

**BOARD OF EDUCATION
UMATILLA COUNTY SCHOOL DISTRICT 8R, HERMISTON**

**There will be a Regular Meeting of the
Board of Education of the Umatilla County School District 8R
at Hermiston School District Offices
Boardroom
305 S.W. 11th Street.
Hermiston, Oregon 97838
Monday, June 12, 2023, 6:30 PM**

Briana Cortaberria
Executive Assistant to the
Superintendent and Board of Education

AGENDA

- 1. CALL TO ORDER BUDGET HEARING (6:30 p.m.)** *Chair Holthus*
- 2. BUDGET HEARING (6:31 p.m.)** *Chair Holthus*
 1. Public Comment 3

Welcome. This is the time we reserve in our meeting for those who wish to comment on the approved 2023-24 budget as presented for adoption. Anyone wishing to address the board should stand and be recognized, then move forward to the microphone at the center table. Prior to making your comments, please state your first and last name. Please limit your comments to a maximum of three (3) minutes and address them to me.

The Hermiston School District Board of Education also accepts public comment in writing to communications@hermiston.org prior to this meeting. Members of the community wishing to provide written comments submitted those statements to the district by 4:00 pm today.

Persons wishing to virtually address the board submitted their name electronically by 4:00 pm using the Google Form accessible through the district website.

Is there anyone here tonight who would like to address the board regarding the approved 2023-24 budget?
- 3. ADJOURN BUDGET HEARING (6:35 p.m.)** *Chair Holthus*
- 4. CALL TO ORDER REGULAR MEETING (6:35 p.m.)** *Chair Holthus*
- 5. INTRODUCTORY ITEMS (6:35 p.m.)** *Chair Holthus*
 1. Pledge of Allegiance
 2. Adoption of Agenda 4
 3. Approval of Minutes 5
- 6. PUBLIC COMMENTS (6:50 p.m.)** *Chair Holthus* 14

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The Hermiston School District Board of Education accepts public comments virtually and in person. Members of the public wishing to address the board virtually submitted written statements or requests by 4:00 p.m. prior to this meeting.

* Timing of agenda is not meant to be time specific. Instead, the time identified is for pacing purposes only. The Board of Education may modify the agenda and the order in which items are taken for consideration.

** Consent agenda items are considered for action as an entire group. Details for these items are available for public inspection at the District Office.

*** Members of the public are invited to address the Board of Education during Public Comments.

Those wishing to address the board in person should stand and be recognized, then move forward to the microphone at the center table. Prior to making your comments, state your first and last name and school or topic. Please limit your comments to a maximum of three (3) minutes and address them to me.

Is there anyone here tonight who would like to address the board?

7. COMMUNICATIONS AND ANNOUNCEMENTS (7:05 p.m.)

- 1. Oregon School Employees Association *Ms. Chapman*
- 2. Hermiston Association of Teachers *Ms. Fisher*

8. REPORTS (7:20 p.m.)

- 1. Board of Education *Chair Holthus*

Board of Education Goals

- 1. Academic Achievement. Demonstrate continuous improvement in all measured areas for each student.
- 2. Stewardship. Maintain sound fiscal stewardship of community resources consistent with board policy.
- 3. Community. Engage our diverse community in creating opportunities to advance student achievement.

- 2. Business Office *Ms. Saul*

- 1. Financial Reports 15

- 3. Superintendent's Office *Dr. Mooney*

- 1. Enrollment Report 18

9. STUDY ITEMS (7:45 p.m.)

- 1. 2023-24 School Board Calendar *Dr. Mooney* 22

10. CONSENT ITEMS (8:00 p.m.)**

- 1. Human Resources Department

- 1. Personnel Resignations 23

- 2. Personnel Appointments 24

- 2. Business Office

- 1. Acceptance of Gifts 25

- 2. Budget Adjustment 30

- 3. Superintendent's Office

- 1. Policy Review - Second Reading 32

- 2. 2023-24 School Board Calendar 62

11. ACTION ITEMS (8:05 p.m.)

- 1. 2023-34 Budget Adoption 64

- 2. Licensed Working Agreement 66

12. CALENDAR AND FUTURE ITEMS (8:20 p.m.)

- 1. Future Agenda Item Discussion *Chair Holthus*

- 2. Calendar Review *Ms. Cortaberria* 67

13. ADJOURN (8:25 p.m.)

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**BOARD OF EDUCATION
UMATILLA COUNTY SCHOOL DISTRICT #8R, HERMISTON
HERMISTON, OREGON**

June 12, 2023

2.0 BUDGET HEARING

2.1 TOPIC: Public Comment

Welcome. This is the time we reserve in our meeting for those who wish to comment on the approved 2023-24 budget as presented for adoption. Anyone wishing to address the board should stand and be recognized, then move forward to the microphone at the center table. Prior to making your comments, please state your first and last name. Please limit your comments to a maximum of three (3) minutes and address them to me.

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**BOARD OF EDUCATION
UMATILLA COUNTY SCHOOL DISTRICT #8R, HERMISTON
HERMISTON, OREGON**

June 12, 2023

SUPERINTENDENT'S RECOMMENDATION

5.0 INTRODUCTORY ITEMS

5.2 TOPIC: Adoption of the Agenda

It is recommended.

RECOMMENDATION:

. that the Board of Education adopts the agenda as presented.

**REGULAR MEETING
UMATILLA COUNTY SCHOOL DISTRICT #8R, HERMISTON
May 8, 2023**

1 CALL TO ORDER

Chair Holthus called the meeting to order at 6:30 p.m.

Hermiston School Board members present: Ms. Ginny Holthus, Mr. Dain Gardner, Ms. Teri Vander Stelt, Ms. Liliana Gomez, Ms. Karen Sherman, and Ms. Bonnie Luisi

Also in attendance: Superintendent of School Dr. Tricia Mooney, Director of Business Services Katie Saul, Executive Assistant to the Superintendent and Board Briana Cortaberria

Absent member(s): Ms. Sally Hansell

2 INTRODUCTORY ITEMS

2.1 Pledge of Allegiance

Chair Holthus led everyone in the Pledge of Allegiance.

2.2 Adoption of Agenda

Ms. Luisi moved that the board of education adopt the agenda as presented, which was seconded by Mr. Gardner. The motion passed 6-0

2.3 Approval of Minutes

Regular Meeting, April 10, 2023 – Ms. Vander Stelt moved and Ms. Luisi seconded that the Board of Education approves the minutes of the regular meeting held on April 10, 2023. The motion passed 6-0.

Special Meeting, April 24, 2023 – Mr. Gardner moved and Ms. Gomez seconded that the Board of Education approves the minutes of the special meeting held on April 24, 2023. The motion passed 6-0.

3 PRESENTATIONS AND COMMUNICATIONS

3.1 FBLA Student Recognitions

Dr. Mooney invited Hermiston High School FBLA students and Advisor Denise Thornton forward for recognition. State-placing students received a certificate of excellence from the board.

3.2 School Report

Dr. Mooney introduced Desert View Elementary School Principal Mr. David Melville, along with members of DV's Leaders of the Pack, presented on the student leadership program. Principal Melville and Dean of Students Heather Mills spoke of building initiatives.

4 PUBLIC COMMENTS

No written comments were provided in advance, and no requests were made to address the board virtually.

In-person public comments were heard on the lack of diversity on the school board and its representation of community members and district students, two school board candidate introductions, and the election of the best candidate.

5 COMMUNICATIONS AND ANNOUNCEMENTS

5.1 Oregon School Employees Association

OSEA President Joanne Chapman was not present to address the board.

5.2 Hermiston Association of Teachers

HAT President Tammy Fisher reported to the board on behalf of HAT, commenting on Teacher Appreciation Week, a union representative assembly, and bargaining sessions.

5.3 Student Board Representative

Mr. Nick Purswell presented a Hermiston High School student leadership update, highlighting spring sports, prom, student forecasting, the Evening of Excellence, advanced placement testing, senior music performances, the graduation ceremony, next year's student executive members, and spring sports playoff competitions.

Chair Holthus presented Mr. Purswell with a plaque for his service.

6 REPORTS

6.1 Board of Education

The board members shared events in which they participated or attended since the last board meeting, commenting on student athletics, teacher appreciation, pinning ceremonies, law enforcement response and support, licensed negotiations sessions, board member committee meetings, and the impact of a teacher.

Chair Holthus thanked the board members for their hard work on the superintendent evaluation.

6.2 Business Office

6.2.1 Financial Reports

Director of Business Services Saul presented the revenue, expenditure, and ending fund balance financial reports for March 2023, all of which are green and yield 15.06% ending fund balance.

6.3 Superintendent's Office

6.3.1 Enrollment Report

Dr. Mooney shared the enrollment report as of April 30, 2023, and the average attendance rate and chronically absent percentage for elementary, middle, and high school students, through April 2023.

Dr. Mooney informed the board of the governor’s anticipated budget and the Coalition of Oregon School Administrators’ (COSA) advocacy to increase education funding.

7 STUDY ITEMS

7.1 Math Curriculum Adoption Report

Elementary Education Director Dr. Jerad Farley and Secondary Education Director Scott Depew explained the curriculum adoption process (from committee formation; to vision; to review, study, and evaluation; to selection and recommendation) at the elementary and secondary levels. Post adoption, the adoption committees will become the professional development committees.

At the conclusion of the presentation, the directors gave the committee’s recommendation.

8 CONSENT ITEMS

Ms. Luisi moved that the Board of Education approves consent items 8.1.1. thru 8.5.1. The motion was seconded by Ms. Vander Stelt and passed 6-0.

8.1 Human Resources Department

8.1.1 Personnel Resignations

Approves the resignation of the following employees:

Jose Garcia	Dean of Students	Hermiston High School
Jolene Hackett	Kindergarten Teacher	Loma Vista Elementary

8.1.2 Personnel Appointments

Approves the appointment of the following employees:

Nick Bower	Social Studies Teacher	Hermiston High School
Randi Hagen	Special Education Teacher	Sandstone Middle
Adhal Martinez	Physical Education Teacher	Armand Larive Middle
Kayla Niles	Special Education Teacher	Desert View Elementary

8.1.3 Extra Responsibility & Extra Duty Contracts

Approves the following extra responsibility and extra duty contracts:

Angela Brown	Track Coach	Sandstone Middle
Matthew Coe	Softball Coach	Sandstone Middle
Daniel Headley	Softball Coach	Sandstone Middle
Daniel Headley	Head Volleyball Coach	Hermiston High

8.2 Business Office

8.2.1 Acceptance of Gifts

Accepts the following gifts:

SCHOOL/PROG	GIFT	VALUE	DONOR
Highland Hills Elementary School	Cash	\$2,360.16	McDonalds – Adams Oregon Enterprises, Inc
Rocky Heights Elementary School	Cash	\$120.65	Lamb Weston

Hermiston School District

Air Filters

Amazon Data Services, Inc.

8.3 Superintendent’s Office

8.3.1 Policy Review – First Reading

Adopts the list of policies under review, as included:

AC-AR	Discrimination Complaint Procedure
BBE	Vacancies on the Board
GBDA	Expression of Milk or Breast-feed in the Workplace
GCBDF/GDBDF	Paid Family Medical Leave Insurance *
JFCF-AR	[Hazing,] Harassment, Intimidation, Bullying, [Menacing,] Cyberbullying, or Teen Dating Violence Reporting Procedures – Student
JGE	Expulsion**
JHCD/JHCDA	Medications**/*
JHCD/JHCDA-AR	Medications**/*
KL	Public Complaints**
KL-AR(1)	Public Complaints Procedure

8.4 Teaching & Learning Department

8.4.1 Math Curriculum Adoption

Approve the math curriculum adoption as recommended.

Grade K-5 **Reveal Math**, c. 2022

McGraw Hill Education

Grades 6-8 **EnVision Math, Gr. 6-8**, c. 2021

Savvas Learning Company

Grades 9-12 **EnVision Integrated Mathematics, I-III**, c. 2019

Savvas Learning Company

8.5 Athletics & Activities Department

8.5.1 Washington Interscholastic Activities Association Membership

Approves Hermiston School District’s membership with the Washington Interscholastic Activities Association (WIAA), per Resolution 22-23-07.

9 CALENDAR/FUTURE ITEMS

9.1 Future Agenda Item Discussion

No items were presented.

