwork has strengthened both our breakfast and lunch programs. Through small but meaningful changes, they have worked together to create an improved environment for students. Our new lunch structure provides a more streamlined and calmer eating experience while supporting a positive start and transition throughout the school day.

Contact:

Kymberlee Rhodes, Principal
Jefferson Elementary School
541-327-3337 ext. 1650

Jefferson Middle School Board Report: September, 2026

Enrollment Total:	155
6th grade -	45
7th grade -	54
8th grade -	56

And off we go!

It is an exciting time around JMS as we kick-off the 2026-27 school year! There is a great feeling in our hallways with the excitement of our incoming 6th grade students as they integrate into JMS, as well as the enthusiasm of our 7th-8th graders who are also ready to be back with us!

On Thursday, August 20, Jefferson Middle School hosted a “TCB Day” (Taking Care of Business) for students to register, pay fees, get lockers, and to get other information such as school supplies, transportation, etc. It was VERY well attended as we had families coming in the front door the moment we opened at 8am. It was a highly successful endeavor for JMS as we had a steady flow of families throughout the day until we ended at 8pm.

The In-Service week of August 24 - 28 saw the return of our school staff, which for me is especially fun as we get to reconnect after our summer adventures. We spent some quality time as a team, then got after it while diving into the business of preparing for the 26-27 school year. I can never say this enough; JMS has a special group of educators, and it is my absolute pleasure to be a part of this unique team!

Additionally, both Sean Stewart and Anna Hart hosted our WEB Leaders for about a half a day on both Thursday and Friday of that In-Service week. The kids worked diligently to prepare for August 31st, which was the first day of school for our 6th graders. It was an AWESOME day! With a welcoming assembly and a series of fun activities, it was certainly memorable for the 6th grade kiddos. WELL DONE WEB LEADERS!

Middle School athletics have been practicing for several weeks now, but it all really gets going this week with our game schedules. We will make sure to strongly support each of our student-athletes as they begin their respective seasons and we wish all players and coaches in volleyball, football, soccer, and cross-country the very best of luck in their seasons!

The JMS Staff is working hard to develop a new intervention approach for our students who struggle academically at times. To that end, we have repurposed the C1 classroom, which is now our Academic Support Center (ASC). Our respected Instructional Assistants, Ashly Petty and Adriana Garcia, will be the primary support staff to lead this endeavor.



While we are still working out the details of what data, what resources, what time and day, etc., there is a strong feeling of optimism to the impact we will be able to provide our students most in need. Stay tuned for future information on this at a later date!

Some final points of emphasis for JMS early on will be our students experience in our new elective courses; a MS Shop class with Mr. Martin at the HS, our new Leadership class with Mr. Stewart, our new Yoga class with Mrs. Chitwood, both MS Choir and Robotics with Mrs. Rummell, and Sports Leadership with Mr. Larson are just several of the new opportunities we are proud to offer our students. The initial feedback is that our students are very happy with these new opportunities! With all of that said, we are far from satisfied. You will continue to see JMS push for even more over the course of this year and into next.

Finally, JMS will again be at the forefront of the push to continually increase our attendance rate and keep it at a high level. The new JMS slogan on this topic was recently coined by our own Kimberley Gieselman: **Be Seen! Be Heard! Be Known! Be Here!**

As always, you are always welcome to come and visit JMS at your convenience.

Go Lions!

Respectfully submitted,

Eric S. Clendenin
Principal
Jefferson Middle School



Jefferson High School

2200 Talbot Rd SE
Jefferson, OR 97352
541.327.3337 - phone
541.327.1867 - fax

Jefferson High School School Board Report, August 2026

Enrollment Total:	215
Freshmen:	47
Sophomores:	57
Juniors:	51
Seniors:	60

Total staff members including coaches: 42

We have gotten off to a great start this year. We had our student registration, beginning of our athletics season and staff inservice week. It has been great to connect with our families, students and staff in our Jefferson High School Community. Our student leaders and cheer team welcomed our freshmen on August 31st with cheers, assembly activities and overviews of the year. Thank you to all our leaders and staff for making our Freshmen Day a success. On September 1st we welcomed all students. Schedules were picked up, catching up with classmates occurred and students began their 26-27 school year.

Excited for 26-27 school year!