9.2 Calendar Review

Ms. Cortaberra reviewed upcoming calendars.

Chair Holthus recessed the regular meeting at 8:59 p.m.

Chair Holthus stated the respective ORS under which the Board would meet in Executive Session:

- ORS 192.660(2)(d): To conduct deliberations with persons designated by the governing body to carry on labor negotiations

10 EXECUTIVE SESSION

Chair Holthus moved the board into executive session at 9:05 p.m.
The six board members were joined by Dr. Mooney, Mr. Bacon, Ms. Saul, and Ms. Cortaberria.

10.1 ORS 192.660(2)(d)

Dr. Mooney and Ms. Saul departed at 9:16 p.m.

Chair Holthus closed the executive session at 9:41 p.m. and reconvened the regular meeting at 9:41 p.m.

11 ADJOURN

Mr. Gardner moved and Ms. Sherman seconded to adjourn the meeting. The motion passed 6-0.

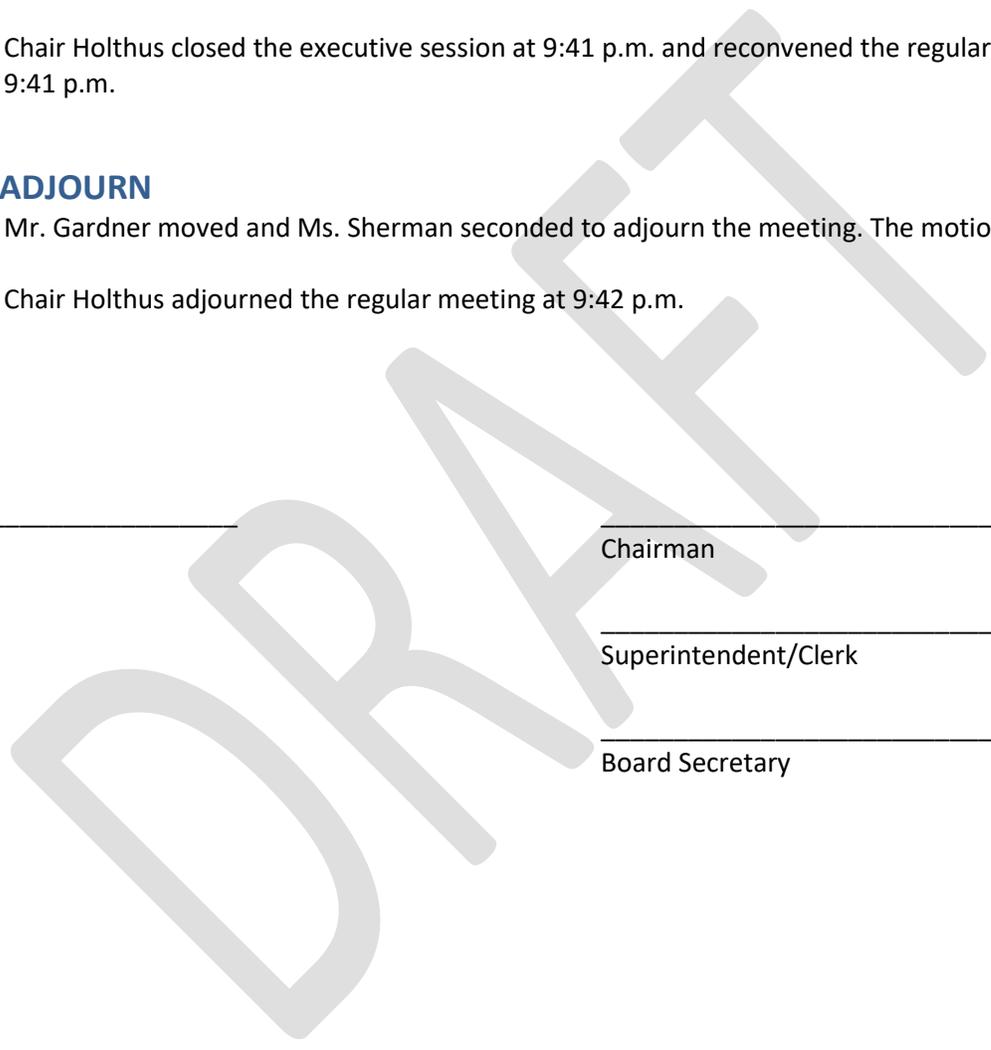
Chair Holthus adjourned the regular meeting at 9:42 p.m.

Date

Chairman

Superintendent/Clerk

Board Secretary



**SPECIAL MEETING
UMATILLA COUNTY SCHOOL DISTRICT #8R, HERMISTON
May 22, 2023**

1 CALL TO ORDER

Chair Holthus called the meeting to order at 6:30 p.m.

Hermiston School Board members present: Ms. Karen Sherman, Ms. Ginny Holthus, Mr. Dain Gardner, Ms. Teri Vander Stelt, Ms. Liliana Gomez, Ms. Sally Hansell, and Ms. Bonnie Luisi

Also in attendance were: Superintendent of Schools Dr. Tricia Mooney, Assistant Superintendent Jake Bacon, and Executive Assistant to the Superintendent and Board Briana Cortaberria.

2 INTRODUCTORY ITEMS

2.1 Pledge of Allegiance

Chair Holthus led everyone in the Pledge of Allegiance.

2.2 Adoption of Agenda

Dr. Mooney recommended the addition of an executive session for negotiations.

Ms. Hansell moved to amend the agenda, adding an executive session to end of the agenda, which was seconded by Ms. Luisi.

The motion passed 7-0.

Dr. Mooney introduced incoming board member Mr. James Hurst, who sat at the table with the board.

3 PRESENTATIONS AND COMMUNICATIONS

3.1 Bond Projects Update

Wenaha Group Senior Project Manager Scott Rogers provided a bond projects update, commenting on the construction of the prototypical elementary school projects and Hermiston High School addition, pre-construction district-wide upgrades, and the bond budget.

It was noted that there is no audio on the meeting livestream. District staff worked to resolve the issue, as the meeting continued.

A hard copy handout of the report was provided to the board members.

4 PUBLIC COMMENTS

No written comments were provided in advance, and no one requested to address the board virtually or in person.

5 REPORTS

5.1 Board of Education

The board members shared of events and activities in which they participated or attended since the last board meeting, commenting on budget committee meetings, a special education family resource fair, the Hermiston High School Evening of Excellence, pinning ceremonies, and second grade swim sessions.

5.2 Superintendent's Office

Dr. Mooney spoke of the second grade swim sessions, the district awards and recognition banquet, and a Senator Merkley town hall.

The audio issue was fixed; though, sound was still poor.

6 STUDY ITEMS

6.1 Student Services Department Update

Dr. Tricia Mooney introduced Student Services Director Mr. Dan Greenough, who provided a department update, highlighting social-emotional learning supports.

He started by sharing key work areas for the department and presenting specifically on social-emotional learning, explaining the focus and need, the network and tiers of support for students.

Mr. Greenough concluded by reviewing Panorama Survey results, explaining the district's comparison to the nation in quintile percentages and taking questions from the board members.

7 CONSENT ITEMS

Ms. Luisi moved that the board of education approve Consent Items 7.1.1 through 7.1.6, which was seconded by Ms. Vander Stelt. The motion was approved 7-0.

7.1 Human Resources Department

7.1.1 Administrative Contracts

Approve adjustments to the Administrative contracts.

The tentative agreement includes:

- Term: 2 years
- CPI:
 - 6% increase year 1
 - 7% increase year 2
- Insurance Provision
 - \$50 increase year 1

7.1.2 Confidential Contracts

Approve adjustments to the Confidential contracts.

The tentative agreement includes:

- Term: 1 year

- CPI:
 - 3.5% increase year 1
- Insurance Provision
 - \$50 increase year 1

7.1.3 Superintendent Employment Contract

Approve the superintendent’s employment agreement with the Hermiston School District as presented.

7.1.4 Personnel Resignation

Approves the resignation of the following employees:

Madison Anderson	Educational Assistant	Loma Vista Elementary
Mary Baumeister	Special Education Assistant	Sandstone Middle
Heather Brown	Teacher on Special Assignment	District Office
	Instructional Coach	
Shaleen Chambers	Special Education Assistant	West Park Elementary
Felix Garcia	Special Education Assistant	Rocky Heights Elementary
Nathaniel Jensen	English Language Arts Teacher	Sandstone Middle
Maryela Sandoval	Lead Secretary	Rocky Heights Elementary
Natalee Sherbahn	Special Education Assistant	Hermiston High

7.1.5 Personnel Appointment

Approves the appointment of the following employees:

Mayra Adan Nava	English Learner Assistant	Hermiston High
Debbi Green	Assistant Athletic Trainer	Hermiston High
Sydnee Miller	Grade 5 Teacher	Desert View Elementary
Nikolai Valov	Choir/Drama Teacher	Armand Larive Middle

7.1.6 Extra Responsibility & Extra Duty Contracts

Approves the following extra responsibility and extra duty contracts:

Ricardo Sotelo Santoyo	Head Boys Soccer Coach	Hermiston High
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8 ACTION ITEMS

8.1 2023-2024 Updated School Calendar

Dr. Mooney recommended updating the school calendar for the 2023-2024 school year to an August 30 start date for students, allowing for two additional staff training days before the start of school.

Ms. Gomez moved that the board of education approve the 2023-2024 updated school calendar, identifying an August 30, 2023, start date for students, which was seconded by Mr. Gardner. The motion passed 7-0.

9 CALENDAR/FUTURE ITEMS

9.1 Future Agenda Item Discussion

No items were presented for discussion.

9.2 Calendar Review

Ms. Cortaberria reviewed upcoming calendar dates.

Chair Holthus recessed the regular meeting at 8:20 p.m.

Chair Holthus stated the respective ORS under which the Board would meet in Executive Session:

- ORS 192.660(2)(d): To conduct deliberations with persons designated by the governing body to carry on labor negotiations

10 EXECUTIVE SESSION

Chair Holthus moved the board into executive session at 8:26 p.m.

The seven board members were joined by Dr. Mooney, Mr. Bacon, Ms. Cortaberria, and incoming board member Mr. Hurst.

10.1 ORS 192.660(2)(d)

Chair Holthus closed the executive session at 8:36 p.m. and reconvened the regular meeting at 8:36 p.m.

11 ADJOURN

Mr. Gardner moved and Ms. Sherman seconded that the board of education adjourn the meeting. The motion passed 7-0.

Chair Holthus adjourned the regular meeting at 8:38 p.m.

Date

Chairman

Superintendent/Clerk

Secretary

**BOARD OF EDUCATION
UMATILLA COUNTY SCHOOL DISTRICT #8R, HERMISTON
HERMISTON, OREGON**

PUBLIC COMMENT GUIDELINES

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Is there anyone here tonight who would like to address the board?

GENERAL FUND REVENUE DATA ENTRY REPORT

MONTH	TAXES	INTST/FEES	INTER	STATE SSF	STATE OTH	FEDERAL	OTHER	TOTAL PROJ.	TOTAL ACT.	VARIANCE	
JUL PRO	\$ -	\$ 40,963	\$ -	\$ 8,695,982	\$ -	\$ -	\$ -	\$ 8,736,945		\$ 1,788	0.02%
JUL ACT	\$ -	\$ 42,751	\$ -	\$ 8,695,982	\$ -	\$ -	\$ -	\$ -	\$ 8,738,733	\$ 1,788	YTD
AUG PRO	\$ 52,711	\$ 81,691	\$ 298,902	\$ 4,346,947	\$ 22,393	\$ -	\$ -	\$ 4,802,644		\$ (102,068)	-2.13%
AUG ACT	\$ -	\$ 65,318	\$ 289,876	\$ 4,345,382	\$ -	\$ -	\$ -	\$ -	\$ 4,700,576	\$ (100,281)	YTD
SEP PRO	\$ 31,787	\$ 62,226	\$ 97,134	\$ 4,346,947	\$ -	\$ -	\$ -	\$ 4,538,094		\$ 132,932	2.93%
SEP ACT	\$ 37,876	\$ 185,953	\$ 101,815	\$ 4,345,382	\$ -	\$ -	\$ -	\$ -	\$ 4,671,026	\$ 32,651	YTD
OCT PRO	\$ 101,676	\$ 55,833	\$ 97,134	\$ 4,346,947	\$ -	\$ -	\$ -	\$ 4,601,590		\$ (46,074)	-1.00%
OCT ACT	\$ 10,324	\$ 103,185	\$ 96,625	\$ 4,345,382	\$ -	\$ -	\$ -	\$ -	\$ 4,555,516	\$ (13,423)	YTD
NOV PRO	\$ 9,059,480	\$ 53,706	\$ 104,634	\$ 4,346,947	\$ -	\$ -	\$ -	\$ 13,564,767		\$ (405,043)	-2.99%
NOV ACT	\$ 8,525,571	\$ 185,228	\$ 103,543	\$ 4,345,382	\$ -	\$ -	\$ -	\$ -	\$ 13,159,724	\$ (418,466)	YTD
DEC PRO	\$ 432,950	\$ 49,615	\$ 1,569,503	\$ 4,346,947	\$ -	\$ -	\$ -	\$ 6,399,015		\$ 1,215,304	18.99%
DEC ACT	\$ 1,559,323	\$ 117,263	\$ 1,575,097	\$ 4,362,636	\$ -	\$ -	\$ -	\$ -	\$ 7,614,319	\$ 796,838	YTD
JAN PRO	\$ 121,289	\$ 53,121	\$ 283,984	\$ 4,346,947	\$ 350,339	\$ 12,000	\$ -	\$ 5,167,680		\$ (213,386)	-4.13%
JAN ACT	\$ 157,204	\$ 122,394	\$ 300,761	\$ 4,362,636	\$ -	\$ 11,301	\$ -	\$ -	\$ 4,954,295	\$ 583,452	YTD
FEB PRO	\$ 219,003	\$ 58,049	\$ 104,634	\$ 4,346,947	\$ -	\$ -	\$ -	\$ 4,728,633		\$ 283,461	5.99%
FEB ACT	\$ 96,822	\$ 137,684	\$ 96,625	\$ 4,362,636	\$ 318,328	\$ -	\$ -	\$ -	\$ 5,012,094	\$ 866,913	YTD
MAR PRO	\$ 91,014	\$ 42,029	\$ 97,134	\$ 4,346,947	\$ -	\$ -	\$ -	\$ 4,577,124		\$ 321,498	7.02%
MAR ACT	\$ 229,752	\$ 191,018	\$ 101,986	\$ 4,362,636	\$ 13,230	\$ -	\$ -	\$ -	\$ 4,898,623	\$ 1,188,411	YTD
APR PRO	\$ 48,493	\$ 48,744	\$ 97,134	\$ 4,296,947	\$ -	\$ -	\$ -	\$ 4,491,318		\$ 311,667	6.94%
APR ACT	\$ 53,867	\$ 162,086	\$ 96,625	\$ 4,490,407	\$ -	\$ -	\$ -	\$ -	\$ 4,802,985	\$ 1,500,078	YTD
MAY PRO	\$ 189,009	\$ 51,802	\$ 171,755	\$ 4,296,947	\$ 50,000	\$ -	\$ -	\$ 4,759,513			0.00%
MAY ACT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		YTD
JUN PRO	\$ 176,243	\$ 72,221	\$ -	\$ -	\$ 350,339	\$ -	\$ -	\$ 598,803			0.00%
JUN ACT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		YTD
Projected	\$ 10,523,655	\$ 670,000	\$ 2,921,947	\$ 52,065,456	\$ 773,071	\$ 12,000	\$ -	\$ 66,966,130			
Budget Book	\$ 10,523,655	\$ 670,000	\$ 2,843,690	\$ 52,061,121	\$ 640,802	\$ 12,000	\$ 1,505,000	\$ 68,256,268			
Variance	\$ -	\$ -	\$ 78,257	\$ 4,335	\$ 132,269	\$ -	\$ (1,505,000)	\$ (1,290,138)			

TOT ACT	\$ 10,670,739	\$ 1,312,879	\$ 2,762,954	\$ 48,018,461	\$ 331,558	\$ 11,301	\$ -	\$ 63,107,891	FORECAST ACT	\$	68,466,208
% collected	101.40%	195.95%	94.56%	92.23%	42.89%	94.17%	#DIV/0!	94.24%			

NOTE: April & May SSF payments reduced \$50,000 each to account for estimated Spring Correction for 2021-22 reconciliation.

LEGEND	Above or within 2.00% of projection	Between 2.01% & 5.00% below	Below 5.01% of projection
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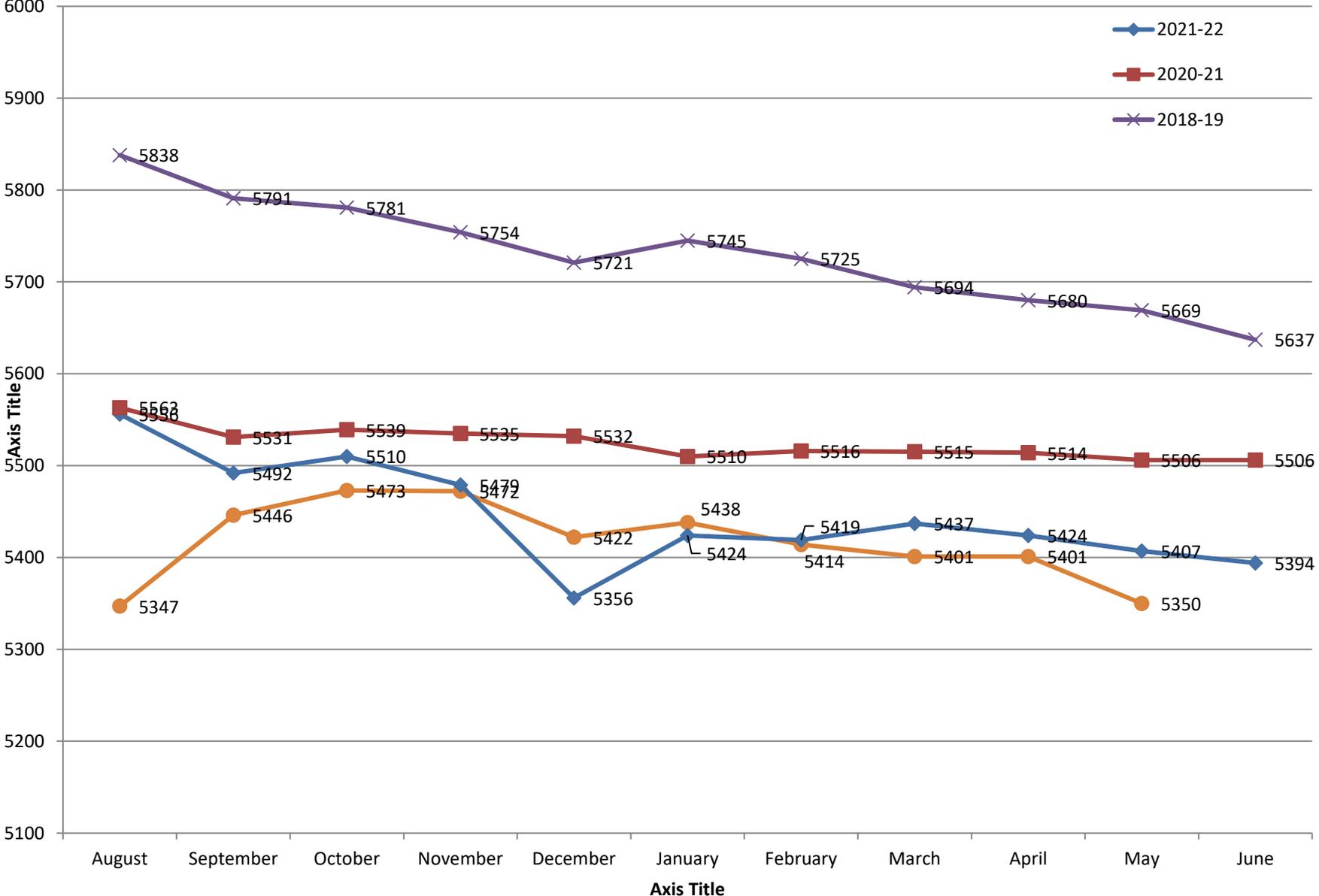
GENERAL FUND EXPENDITURE DATA ENTRY REPORT

MONTH	PROJ. P/R	ACTUAL P/R	PROJ. A/P	ACTUAL A/P	TOTAL	VARIANCE
JULY PROJECTED	923,245		\$ 1,227,391		\$ 2,150,636 MONTHLY	\$ (59,547) -2.77%
JULY ACTUAL		\$ 915,736		\$ 1,175,353	\$ 2,091,089 YTD	\$ (59,547) -2.77%
AUGUST PROJECTED	1,208,989		\$ 906,126		\$ 2,115,115 MONTHLY	\$ 118,848 5.62%
AUGUST ACTUAL		\$ 1,038,340		\$ 1,195,623	\$ 2,233,963 YTD	\$ 59,301 1.39%
SEPTEMBER PROJECTED	4,837,941		\$ 886,086		\$ 5,724,027 MONTHLY	\$ (569,283) -9.95%
SEPTEMBER ACTUAL		\$ 4,560,424		\$ 594,320	\$ 5,154,744 YTD	\$ (509,982) -5.11%
OCTOBER PROJECTED	4,983,921		\$ 849,364		\$ 5,833,285 MONTHLY	\$ (351,336) -6.02%
OCTOBER ACTUAL		\$ 4,757,853		\$ 724,095	\$ 5,481,949 YTD	\$ (861,318) -5.44%
NOVEMBER PROJECTED	5,067,051		\$ 772,071		\$ 5,839,122 MONTHLY	\$ 13,125 0.22%
NOVEMBER ACTUAL		\$ 4,887,826		\$ 964,421	\$ 5,852,247 YTD	\$ (848,193) -3.92%
DECEMBER PROJECTED	4,933,879		\$ 848,822		\$ 5,782,701 MONTHLY	\$ (180,228) -3.12%
DECEMBER ACTUAL		\$ 4,775,368		\$ 827,105	\$ 5,602,473 YTD	\$ (1,028,420) -3.75%
JANUARY PROJECTED	4,878,402		\$ 878,009		\$ 5,756,411 MONTHLY	\$ (208,234) -3.62%
JANUARY ACTUAL		\$ 4,561,886		\$ 986,291	\$ 5,548,177 YTD	\$ (1,236,654) -3.72%
FEBRUARY PROJECTED	5,088,343		\$ 870,369		\$ 5,958,712 MONTHLY	\$ (394,347) -6.62%
FEBRUARY ACTUAL		\$ 4,867,687		\$ 696,677	\$ 5,564,365 YTD	\$ (1,631,002) -4.16%
MARCH PROJECTED	5,006,875		\$ 972,785		\$ 5,979,660 MONTHLY	\$ (465,064) -7.78%
MARCH ACTUAL		\$ 4,699,848		\$ 814,748	\$ 5,514,596 YTD	\$ (2,096,065) -4.64%
APRIL PROJECTED	4,974,601		\$ 879,998		\$ 5,854,599 MONTHLY	\$ (79,249) -1.35%
APRIL ACTUAL		\$ 4,765,381		\$ 1,009,969	\$ 5,775,350 YTD	\$ (2,175,314) -4.27%
MAY PROJECTED	8,410,882		\$ 1,662,050		\$ 10,072,932 MONTHLY	\$ (10,072,932) -100.00%
MAY ACTUAL	-	\$ -		\$ -	\$ - YTD	\$ (12,248,246) -20.06%
JUNE PROJECTED	8,948,001		\$ 2,078,686		\$ 11,026,687 MONTHLY	\$ (11,026,687) -100.00%
JUNE ACTUAL		\$ -		\$ -	\$ - YTD	\$ (23,274,933) -32.28%
PROJECTED	\$ 59,262,130		\$ 12,831,757		\$ 72,093,887	
BUDGET BOOK	\$ 60,636,380		\$ 12,961,371		\$ 73,597,751	
VARIANCE	\$ 1,374,250		\$ 129,614		\$ 1,503,864	(proj. difference in budgeted expenditures)
TOTAL ACTUAL		\$ 39,830,351		\$ 8,988,603	\$ 48,818,954	FORECAST ACT \$ 69,918,573
% spent to date		67.21%		70.05%	67.72%	
Note:						
LEGEND MONTHLY	Below or within 2.00%	Between 2.01% & 5.00% above			Above 5.01% of projection	
LEGEND YTD	Below or within 2.00%	Between 2.01% & 5.00% above			Above 5.01% of projection	