- We are excited to have **Jordan Johnson-Murray** join the JHS Team as vice-principal. Jordan comes to us from Clackamas High School where she was a special education teacher and volleyball coach. Jordan has a variety of experiences working with high school students and she will be a great addition as our new Vice Principal.
- We have brought back **choir**, led by Ms. Rummell, and **drama**, led by Ms. Seitz. Right now we have 8 scheduled for choir and 18 scheduled for drama. We are looking forward to growing these programs again.
- This year our upperclassmen will be able to support JES and JMS as **student aides**. We have not had student aides at JES since COVID.
- Students from the 8th grade at JMS are taking a **Shop Survey Course** at JHS. Mr Martin is working to design an introductory course as a way to give our 8th graders a taste of what to look forward to in high school. We also have two of our lead shop students supporting this class.
- This year we will have a **JHS Family Community Night** for families to meet teachers, join in activities, and eat together as a community. We are looking forward to seeing our JHS Community together.
- **By the numbers:**
 - **WCA students - 16**
 - 1 - diesel tech; 3 - cosmetology; 3 - health services; 3 - construction tech; 2 - manufacturing; 4 - dental
 - **Alt Pathways students**
 - Fully Online - 11
 - Hybrid - 9
 - **National Honor Society Students - 7**
 - **Hope Squad Students - 16** (10th-12th grade)
 - **College Level Course Offerings**
 - College Math, College Writing, Psychology, Anatomy & Physiology, Spanish and Chemistry

JHS Work

- **Accreditation:** This year is an Accreditation year and we will be reviewed by Cognia. Cognia is an educational accrediting organization that evaluates schools. We will work through several requirements in order to prepare for our March 17th Accreditation Interview. There are four characteristics and 31 standards that we will provide evidence for during this review:
 - CULTURE OF LEARNING: the institution's focus on the challenges, joys, and opportunities for learning, and the coherence with its mission and vision
 - LEADERSHIP FOR LEARNING: the responsibility of an institution's leaders to influence and impact all aspects of the institution in positive ways
 - ENGAGEMENT OF LEARNING: the inclusion of all learners in the learning process, and their development of confidence and love of learning
 - GROWTH IN LEARNING: the growth of learners in the programs and curricula provided by the institution and their readiness to successfully transition to next levels of learning
- **Ninth Grade On Track (9GOT)**
 - Our 9GOT team includes our four 9th grade core teachers: Taryn Auerbach, Zach Maison, Tim Morse and Poul Mutha. Our counselor, Holly Rahn; vice principal, Jordan Johnson-Murray and I also are part of this team. In addition to JHS staff, we have partners from the WESD: Mel Nolan and Kris Wulf. We meet each week to review data, determine tier 1 supports and plan for additional individual supports as needed. The goal of the team is to support each student in transitioning to high school and earning credit toward graduation requirements.

25-26 Updates: There was a request for information regarding the plans of our graduating seniors last year.

- Our graduates: Each year our seniors engage in an exit interview with a member of our Senior Advisory Team. This is what we learned.
 - Future Plans:
 - 54% (31 students) plan to attend college
 - 14% (8 students) plan to enter into the trades
 - 25% (14 students) entering into the workforce
 - 2% (1 student) entering the military
 - 5% (3 students) are unsure of next plans
 - What worked:
 - JHS staff is hands on. Students are not a number. They stop everything and make sure we are really okay.
 - Preparing me for post-high school
 - College classes helped me the most
 - Senior year was the most beneficial, especially Ms. Rahn. The fact that I took school more seriously in my final year.
 - I feel prepared
 - Career Fairs, Industry Chats, Field Trips, Mock interviews
 - Career Board - scholarships
 - WCA
 - Check ins for online students
 - Giving students options, taking student learning preferences/needs into consideration. JHS does this well.
 - What can we do better:
 - Mock interviews should be in 11th grade
 - More individual prep
 - Information about college and requirements
 - Navigating college application process and financial aid
 - AVID topics for seniors
 - Update Lions Pride with more options
 - Learning more about personal finance: taxes, using a credit card
 - More connection for seniors who are online
- Our attendance: We implemented various supports during the 25-26 school year.

- Summer school students hit it out of the park!!
 - # credits earned
 - # of courses finished
 - # of students attended

Upcoming Events

- JHS Open House - September 14th 5:00pm
- Homecoming - October 2nd @ 7:00pm

We are looking forward to a GREAT year at JHS!

Laura Pierce-Cummings
Principal
Jefferson High School
541-327-3337 ext. 1249

PLEASE JOIN US!

JSD BOARD WORK SESSION



The community is encouraged to attend the upcoming Jefferson School Board Work Session to learn more about future plans and possibilities for our sports complex. This will be an opportunity to hear about potential improvements, discuss long-term goals, and gain a better understanding of how the complex can support our students, athletes, and community for years to come. Your participation and input are important as we look ahead and plan for the future. We hope you will join us!