GENERAL FUND MONTHLY ENDING FUND BALANCE REPORT

DATE	Revenue	Expenditure	Ending Fund Balance	Variance		EFB Monthly Projection for Year End
1-Jul-22 PROJECTED			\$ 14,000,000			
ACTUAL			\$ 14,258,096			
31-Jul-22 PROJECTED	\$ 8,736,945	\$ 2,150,636	\$ 20,586,309			
ACTUAL	\$ 8,738,733	2,091,089	\$ 20,905,739	\$ 319,430	1.55%	11.16%
31-Aug-22 PROJECTED	\$ 4,802,644	\$ 2,115,115	\$ 23,273,838			
ACTUAL	\$ 4,700,576	2,233,963	\$ 23,372,352	\$ (59,582)	-0.26%	10.90%
30-Sep-22 PROJECTED	\$ 4,538,094	\$ 5,724,027	\$ 22,087,906			
ACTUAL	\$ 4,671,026	5,154,744	\$ 22,888,634	\$ 642,633	2.91%	11.75%
31-Oct-22 PROJECTED	\$ 4,601,590	\$ 5,833,285	\$ 20,856,211			
ACTUAL	\$ 4,555,516	5,481,949	\$ 21,962,201	\$ 947,894	4.54%	12.13%
30-Nov-22 PROJECTED	\$ 13,564,767	\$ 5,839,122	\$ 28,581,856			
ACTUAL	\$ 13,159,724	5,852,247	\$ 29,269,678	\$ 529,726	1.85%	11.67%
31-Dec-22 PROJECTED	\$ 6,399,015	\$ 5,782,701	\$ 29,198,171			
ACTUAL	\$ 7,614,319	5,602,473	\$ 31,281,524	\$ 2,083,354	7.14%	13.36%
31-Jan-23 PROJECTED	\$ 5,167,680	\$ 5,756,411	\$ 28,609,440			
ACTUAL	\$ 4,954,295	5,548,177	\$ 30,687,642	\$ 2,078,202	7.26%	13.39%
28-Feb-23 PROJECTED	\$ 4,728,633	\$ 5,958,712	\$ 27,379,362			
ACTUAL	\$ 5,012,094	5,564,365	\$ 30,135,372	\$ 2,756,011	10.07%	14.17%
31-Mar-23 PROJECTED	\$ 4,577,124	\$ 5,979,660	\$ 25,976,826			
ACTUAL	\$ 4,898,623	5,514,596	\$ 29,519,398	\$ 3,542,572	13.64%	15.06%
30-Apr-23 PROJECTED	\$ 4,491,318	\$ 5,854,599	\$ 24,613,545			
ACTUAL	\$ 4,802,985	5,775,350	\$ 28,547,033	\$ 3,933,488	15.98%	15.48%
31-May-23 PROJECTED	\$ 4,759,513	\$ 10,072,932	\$ 19,300,127			
ACTUAL	\$ -	-	\$ 28,547,033		0.00%	
30-Jun-23 PROJECTED	\$ 598,803	\$ 11,026,687	\$ 8,872,243			
ACTUAL	\$ -	-	\$ 28,547,033		0.00%	
INITIAL FORECASTED EFB	\$ 66,966,130	\$ 72,093,887	\$ 8,872,243			10.96%
ACTUALS TO DATE	\$ 63,107,891	48,818,954				
ANTICIPATED ACTUALS*	\$68,466,208	\$69,918,573	\$ 12,805,731			15.48%
Monthly Comp.	Above or within 2.00% of projection	Between 2.01% & 5.00% below projection	Below 5.01% of projection			
	*Calculated using actuals through the current month and projected revenue and expenditures for future months					
NOTE:	Final as of December 6, 2022 completed audit of June 30, 2022 financials.					
ENDING FUND BALANCE LEGEND	8.00% to 9.00% and above	Between 7.99% to 7.50%	7.49% and below			17

HSD Enrollment Trends 2018-19 to Present



5/31/2023

HERMISTON SCHOOL DISTRICT 8R - ELEMENTARY ENROLLMENT BY TEACHER

Desert View	389	Highland Hills	336	Loma Vista	389	Rocky Heights	453	Sunset	449	West Park	452	
Kinder				Carlson, K (Life S)	1	Hinton, Kelsey(Able)	1			Diaz, Savannah (SC)	2	Total
Ramirez, Nichole	19	Adams, Emily	19	Perkins, S (Life S)	1	Godby, Katia	23	Demarest, Emilie	21	Gorham, Mary	18	359
Smith, Debra	18	Schwirse, Dezi	16	Alvarez, Maritsa	16	Jones, Wendy	24	Escobedo, Lupe	21	Kellison, Amber	17	
Spears, Elsy	18	Koenig, Marian	17	Gormley, Caitrin	16	Victorio, Daisy	23	Trotter, Natalie	20	Nokes, Summer	16	
				Padberg, Janna	16					Radillo, Elizabeth	16	
Hermiston Online!		Hermiston Online!		Hermiston Online!		Hermiston Online!		Hermiston Online!		Hermiston Online!		Avg.
Total	55		52		50		71		62		69	18.9
1st grade				Carlson, K (Life S)	1	Hinton, Kelsey(Able)	1			Diaz, Savannah (SC)	7	Total
Bennett, Jeannine	23	Liebe, Martha	17	Perkins, S (Life S)	2	Badillo-Juarez, Ana	25	Hantke, Sonia	18	Schaefer, Stacy	20	389
Farley, Kelsey	23	Watson, Bailey	16	Milligan, Amber	18	Dunkel, Michelle	26	Meyers, Hayden	18	Wattenburger, Marci	21	
Lillie, Shelly	24	Verwold, Taylor	15	Powell, Annette	16	Wells, Laura	26	Mosher, Aimee	17	Zuniga, Mariana	21	
				Spencer, Cheryl	17			Torres, Martha	17			
Hermiston Online!		Hermiston Online!		Hermiston Online!		Hermiston Online!		Hermiston Online!		Hermiston Online!		Avg.
Total	70		48		54		78		70		69	20.5
2nd grade				Carlson, K (Life S)	2	Hinton, Kelsey (Able)	1			Diaz, Savannah (SC)	2	Total
Lowery, Jennifer	17	Cooley, Samantha	17	Perkins, S (Life S)	1	James, Megan	22	Colbray, Delta	18	Morris, Melissa (SC)	1	397
Rettowski, Tiffany	18	Johnson, Osieauna	17	Davis, Makenzie	20	Phillips, Bobbi	21	Corona, Jenisis	17	Johnston, Dawn	18	
Wells, Sarah	18	Wilson, Madison	18	Meade, Alesia	20	Putnam, Brittanee	22	Smith, Monica	18	Neddo, Tess	18	
McCann, Jessica	18			Newton, Jammie	20			Zumaya, Gabriela	18	Searles, Eileen	17	
										Springstead, Amy	18	
Hermiston Online!		Hermiston Online!		Hermiston Online!		Hermiston Online!		Hermiston Online!		Hermiston Online!		Avg.
Total	71		52		63		66		71		74	18.9
3rd grade				Carlson, K (Life S)	1	Hinton, Kelsey (Able)	1			Morris, Melissa (SC)	2	Total
Artz, Cristal	16	Cox, Jen	20	Perkins, S (Life S)	0	Basso, Caroline	22	Drobish, Christina	20			430
Dynes, Kelly	19	Juul, Mackenzie	20	Mulkey, Kaitlin	23	Griffin, Kristina	21	Trigg-Linderman, J	19	Degan, Amanda	26	
Frazier, Kara	17	Ranger, Kelsey	18	Walchli, Courtney	25	Rodriguez, Adriane	22	Maddox, Noelle	19	Morgan, Michelle	26	
				White, Linda	24	Cotterell, Emily	21	Weber, Tricia	19	Purswell, Kim	24	
								Arenas, Patti (NC)	5			
Hermiston Online!		Hermiston Online!		Hermiston Online!		Hermiston Online!		Hermiston Online!		Hermiston Online!		Avg.
Total	52		58		73		87		82		78	21.5
4th grade				Carlson, K (Life S)	2	Eckblad (Team)	3			Morris, Melissa (SC)	3	Total
Nicodemus, Connie	22	Cooke, Angie	21	Perkins, S (Life S)	2	Hinton, Kelsey (Able)	0	Richardson, Kelby	24			451
Wellsandt, Darci	22	Plum, Deanna	21	Gilstrap, Lily	25	Thompson, Hannah	19	Rouska, Aaron	25	Denton, Heather	20	
Winn, Courtney	23	Sieble, Carolina	21	Hamilton, Natalie	26	Lindeman, Alissa	18	Srofe, Bailey	24	Dopps, Kathy	21	
				Stuart, Eleanor	26	Contreras, Sarah	18			Hardin, Deniel	21	
						Roldan, Jazmin	18	Arenas, Patti (NC)	4	Peterson, Allison	21	
Hermiston Online!	1	Hermiston Online!		Hermiston Online!		Hermiston Online!		Hermiston Online!		Hermiston Online!		Avg.
Total	68		63		81		76		77		86	22.6
5th grade				Carlson, K (Life S)	2	Eckblad (Team)	2			Morris, Melissa (SC)	3	Total
Kramer, Hailey	24	Cook, Justine	21	Perkins, S (Life S)	1	Best, Sara	25	Brown, Jessica	25			440
Lomas, Sara	25	Greenough, Kelly	21	Culligan, Tracy	22	Linn, Josh	25	Finn, Jessica	26	Childs, Michelle	24	
McCormack, Janey	23	Hamann, Bonnie	21	Rodriguez, Amanda	22	Madrigal, Jimmy	23	Johnson, Natasha	25	Nyzc, David	24	
				Roberts, Cailyn	21					Smith, Brittany	23	
								Arenas, Patti (NC)	11			
Hermiston Online!	1	Hermiston Online!		Hermiston Online!		Hermiston Online!	0	Hermiston Online!		Hermiston Online!		Avg.
Total	73		63		68		75		87		74	24.4



Regular Attenders:

Students who attend 90% or more of their enrolled school days

2021-2022 District	Elementary Schools	Middle Schools	High School	District
59.06%	65%	64%	54%	61%

Note: These percentages include only students who were actively enrolled on May 31, 2023



SCHEDULE OF SCHOOL BOARD MEETINGS 2023-2024

The regular meeting of the board of education will occur on the following dates:
(Generally the 2nd Monday of the month at 6:30 p.m.)

DATE	MEETING	TIME	
Monday, July 10, 2023	Regular Meeting	6:30 PM	
Monday, August 14, 2023	Regular Meeting	6:30 PM	
Monday, August 28, 2023	Special Meeting	6:30 PM	
Monday, September 11, 2023	Regular Meeting	6:30 PM	Sunset Elementary
Monday, September 25, 2023	Special Meeting	6:30 PM	West Park Elementary
Monday, October 9, 2023	Regular Meeting	6:30 PM	
Monday, October 23, 2023	Special Meeting	6:30 PM	Armand Larive Middle
Monday, October 30, 2023	Listening & Learning Session	6:30 PM	
Monday, November 13, 2023	Regular Meeting	6:30 PM	
Monday, November 27, 2023	Special Meeting	6:30 PM	
Monday, December 11, 2023	Regular Meeting	6:30 PM	
Monday, January 8, 2024	Regular Meeting	6:30 PM	
Monday, January 22, 2024	Special Meeting	6:30 PM	Hermiston High School
Monday, January 29, 2024	Listening & Learning Session	6:30 PM	
Monday, February 12, 2024	Regular Meeting	6:30 PM	Highland Hills Elementary
Monday, February 26, 2024	Special Meeting	6:30 PM	Sandstone Middle School
Monday, March 11, 2024	Regular Meeting	6:30 PM	Rocky Heights Elementary
Monday, March 25, 2024	Special Meeting	6:30 PM	
Monday, April 8, 2024	Regular Meeting	6:30 PM	
Monday, April 22, 2024	Special Meeting	6:30 PM	Loma Vista Elementary
Monday, April 29, 2024	Listening & Learning Session	6:30 PM	
Monday, May 13, 2024	Regular Meeting	6:30 PM	Desert View Elementary
Monday, June 10, 2024	Regular Meeting	6:30 PM	
Monday, July 8, 2024	Regular Meeting	6:30 PM	

**BOARD OF EDUCATION
UMATILLA COUNTY SCHOOL DISTRICT #8R, HERMISTON
HERMISTON, OREGON**

June 12, 2023

ASSISTANT SUPERINTENDENT'S RECOMMENDATION

10.1 CONSENT: Human Resources Department

10.1.1 TOPIC: Personnel Resignation

It is recommended.

RECOMMENDATION:

. that the Board of Education approves the resignation of the following employees:

Leah Gadsden	Art Teacher	Hermiston High
Josie Giordano	Special Education Assistant	Loma Vista Elementary
Jamie Linderman	Grade 3 Teacher	Sunset Elementary
Jamie Polley	Language Arts Teacher	Armand Larive Middle
Joseph Randolph	Educational Assistant	Rocky Heights Elementary

**BOARD OF EDUCATION
UMATILLA COUNTY SCHOOL DISTRICT #8R, HERMISTON
HERMISTON, OREGON**

June 12, 2023

ASSISTANT SUPERINTENDENT'S RECOMMENDATION

10.1 CONSENT: Human Resources Department

10.1.2 TOPIC: Personnel Appointment

It is recommended.

RECOMMENDATION:

. that the Board of Education approves the appointment of the following employees:

Renae Bartley	Kindergarten Teacher	Loma Vista Elementary
Ashley Cullen	Mathematics Teacher	Hermiston High
Tenaus Dunn	Special Education Teacher	Sandstone Middle
Matthew Eckhardt	Communications/Marketing Assistant	District Office
Bryan Edwards	Campus Monitor	Hermiston High
ShouYun Fan	Special Education Teacher	Hermiston High
Kaitlyn Mignin	Grade 5 Teacher	Sunset Elementary
Grace Neville	Language Arts Teacher	Sandstone Middle
Lorena Rodriguez	Lead Secretary	Rocky Heights Elementary

**BOARD OF EDUCATION
UMATILLA COUNTY SCHOOL DISTRICT #8R, HERMISTON
HERMISTON, OREGON**

June 12, 2023

DIRECTOR OF BUSINESS SERVICES' RECOMMENDATION

10.2 CONSENT ITEMS: Business Office

10.2.1 TOPIC: Acceptance of Gifts

It is recommended.

RECOMMENDATION:

. that the Board of Education accepts the following gifts:

SCHOOL/PROG	GIFT	VALUE	DONOR
West Park Elementary School	Cash	\$31.47	United Way of the Blue Mountains
Rocky Heights Elementary School	Cash	\$72.10	Lamb Weston
Sunset Elementary School	Cash	\$169.20	American Online Giving Foundation
Sandstone Middle School	Cash	\$169.20	American Online Giving Foundation



Hermiston School District 8R

305 SW 11TH Street, Hermiston, Oregon 97838-2103
Phone: (541) 667-6000 Fax: (541) 667-6050
www.hermiston.k12.or.us

APPLICATION FOR ACCEPTANCE OF GIFT

Unit to be presented with Gift/Donation: West Park Elementary School

Name of Donor: United Way of the Blue Mountains

Donor Address: _____

Donor Telephone Number: 509-529-1183

Description of gift(s)/donation(s) including Serial #, purchase date, original purchase price and current cash value: Check #26372 \$31.47

Purpose of gift/donation: Fund 255 General Use earmark

Signature of Donor: N/A

Date: _____

Authority to accept a gift, donation, emolument, favor, or gratuity to the School District is vested in the Board of Education. All such gifts shall become property of the School District.

Gifts will be considered for acceptance, with full District responsibility for maintenance, if they are of a type appearing on approved standard equipment lists or are closely related in instructional value.

Recommendation of Unit Administrator [Signature] Date: 5/28/23

Recommendation of Business Manager [Signature] Date: 5/26/2023

Recommendation of Superintendent [Signature] Date: 6.6.23

Action of the Board of Education: Accepted _____ Not Accepted _____

Secretary to the Board of Education _____ Date: _____



Hermiston School District 8R

305 SW 11TH Street, Hermiston, Oregon 97838-2103
Phone: (541) 667-6000 Fax: (541) 667-6050
www.hermiston.k12.or.us

APPLICATION FOR ACCEPTANCE OF GIFT

Unit to be presented with Gift/Donation: RHES

Name of Donor: Lamb Weston

Donor Address: 611 Meredith Rd NE #700 Calgary, AB

Donor Telephone Number: _____

Description of gift(s)/donation(s) including Serial #, purchase date, original purchase price and current cash value: \$72.10

Purpose of gift/donation: Giving Foundation

Signature of Donor: _____

Date: _____

Authority to accept a gift, donation, emolument, favor, or gratuity to the School District is vested in the Board of Education. All such gifts shall become property of the School District.

Gifts will be considered for acceptance, with full District responsibility for maintenance, if they are of a type appearing on approved standard equipment lists or are closely related in instructional value.

Recommendation of Unit Administrator [Signature] Date: 6/16/23

Recommendation of Business Manager [Signature] Date: 5/23/2023

Recommendation of Superintendent [Signature] Date: 6.6.23

Action of the Board of Education: Accepted _____ Not Accepted _____

Secretary to the Board of Education _____ Date: _____



Hermiston School District 8R

305 SW 11TH Street, Hermiston, Oregon 97838-2103
Phone: (541) 667-6000 Fax: (541) 667-6050
www.hermiston.k12.or.us

APPLICATION FOR ACCEPTANCE OF GIFT

Unit to be presented with Gift/Donation: Sunset Elementary School

Name of Donor: American Online Giving Foundation

Donor Address: 611 Meredith Rd NE #700 Calgary Alberta Canada T2E 2W5

Donor Telephone Number: _____

Description of gift(s)/donation(s) including Serial #, purchase date, original purchase price and current cash value: Check #000096957 \$169.20

Purpose of gift/donation: From Lamb Weston-Fund 255 General Use earmark

Signature of Donor: N/A

Date: _____

Authority to accept a gift, donation, emolument, favor, or gratuity to the School District is vested in the Board of Education. All such gifts shall become property of the School District.

Gifts will be considered for acceptance, with full District responsibility for maintenance, if they are of a type appearing on approved standard equipment lists or are closely related in instructional value.

Recommendation of Unit Administrator: E. Anderson Date: 5/4/23

Recommendation of Business Manager: Kate L. Dan Date: 5/5/2023

Recommendation of Superintendent: J. Mooney Date: 6/6/23

Action of the Board of Education: Accepted _____ Not Accepted _____

Secretary to the Board of Education _____ Date: _____



Hermiston School District 8R

305 SW 11TH Street, Hermiston, Oregon 97838-2103

Phone: (541) 667-6000 Fax: (541) 667-6050

www.hermiston.k12.or.us

APPLICATION FOR ACCEPTANCE OF GIFT

Unit to be presented with Gift/Donation: Sandstone Middle School

Name of Donor: American Online Giving Foundation

Donor Address: 611 Meredith Rd NE #700 Calgary Alberta Canada T2E 2W5

Donor Telephone Number: _____

Description of gift(s)/donation(s) including Serial #, purchase date, original purchase price and current cash value: Check #00000108233 \$169.20

Purpose of gift/donation: From Lamb Weston-Fund 255 General Use earmark

Signature of Donor: N/A

Date: _____

Authority to accept a gift, donation, emolument, favor, or gratuity to the School District is vested in the Board of Education. All such gifts shall become property of the School District.

Gifts will be considered for acceptance, with full District responsibility for maintenance, if they are of a type appearing on approved standard equipment lists or are closely related in instructional value.

Recommendation of Unit Administrator [Signature] Date: 6/5/23

Recommendation of Business Manager [Signature] Date: 8/6/2023

Recommendation of Superintendent [Signature] Date: 6.6.23

Action of the Board of Education: Accepted _____ Not Accepted _____

Secretary to the Board of Education _____ Date: _____

**BOARD OF EDUCATION
UMATILLA COUNTY SCHOOL DISTRICT #8R, HERMISTON
HERMISTON, OREGON**

June 12, 2023

DIRECTOR OF BUSINESS SERVICES' RECOMMENDATION

10.2 CONSENT ITEMS: Business Office

10.2.2 TOPIC: Budget Adjustment

It is recommended.

RECOMMENDATION:

. that the Board of Education approves Resolution 22-23-08.

HERMISTON SCHOOL DISTRICT #8R

Resolution # 22-23-08

WHEREAS, Hermiston School District #8R finds the need to amend the budgeted appropriations as follows for planned expenditures related to support services and specific purpose grant funds, and

WHEREAS, Oregon Revised Statute allows the District to authorize such transfers of appropriation via resolution, and expend funds after enactment of an appropriations resolution,

THEREFORE, BE IT RESOLVED that the Board of Education of Hermiston School District #8R hereby approves the following changes in appropriations and expenditures for the fiscal year 2022-2023 Budget.

Fund	Category	Prior Budgeted	Change Amount	New Budget
100	1000	\$43,247,191	(\$500,000)	\$42,747,191
100	2000	\$29,940,560	\$500,000	\$30,440,560
204	1000	\$165,000	\$100,000	\$265,000
204	2000	\$875,000	(\$100,000)	\$775,000
212	1000	\$43,000	\$6,000	\$49,000
212	2000	\$40,000	(\$6,000)	\$34,000
221	1000	\$425,222	\$12,735	\$437,957
221	2000	\$77,481	(\$12,735)	\$64,746
255	1000	\$423,306	(\$25,000)	\$398,306
255	2000	\$143,599	\$25,000	\$168,599

Considered and adopted at the meeting of the Board of Education of the Hermiston School District #8R, on the 12th day of June, 2023.

Board Chairman
Hermiston School District #8R

Secretary to the School Board
Hermiston School District #8R

**BOARD OF EDUCATION
UMATILLA COUNTY SCHOOL DISTRICT #8R, HERMISTON
HERMISTON, OREGON**

June 12, 2023

SUPERINTENDENT’S RECOMMENDATION

10.3 CONSENT ITEMS: Superintendent’s Office

10.3.1 TOPIC: Policy Review – Second Reading

It is recommended.

RECOMMENDATION:

. that the Board of Education adopts the list of policies under review, as included:

AC-AR	Discrimination Complaint Procedure
BBE	Vacancies on the Board
GBDA	Expression of Milk or Breast-feed in the Workplace
GCBDF/GDBDF	Paid Family Medical Leave Insurance *
JFCF-AR	[Hazing,] Harassment, Intimidation, Bullying, [Menacing,] Cyberbullying, or Teen Dating Violence Reporting Procedures – Student
JGE	Expulsion**
JHCD/JHCDA	Medications**/*
JHCD/JHCDA-AR	Medications**/*
KL	Public Complaints**
KL-AR(1)	Public Complaints Procedure

Hermiston School District 8R

Code: AC-AR
Adopted: 9/14/15
Revised/Readopted: 7/10/17; 12/11/17; 10/14/19;
2/10/20; 1/24/22
Orig. Code: AC-AR

Discrimination Complaint Procedure

Any person, including students, staff, visitors and third parties, may file a complaint.

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

Step 1: Complaints may be oral or in writing and must be filed with the principal. Any staff member that receives a written or oral complaint shall report the complaint to the principal.

The principal shall investigate and determine the action to be taken, if any, and reply, in writing, to the complainant within 15 school days of receipt of the complaint.

Step 2: If the complainant wishes to appeal the decision of the principal, the complainant may submit a written appeal to the superintendent or designee within five school days after receipt of the principal's response to the complaint.

The superintendent or designee shall review the principal's decision within five school days and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the principal's decision. The superintendent or designee will respond in writing to the complainant within 15 school days.

Step 3: If the complainant is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board within five school days of receipt of the superintendent's or designee's response to Step 2. The Board may decide to hear or deny the request for appeal at a Board meeting. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within ~~30~~15 days of receipt of the appeal by the Board ~~this meeting~~.

If the principal is the subject of the complaint, the individual may start at Step 2 and should file a complaint with the superintendent or designee.

If the superintendent is the subject of the complaint, the complaint may start at step 3 and should be referred to the Board chair.

Complaints against the Board as a whole or against an individual Board member, may start at step 3 and should be submitted to the Board chair and may be referred to district counsel.