Date: Thursday - September 10, 2026

Time: 5:30PM

Location: JSD Board Room

Track Committee

School Board Presentation
12/9/24

Background on the track committee

- Formed in September of 2023
- Tasked with coming up with ideas as to how the track/stadium should be redone and then coming up with ideas about how to pay for it
- What you are going to see are suggestions as we need school board approval and community approval before we move forward with anything
- The committee is made up of the following people:
 - Doug Naugle - Athletic Director
 - Todd Tillerson - JHS Assistant Football Coach
 - Greg Wickett - Head Track Coach
 - Richard Crane - Facilities/Maintenance Director
 - Chris Rosenbaum - Head Groundskeeper
 - Alexis Kackley - Booster Club & Community Member

What have we done so far

1. We have come up with the scope of the project
2. Reasoning for why it needs to be done this way
3. Had a 3-Drawing done of what we think needs to be done - Donated by Dennis Tower
4. We have talked to some companies about help they can give with regards to in-kind gifts
5. Come up with a total amount of the cost of the entire project - Estimated

The Project - 4 Parts - Part 1 - Yaris Plan

- The Track - 8 lanes
 - Tear up the old track
 - Groundwork/Drainage - rock, dirt, concrete, water displacement piping
 - New surface & curbs
 - Cost \$1.2 Million - Beynon Athletic Surfaces
- This will allow for the following to occur
 - Get a new surface that will decrease our track injuries from practice - significant increase in shin splints over the last 5 years
 - Host home track meets - Big invitationals bring money for the Track/Cross-Country teams

Part 2 - Camry Hybrid

The field - 2 Different options

#1 - Artificial Turf

- Brand new artificial all weather turf
- Less maintenance - No painting, mowing, spraying, watering
- Can be practiced on by multiple teams per night
- Move Long Jump, Pole Vault pits and Light Poles to have a regulation soccer field on it
 - Home games at night for soccer team
- Downside
- Lasts 10 years then you need to replace
- Rubber Pellet concerns - Health and Safety & Cost of equipment needed with regular maintenance
- Cost - \$1.4 Million

Part 2 - Camry Hybrid Continued

New Natural Grass Surface -

- New Crown - adds to groundwork cost
- New tougher blend of tall fescue and ryegrass - Better roots and holds up to rain better
- Use existing drainage that will go in with track
- Could become a home field advantage
- Considerably less cost - \$75,000

Downsides -

- More Maintenance - Add a Paint Bot - \$11,000
- Replace sprinkler system \$10,000

Part 3 - HighLander

Lights & Electrical

- Electrical Box Moved to near scoreboard
- Light Poles moved to the outside of the track
- Replace Light Poles
- Replace Lights with LED Lights

Why?

- Moves light poles for a bigger soccer field - Less hazards
- Less Electrical costs when lights are on
- Replacement bulbs are considerably cheaper

Downside:

- Deal with easement from Pacific Power possibly
- Cost - \$375,000

Part 4 - Lexus w/ Leather and Heated Seats

Stadium/Concessions/Bathrooms

Two Options: 700 person capacity

1. Uncovered bleachers - \$500,000
2. Covered Bleachers - \$900,000

Why?

- There is a concern our stadium is going to be condemned - Fire Code
- Another concern is the Concession Stand being condemned - Health Codes
- The bathrooms are inadequate for the amount of people that need to use it at football games and track meets
- We have poor storage for our football and track teams' equipment

Downside:

We need to watch the size of the bleachers as it could intrude on the road behind them

We are going to have to spend some extra money to either put in concession stand, new bathrooms, a referee and track officials room, and/or more track storage - That has not been included in the price yet

What could it look Like?

<https://3d-viewer.chiefarchitect.com/go?share=806400457453610>

Money - \$

Track - \$1.2 Million

Field - \$1.4 Million

Lights - \$400,000

Stadium - \$1.0 Million

Concession/Bathrooms/Locker Rooms/Track Officials Room - \$1.0 Million

Addition of construction costs over time - \$500,000

Total Cost - \$5.5 Million

Ideas for Money

Natural Grass vs. Artificial Turf - Save \$1.3 Million

Business who have expressed interest in helping:

Excavation and groundwork: K&E Excavation, North Santiam Paving, Knife River, National Guard

Natural Grass - JB Lawn & Turf

Lights - Legislative Bill that pays for switching to LED

Instead of Metal poles, go with 90 Foot wood Poles

Could cut the \$375,000 bill in half

Stadium - Uncovered is 50% of the cost of a covered bleacher

Ideas for Money Continued

T-Mobile - Community Grant - \$50,000 - highly competitive

- Friday night 5G Lights - \$5,000, \$25,000, \$100,000, 1 school \$1Million - Very competitive
- Knife River Grants
- Grizzel GoFundMe - Goal \$20,000 to get us started - More is better
- **Last Resort - Ask for a Bond**

Things to keep in mind

1. These projects do overlap (i.e. Field and lights)
2. Communication about the project within our community: Chamber Meetings, City Council Meetings, County Board of Commissioners
3. Community Buy-In - We make this a Jefferson Project
 - a. Who has the skills, equipment, know-how, connections to what we need
 - b. In-Kind gifts of time
4. **Attitudes - This is the biggest one we need to improve**
 - a. We can't do this, it's too much money - **How can we do this**
 - b. We have to do a bond for this project - **Have we even tried to do anything else?**
 - c. Looking Backwards - Why did we spend money this way in the past - **Look Forward**
5. **Better Facilities = More participants in our sports = Built Culture**
 - a. **More Participants = Better Grades = More Graduates**