Complaints against the Board chair may start at step 3 and be referred directly to the Board vice chair.

The timelines established in each step of this procedure may be extended upon mutual consent of the district and the complainant in writing, but will not be longer than 30 days from the date of the submission of the complaint at any step. The overall timeline of this complaint procedure may be extended beyond 90 days from the initial filing of the complaint upon written mutual consent of the district and the complainant.

The complainant, if a person who resides in the district, a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the ~~initial~~^{initialing} filing of the complaint, may appeal¹ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

¹ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

Discrimination/Harassment Complaint Form

Name of Person Filing Complaint Date School or Activity

Student/Parent Employee Job applicant Other _____

Type of discrimination:

- | | | |
|--|--|---|
| <input type="checkbox"/> Race | <input type="checkbox"/> Mental or physical disability | <input type="checkbox"/> Age |
| <input type="checkbox"/> Color | <input type="checkbox"/> Marital status | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Familial status | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Economic status | <input type="checkbox"/> Discriminatory use of a Native American mascot |
| <input type="checkbox"/> National or ethnic origin | <input type="checkbox"/> Veterans' status | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Gender identity | | |

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of the ~~informal~~ discussion.)

Who should we talk to and what evidence should we consider?

Suggested solution/resolution/outcome:

This complaint form should be mailed or submitted to the principal.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Corrected 4/19/23

Hermiston School District 8R

Code: **BBE**
Adopted: 7/06/04
Revised/Readopted: 7/10/17
Orig. Code(s): BBE

Vacancies on the Board

Vacancies will be filled through Board appointment. The Board appointee must be a legally registered voter and a resident within the district for one year immediately preceding the appointment.

A vacancy on the board will be posted for a minimum of two weeks.

In the event of multiple vacancies, the position vacated first will be filled first.

Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.

If the offices of a majority of Board members are vacant at the same time, the directors of the InterMountain Education Service District shall appoint persons to fill the vacancies from qualified school district voters.

Board elections are held every odd-numbered year which for the purposes of this policy are termed "election" years. The appointee:

1. Will serve until June 30 following the next "election," at which time the individual elected in May of that year will fill the remaining portion of an unexpired term or serve a full four-year term; or
2. Will serve until June 30 of a subsequent "election" year if the vacancy occurs after the filing date in an "election" year.

A Board member so elected as a replacement will serve the remaining year(s) of the term of office of the position being filled.

END OF POLICY

Legal Reference(s):

[ORS 249.865 to -249.877](#)
[ORS 255.245](#)

[ORS 255.335](#)
[ORS 332.030](#)

[ORS 332.122](#)
[ORS 332.124](#)

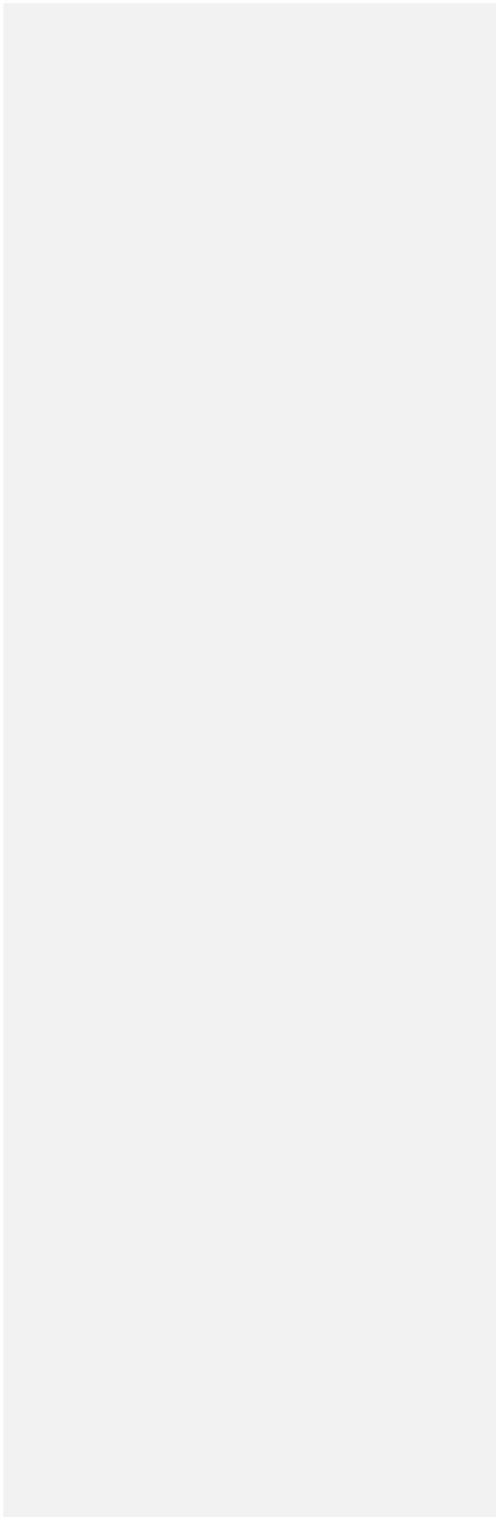
Cross Reference(s):

BBD - Board Member Removal from Office

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Vacancies on the Board - BBE

1-1



Hermiston School District 8R

Code: **GBDA**
Adopted: 11/12/13
Revised/Readopted: 7/10/17; 6/10/19; 10/14/19
Orig. Code: GBDA

Expression of Milk or Breast-feed in the Workplace

When possible, an employee must give reasonable notice of the intent to express milk or breast-feed to the building principal or immediate supervisor. The district shall provide the employee a reasonable rest period to express milk or breast-feed each time the employee has a need to express milk or breast-feed. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

The district will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area, where an employee can express milk or breast-feed in private, concealed from view and without intrusion by other employees or the public. "Close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee's work area, the district may not include the time taken to travel to and from the location as part of the break period.

The following locations have been identified in each facility for milk expression or breast-feeding:

1. District office: conference room with windows covered and door locked;
2. Desert View Elementary, Highland Hills Elementary, Loma Vista Elementary, Rocky Heights Elementary, Sunset Elementary, and West Park Elementary: classrooms with windows covered and door locked;
3. Armand Larive Middle School and Sandstone Middle School: classrooms with the windows covered and door locked;
4. Hermiston High School classrooms with windows covered and door locked;
5. Maintenance: private office with door locked.

This policy only applies to employees who are expressing milk or breast-feeding for children 18 months of age or younger.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 653.077](#)

[ORS 653.256](#)
[OAR 839-020-0051](#)

Cross Reference(s):

GCBDD/GDBDD - Sick Time

Hermiston School District 8R

Code:
Adopted:

GCBDF/GDBDF

Paid Family Medical Leave Insurance * (Version 2)

The district provides an equivalent plan for paid family and medical leave and does not participate in Paid Leave Oregon. This plan [has been approved] by the Employment Department.^{1} The district will file the Oregon Quarterly Tax Report as required.

The district will make available a notice poster that outlines the requirements and procedures for the equivalent plan.² This poster will be displayed in each of the district's buildings or worksites in an area that is accessible to and regularly frequented by employees. This poster will be provided³ to remote employees upon hire or assignment to remote work.

END OF POLICY

Legal Reference(s):

[ORS 657B.210 – 657B.260](#)

[OAR 471-070-2200 - 2460](#)

^{1} Deadlines for the district to file an exemption application can be found on OAR 471-070-2205. Application requirements can be found in OAR 471-070-2210.

² For poster requirements, see OAR 471-070-2330.

³ By hand delivery, regular mail, or through an electronic delivery method.

Hermiston School District 8R

Code: JFCF-AR
Revised/Reviewed: 12/10/12; 7/24/17; 6/10/19

[Hazing,] Harassment, Intimidation, Bullying, [Menacing,] Cyberbullying, or Teen Dating Violence Reporting Procedures – Student

(The policy contains hazing and menacing language.)

The site administrator have responsibility for investigations concerning ~~reported~~ acts of [hazing,] harassment, intimidation or bullying, [menacing,] acts of cyberbullying, and incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the report presented.

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

- Step 1 Any reports or information on acts of [hazing,]harassment, intimidation or bullying, [menacing,] acts of cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to the appropriate administrator. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step 2 The site administrator receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The site administrator will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The site administrator conducting the investigation shall notify the person making the report within 10 working days of receipt of the information or report, and parents as appropriate, [in writing] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- Step 3 If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within 10 working days.

Reports against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, ~~within 20 days,~~ in open session what action, if any, is warranted. A final decision will be made within 30 days of receipt of the report.

Reports against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, ~~within 20 days~~, in open session what action, if any, is warranted. A final decision will be made within 30 days of receipt of the report.

Reports against the Board chair may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, ~~within 20 days~~, in open session what action, if any, is warranted. A final decision will be made within 30 days of receipt of the report.

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

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

Documentation related to the incident may be maintained as a part of the student's education records.

Corrected 4/19/23

Hermiston School District 8R

Code: JGE
Adopted: 9/14/15
Revised/Readopted: 7/24/17; 2/10/20
Orig. Code: JGE

Expulsion**

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.

A student may only be expelled for the following circumstances:

1. When a student's conduct poses a threat to the health or safety of students or employees;
2. When other strategies to change the student's conduct have been ineffective, except that expulsion may not be used to address truancy; or
3. When required by law.

The use of expulsion for discipline of a student in fifth grade or lower is limited to:

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

The age of the student and the past pattern of behavior will be considered prior to imposing the expulsion.

No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. ~~By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer.~~

[The Board delegates the authority to decide on an expulsion to the superintendent. ^{1} The superintendent may designate another person to handle the potential expulsion, and the superintendent, a designee or another individual may act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will not be associated with the initial actions of the building administrators. The hearings officer will conduct the hearing and make a final decision regarding the expulsion. A decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review.]

^{1} The Board can retain authority for all expulsions. If the Board chooses not to delegate this authority, any recommendations for expulsion from administration would come to the Board for resolution. The Board would have to meet and determine next steps for all expulsions.

If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At a future meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision.]

When a recommendation for an expulsion is made and a hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service² or by certified mail³ at least five days prior to the scheduled hearing. Notice shall include:
 - a. The specific charge or charges and the specific facts which support the charge or charges;
 - ~~b. The conduct constituting the alleged violation, including the nature of the evidence of the violation and reason for expulsion;~~
 - ~~e.b. A recommendation for expulsion~~ statement of intent to consider the charges as reason for expulsion;
 - ~~d.c.~~ The student's right to a hearing;
 - ~~e.d.~~ When and where the hearing will take place; and
 - ~~f.e.~~ The ~~right to representation~~ student may be represented by counsel or other persons.
- ~~2. The Board may expel, or may delegate the authority to decide on an expulsion to the superintendent or superintendent's designee, who may also act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer designated by the Board will conduct the hearing and will not be associated with the initial actions of the building administrators;~~
- ~~3. Expulsion hearings will be conducted in private and will not be open to the general public unless the student or the students' parents request an open session;~~
- ~~4.2.~~ If ~~in case~~ the parent or student does not understand ~~has difficulty understanding~~ the English language ~~or has other serious communication disabilities~~, the district will provide an interpreter during the hearing. All communications will be in a manner that is understandable to the parents and student ~~translator~~;
- ~~5.3.~~ The student shall be permitted to have representation present at the hearing to advise and to present arguments. The representation may be an attorney, ~~and/or~~ parent or other person. The district's attorney may be present;
- ~~6.4.~~ The student shall be afforded the right to present their version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;
- ~~7.5.~~ The student shall be permitted to be present and to hear the evidence presented by the district;
- ~~8.6.~~ The hearings officer or the student may record the hearing;

² The person serving the notice shall file a return of service. (OAR 581-021-0070)

³ When "certified mail is given to a parent of a suspended student, the notice shall be placed in the mail at least five days before the date of the hearing." (OAR 581-021-0070)

9.7. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;

~~10. If the Board is conducting the expulsion hearing, the Board may designate the Board chair or a third party as the hearings officer. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. The hearings officer will provide to the Board, findings as to the facts, the recommended decision and whether or not the student has committed the alleged conduct. This will include the hearings officer's recommended decision on disciplinary action, if any, including the duration of any expulsion. This material will be available in identical form to the Board, the student if age 18 or over and the students' parents at the same time. Following the review by the Board of the hearings officer's recommendation, the Board will make the final decision regarding the expulsion;~~

~~11. If the Board has delegated authority to the superintendent or designee to act as the hearings officer, the superintendent may designate themselves, or a third party, as the hearings officer. The hearings officer's decision is final. However, a decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review. If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the students' parents at the same time. At its next regular or special meeting the Board will review the hearings officer's decision and will affirm, modify or reverse the decision;~~

12.8. A Board-conducted hearing or a Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:

- a. The name of the minor student;
- b. The issues involved, including a student's confidential records;
- c. The discussion;
- d. The vote of Board members, which may be taken in executive session when considering an expulsion.

Prior to expulsion for reasons other than a weapons violation, the district must notify the student and parents of propose alternative programs of instruction or instruction combined with counseling and document this notification to a student subject to expulsion for reasons other than a weapons policy violation. ~~The district must document to the parent of the student that proposals of alternative education programs have been made.~~

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 332.061](#)
[ORS 336.615 - 336.665](#)

[ORS 339.115](#)
[ORS 339.240](#)
[ORS 339.250](#)

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

OSBA Model Sample Policy

Code: JHCD/JHCDA

Adopted:

Medications**/*

The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to them self, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis¹, or a need to manage hypoglycemia, asthma or diabetes. Accordingly, the district may administer or a student may be permitted to administer to them self prescription (injectable and noninjectable) and/or nonprescription (noninjectable) medication at school.

The district shall designate personnel authorized to administer medications to students. Annual training shall be provided to designated personnel as required by law in accordance with guidelines approved by the Oregon Department of Education (ODE). When a licensed health care professional is not immediately available, trained personnel designated by the district may administer epinephrine, glucagon or another medication to a student as prescribed and/or allowed by Oregon law.

[A current first-aid and CPR card is required for designated personnel.]

The district reserves the right to reject a request for administration of medication at school, either by district personnel or student self-administration, if the medication is not necessary for the student to remain in school.

The superintendent and/or designee will require that an individualized health care plan and allergy plan is developed for every student with a known life-threatening allergy or a need to manage asthma, and an individualized health care plan for every student for whom the district has been given proper notice of a diagnosis of adrenal insufficiency. Such a plan will include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity.

A student may be allowed to self-administer a medication for asthma, diabetes, hypoglycemia or severe allergies as prescribed by an Oregon licensed health care professional, upon written and signed request of the parent or guardian and subject to age-appropriate guidelines. This self-administration provision also requires a written and signed confirmation the student has been instructed by the Oregon licensed health care professional on the proper use of and responsibilities for the prescribed medication. A request to the district to administer or allow a student to self-administer prescription medication shall include a signed prescription and treatment plan from a prescriber².

¹ Under proper notice given to the district by a student or student's parent or guardian.

² A registered nurse who is employed by a public or private school, ESD or local public health authority to provide nursing services at a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in

A request to the district to administer or allow a student to self-administer nonprescription medication that is not approved by the Federal Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

A written request and permission form signed by a student's parent or guardian, unless the student is allowed to access medical care without parental consent under state law³, is required and will be kept on file.

If the student is deemed to have violated Board policy or medical protocol by the district, the district may revoke the permission given to a student to self-administer medication.

Prescription and nonprescription medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district administrative regulations governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a backup prescribed autoinjectable epinephrine is kept at a reasonably, secure location in the student's classroom as provided by state law.

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

[⁴Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.]

This policy shall not prohibit, in any way, the administration of recognized first aid to a student by district employees in accordance with established state law, Board policy and administrative regulation.

A school administrator, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration, in good faith and pursuant to state law, of prescription and/or nonprescription medication.

A school administrator, school nurse, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, as described in Oregon Revised Statute (ORS) 339.866, if that person in good faith and pursuant to state law, assisted the student in self-administration of the medication.

another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days.

³ Subject to ORS 109.610, 109.640 and 109.675.

[⁴ The district is not required to provide or administer this medication. If the district plans on providing and administering this medication this policy language and other associated bracketed policy language is required. If the district does not plan to provide or administer this medication, do not include this language or other associated bracketed language in this policy.]

A school administrator, school nurse, teacher or other district employee designated by the school administration is not liable in a criminal action or for civil damages as a result of the use of medication if that person in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine[, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who that person believes in good faith is experiencing an overdose of an opioid drug].

The district and the members of the Board are not liable in a criminal action or for civil damages as a result of the use of medication if any person in good faith, on school premises, including at a school, on school property under the jurisdiction of the district or at an activity under the jurisdiction of the district, administers autoinjectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine[, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who the person believes in good faith is experiencing an overdose of an opioid drug].

The superintendent shall develop administrative regulations as needed to meet the requirements of law and the implementation of this policy.

END OF POLICY

Legal Reference(s):

[ORS 109.610](#)
[ORS 109.640](#)
[ORS 109.675](#)
[ORS 332.107](#)
[ORS 339.866 - 339.871](#)

[ORS 433.800 - 433.830](#)
[ORS 475.005 - 475.285](#)

[OAR 166-400-0010\(17\)](#)
[OAR 166-400-0060\(29\)](#)

[OAR 333-055-0000 -055-0115](#)
[OAR 581-021-0037](#)
[OAR 581-022-2220](#)
[OAR 851-047-0030](#)
[OAR 851-047-0040](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).

OREGON HEALTH AUTHORITY AND OREGON DEPARTMENT OF EDUCATION, *Medication Administration: A Manual for School Personnel*.

OSBA Model Sample Policy

Code: JHCD/JHCDA-AR

Adopted:

Medications**/*

Students may, subject to the provisions of this administrative regulation, have prescription or nonprescription medication administered by designated personnel, or may be permitted to administer prescription or nonprescription medication to themselves.

1. Definitions

- a. “Medication” means any drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken internally or externally but not injected except for premeasured doses of epinephrine, medication to treat adrenal insufficiency and glucagon to treat severe hypoglycemia. Medication includes any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student’s Oregon licensed health care professional for asthma or severe allergies. [¹Medication also includes naloxone or any similar medication that is in any form available for the safe administration and that is designed to rapidly reverse an overdose of an opioid drug.]
- b. “Prescription medication” means any medication that under federal or state law requires a prescription by a prescriber.
- c. “Nonprescription medication” means medication that under federal law does not require a prescription from a prescriber.
- d. “Adrenal crisis” means adrenal crisis as defined in Oregon Revised Statute (ORS) 433.800.
- e. “Adrenal insufficiency” means adrenal insufficiency as defined in ORS 433.800.
- f. “Notice of a diagnosis of adrenal insufficiency” means written notice to the district from a student or the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student’s primary care provider that includes the student’s diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat adrenal insufficiency crisis and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered.
- g. “Prescriber²” means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, an Oregon-licensed, advance practice registered nurse with prescriptive authority, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon, a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.

[¹ If the district plans to provide and/or administer naloxone in the district this language and other associated bracketed language is required. If the district does not plan to provide and/or administer naloxone in the district do not include this language or other associated bracketed language.]

² A registered nurse who is employed by a public or private school, ESD or local public health authority to provide nursing services at a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days.

- h. “Qualified trainer” means a person who is familiar with the delivery of health services in a school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a doctor of medicine or osteopathy or a physician assistant licensed by the Board of Medical Examiners for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.
- i. “Severe allergy” means a life-threatening hypersensitivity to a specific substance such as food, pollen, dust or insect sting.
- j. “Asthma” means a chronic inflammatory disorder of the airways that requires ongoing medical intervention.
- k. “Designated personnel” means the school personnel designated to administer medication pursuant to district policy and procedure.

2. Designated Staff/Training

- a. The principal will designate personnel authorized to administer prescription or nonprescription medication to a student while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, as required by Oregon law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules and this administrative regulation.
- b. The principal will ensure the training required by Oregon law is provided to designated personnel. Training must be conducted by a qualified trainer. Training will be provided annually to designated personnel authorized to administer medication to students. The first year and every third year of training requires in-person instruction; during the intervening years, designated personnel may complete an online training that has been approved by the Oregon Department of Education (ODE) so long as a trainer is available within a reasonable amount of time following the training to answer questions and provide clarification.
- c. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects, allergic reactions or adrenal insufficiency and student confidentiality. Materials as recommended and/or approved by the ODE will be used.
- d. A copy of the district’s policy and administrative regulation will be provided to all staff authorized to administer medication to students and others, as appropriate.

3. Administering Premeasured Doses of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

4. ³Administering Naloxone or Other Similar Medication to a Student or Other Individual

[³ Ibid. p. 1.]

Naloxone or any other similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an opioid overdose.]

5. Administering of Medication to a Student Experiencing Symptoms of Adrenal Crisis

A student experiencing symptoms of adrenal crisis while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from a school or a school-sponsored activity, may be treated by designated personnel and shall be subject to the following:

- a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the building principal will designate one or more school personnel to be responsible for administering the medication to treat adrenal insufficiency;
- b. The designated personnel will successfully complete training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis in accordance with the rules adopted by the Oregon Health Authority;
- c. The student or the student's parent or guardian must provide adequate supply of the student's prescribed medication to the district;
- d. The district will require the development of an individualized health care plan for the student that includes protocols for preventing exposures to allergens, and establishes if or when a student may self-carry prescription medication when the student has not been approved to self-administer medication;
- e. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available staff member will immediately call 911 and the student's parent or guardian.

6. Administering Medication to a Student

- a. A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following:
 - (1) A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity, must be submitted to the school office and shall include:
 - (a) The written permission of the student's parent or guardian or the student if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
 - (b) The written instruction from the prescriber for the administration of the medication to the student that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;

- (vi) Other special instructions from the prescriber, if any; and
- (vii) Signature of the prescriber.

The prescription label prepared by a pharmacist at the direction of the prescriber, will be considered to meet this requirement if it contains the information listed in (i)-(vi) above.

- (2) A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:
 - (a) The nonprescription medication is necessary for the student to remain in school;
 - (b) The nonprescription medication is provided in the original manufacturer's container by the parent or guardian of the student;
 - (c) The written instruction from the student's parent or guardian for the administration of the nonprescription medication includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instructions, if any; and
 - (vii) Signature of the student's parent or guardian.

If the written instruction is not consistent with the manufacturer's guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber.

- (d) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.

- b. An individualized health care and allergy plan will be developed for a student with a known life-threatening allergy and will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic reactions while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, and will include a determination on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- c. It is the student's parent or guardian's, or the student's if the student is allowed to seek medical care without parental consent, responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- d. It is the student's parent or guardian's, or the student's if the student is allowed to seek medical care without parental consent, responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- e. In the event a student refuses medication, the parent or guardian will be notified immediately, except where a student is allowed to seek medical care without parental consent. No attempt will be made to administer medication to a student who refuses a medication;
- f. Any error in administration of a medication will be reported to the parent or guardian immediately, except where a student is allowed to seek medical care without parental consent[, and documentation will be made on the district's Accident/Incident Report form]. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration;
- g. Medication shall not be administered until the necessary permission form and written instructions have been submitted as required by the district.

7. Administration of Medication by a Student to Themselves

- a. A student, including a student in grade K through 12 with asthma or severe allergies, may be permitted to administer medication to themselves without assistance from designated personnel and is subject to the following:
 - (1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:
 - (a) A permission form from a parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675, and other documentation requested by the district must be submitted for self-medication of all prescription medications;
 - (b) If the student has asthma, diabetes and/or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;
 - (c) The permission to self-administer the medication from a building administrator and a prescriber or registered nurse practicing in a school setting.

- (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication and must have:
 - (a) The written permission of the student’s parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675;
 - (b) The student’s name affixed to the manufacturer’s original container; and
 - (c) The permission to self-administer medication from a building administrator.

- (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:
 - (a) The written permission of the student’s parent or guardian, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
 - (b) A written order from the student’s prescriber that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.

- b. The student may have in their possession only the amount of medication needed for that school day, except for manufacturer’s packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
- c. Sharing and/or borrowing of any medication with another student is strictly prohibited;
- d. For a student who has been prescribed bronchodilators or epinephrine, the designated personnel will request that the parent or guardian provide backup medication for emergency use by that student. Backup medication, if provided, will be kept at the student’s school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;
- e. Upon written request from a parent or guardian, and with a prescriber’s written statement that the lack of immediate access to a backup autoinjectable epinephrine may be life threatening to a student, and the location the school stores backup medication is not located in the student’s classroom, a process shall be established to allow the backup autoinjectable epinephrine to be kept in a reasonably secure location in the student’s classroom;
- f. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the district;
- g. Permission for a student to administer medication to themselves may be revoked if the student violates the Board policy and/or this administrative regulation;
- h. A student may be subject to discipline, up to and including expulsion, as appropriate;
- i. A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student’s response to the medication.

8. Handling, Monitoring and Safe Storage of Medication Supplies for Administering Medication to Students
 - a. Medication administered by designated personnel to a student or self-administered by a student, must be delivered to the school in its original container, accompanied by the permission form and written instructions, as required above.
 - b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated personnel in the presence of another district employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
 - c. Designated personnel will follow the written instructions of the prescriber and the student or the student's parent or guardian, and training guidelines as may be recommended by the ODE for administering all forms of prescription and/or nonprescription medications.
 - d. Medication will be secured as follows:
 - (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box [used solely for the storage of medication];
 - (2) Medications requiring refrigeration will be stored in a [locked box in a refrigerator] [separate refrigerator used solely for the storage of medication];
 - (3) Access to medication storage keys will be limited to the principal and designated personnel.
 - e. Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
 - f. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian or the student (in situations involving ORS 109.610, 109.640 and 109.675) immediately.
9. Emergency Response
 - a. Designated personnel will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from district-administered medication or from student self-medication or allergic reactions. The parent or guardian[, school nurse] and principal will be notified immediately.
 - b. Minor adverse reactions that result from district-administered medication or from student self-medication will be reported to the parent or guardian immediately, except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.
 - c. Any available district staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.

10. Disposal of Medications

- a. Medication not picked up by the student's parent or guardian, or the student when allowed pursuant to ORS 109.610, 109.640 and 109.675, at the end of the school year or within [five] school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in a nonrecoverable fashion as follows:
 - (1) Medication will be removed from its original container and personal information will be destroyed;
 - (2) Solid medications will be crushed, mixed or dissolved in water, liquid medications will be mixed or dissolved in water; and
 - (3) Mixed with an undesirable substance, e.g., coffee grounds, kitty litter, flour; and
 - (4) Placed in impermeable non-descriptive containers, e.g., empty cans or sealable bags, and placed in the trash.

Prescriptions will be flushed down the toilet **only** if the accompanying patient information specifically instructs it is safe to do so.

Other medication will be disposed of in accordance with established training procedures including sharps and glass.

- b. All medication will be disposed of by designated personnel in the presence of another school employee and documented as described in Section 10, below.

11. Transcribing, Recording and Record Keeping

- a. A medication log will be maintained for each student administered medication by the district. The medication log will include, but not be limited to:
 - (1) The name of the student, name of medication, dosage, method of administration, date and time of administration, frequency of administration and the name of the person administering the medication;
 - (2) Student refusals of medication;
 - (3) Errors in administration of medication;
 - (4) Incidents of emergency and minor adverse reaction by a student to medication;
 - (5) Discrepancies in medication supply;
 - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.
- b. All records relating to administration of medications, including permissions and written instructions, will be maintained in a separate medical file apart from the student's education record file unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
- c. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and their parent or guardian. Information may be shared with other staff with a legitimate educational interest in the student or others as may be authorized by the parent or guardian in writing or others as allowed under state and federal law.

Hermiston School District 8R

Code: KL
Adopted: 9/14/15
Revised/Readopted: 7/24/17; 12/11/17; 10/14/19
Orig. Code: KL

Public Complaints**

A parent or guardian of a student attending a school in the district, ~~or~~ a person ~~who~~ ~~that~~ resides in the district, a staff member, or a student may petition the district with a complaint. A complainant will be referred through the proper administrative process for resolution of a complaint before investigation or action by the Board. An exception will be a complaint against the superintendent or one that involves ~~a~~ Board actions or Board operations.

The complaint procedure is available at the district's administrative office and on the home page of the district's website.

The Board advises that there is a process available for resolving complaints, including but not limited to a complaints in one or more of the following areas:

1. Instruction;
2. Discipline;
3. Learning materials;
4. Compliance with State Standards;
5. Restraint and/or seclusion;
6. With a staff member; or
7. Retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation.

The complainant must follow the complaint procedure as outlined in administrative regulation KL-AR - Public Complaint Procedure.

The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear complaints against employees in a session open to the public unless an employee requests an open session.

Complaints against the principal ~~should~~ ~~may start at step 3 or other administrator and shall~~ be filed with the superintendent.

Complaints against the superintendent ~~should~~^{may start at step 4 and shall} be referred to the Board chair on behalf of the Board. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member ~~should~~^{may start at step 4 and shall} be referred to the Board chair on behalf of the Board and may be referred to district counsel.

Complaints against the Board chair ~~should~~^{may start at step 4 and shall} be referred directly to the Board vice chair on behalf of the Board.

A complainant must file a complaint within the later of either time limit set below, in accordance with state law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the district.

The superintendent will administer the complaint process, as appropriate.

If any complaint alleges a violation of Oregon Administrative ~~Rule~~^{rule} (OAR) Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 ~~to~~ 339.303 or OAR 581-021-0550 ~~to~~ 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, if a student, a parent or guardian of a student attending a school in the district or a person who resides in the district, may appeal¹ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 332.107](#)

[ORS 659.852](#)
[OAR 581-002-0001 - 002-0005](#)

[OAR 581-022-2370](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

Corrected 4/19/23

¹ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

Hermiston School District 8R

Code: **KL-AR(1)**
Revised/Reviewed: 9/14/15; 7/24/17; 12/11/17;
10/14/19

Public Complaints Procedure

A parent or guardian of a student attending a school in the district, ~~or~~ a person who resides in the district, a staff member, or a student who wishes to express a concern should discuss the matter with the school employee involved.

The Administrator: Step One

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the principal within five working days of the employee's response. The principal shall evaluate the complaint and render a decision within five working days after receiving the complaint. A form is available for use on the district's website or can be obtained at the district office.

The Superintendent: Step Two

If Step One does not resolve the complaint, within 10 working days of ~~receiving~~ the written response from the principal's decision, the complainant may file a signed, written complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. (A form is available for use on the district's website or can be obtained at the district office.)

The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, prepare a report of their findings and conclusion, and provide the report¹ in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

The Board: Step Three

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board will review the findings and conclusion of the superintendent in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision as the district's final decision. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues.

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

If the Board chooses not to hear the complaint, the superintendent's decision in Step Two is final².

~~The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.~~

The complainant shall be informed in writing or in electronic form of the Board's decision within ~~30~~²⁰ working days from the receipt~~ing~~ of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

The timelines may be extended upon written agreement between the district and the complainant.

The district's final decision for a complaint processed under this administrative regulation that alleges a violation of Oregon Administrative rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant, who is a [student,] parent or guardian of a student attending school in the district or a person that resides in the district, and this complaint is not resolved through the complaint process, the complainant may appeal³ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon OARs 581-002-0001 – 581-002-0023.

Complaints against the principal ~~should~~^{shall} be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within ~~30~~¹⁰ days of receipt of the request to place the complaint on the Board agenda. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent ~~should~~^{shall} be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, ~~within 20 days,~~ in open session what action, if any, is warranted. The Board may use executive session if the subject matter qualifies under Oregon law. A final written decision regarding the complaint shall be issued by the Board within ~~30~~¹⁰ days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member ~~should~~^{shall} be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board

² If the Board choose to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).

³ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

shall decide, ~~within 20 days~~, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within ~~30~~40 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair ~~may~~shall be referred directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, ~~within 20 days~~, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within ~~30~~40 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

~~The final decision for a complaint processed under this administrative regulation that alleges a violation of OAR Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 to 339.303 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant is a student, parent or guardian of a student who attends school in the district or a person who resides in the district, and this complaint is not resolved through the complaint process, the complainant may appeal with the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-002-0001—581-002-0023.~~

Hermiston School District

COMPLAINT FORM

To: Employee* Administrator/Supervisor* Superintendent Board chair Board vice chair

* Form available but is not required.

Person Making Complaint _____

Phone ~~Telephone~~ Number _____ Email _____

Date _____

Nature of Complaint _____

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

Signature of Complainant: _____ Date: _____

.....

Office Use

Disposition of Complaint: _____

Signature: _____ Date: _____

cc: District Office

Corrected 4/19/23

**BOARD OF EDUCATION
UMATILLA COUNTY SCHOOL DISTRICT #8R, HERMISTON
HERMISTON, OREGON**

June 12, 2023

SUPERINTENDENT'S RECOMMENDATION

10.3 CONSENT ITEMS: Superintendent's Office

10.3.2 TOPIC: 2023-24 School Board Calendar

It is recommended.

RECOMMENDATION:

. that the Board of Education designates the provided dates as regular meeting dates for the Board of Education for the 2023-2024 school year. Meeting times shall begin at 6:30 p.m.

SCHEDULE OF SCHOOL BOARD MEETINGS 2023-2024

The regular meeting of the board of education will occur on the following dates:
(Generally the 2nd Monday of the month at 6:30 p.m.)

DATE	MEETING	TIME
Monday, July 10, 2023	Regular Meeting	6:30 PM
Monday, August 14, 2023	Regular Meeting	6:30 PM
Monday, September 11, 2023	Regular Meeting	6:30 PM
Monday, October 9, 2023	Regular Meeting	6:30 PM
Monday, November 13, 2023	Regular Meeting	6:30 PM
Monday, December 11, 2023	Regular Meeting	6:30 PM
Monday, January 8, 2024	Regular Meeting	6:30 PM
Monday, February 12, 2024	Regular Meeting	6:30 PM
Monday, March 11, 2024	Regular Meeting	6:30 PM
Monday, April 8, 2024	Regular Meeting	6:30 PM
Monday, May 13, 2024	Regular Meeting	6:30 PM
Monday, June 10, 2024	Regular Meeting	6:30 PM
Monday, July 8, 2024	Regular Meeting	6:30 PM

**BOARD OF EDUCATION
UMATILLA COUNTY SCHOOL DISTRICT #8R, HERMISTON
HERMISTON, OREGON**

June 12, 2023

SUPERINTENDENT'S RECOMMENDATION

11.0 ACTION ITEMS

11.1 TOPIC: 2023-24 Budget Adoption

It is recommended.

RECOMMENDATION:

. that the Board of Education adopts the 2023-2024 budget as presented per Resolution #22-23-09.

RESOLUTION # 22-23-09

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of the Hermiston School District #8R hereby adopts the budget for fiscal year **2023-2024** in the total amount of \$183,856,472.00.* This budget is now on file at the Hermiston School District Office in Hermiston, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2023, for the following purposes:

GENERAL FUND

Instruction.....	44,943,368
Support Services.....	32,362,199
Facilities Acquisition	150,000
Transfers.....	150,000
Debt Service	10,000
Contingency.....	500,000
Total.....	\$78,115,567

DEBT SERVICE FUND

Debt Service	4,154,158
Total.....	\$4,154,158

PERS DEBT SERVICE FUND

Debt Service	6,748,985
Total.....	\$6,748,985

SPECIAL REVENUE FUNDS

Instruction.....	16,987,402
Support Services.....	10,708,459
Enterprise & Community Services...	4,090,976
Facilities Acquisition	7,740,000
Transfers.....	2,700,000
Contingency.....	2,463,725
Total.....	\$44,690,562

CONSTRUCTION BOND FUND

Support Services.....	1,000
Facilities Acquisition	18,732,247
Total.....	\$18,733,247

Total APPROPRIATIONS, All Funds . . . **\$152,442,519**

Total Unappropriated and Reserve Amounts, All Funds . . . **31,413,953**

TOTAL ADOPTED BUDGET . . . **\$183,856,472 ***

(amounts with asterisks must match)*

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 tax year 2023-2024:

- (1) At the rate of \$4.8877 per \$1000 of assessed value for permanent rate tax;
- (2) In the amount of \$8,385,000 for debt service on general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

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

Subject to the Education Limitation

Permanent Rate Tax.....\$ 4.8877/\$1000

Excluded from Limitation

General Obligation Bond Debt Service.....\$8,385,000

The above resolution statements were approved and declared adopted on June 12, 2023.

X _____
Board Chair
Hermiston School District #8R

X _____
Secretary to the School Board
Hermiston School District #8R

**BOARD OF EDUCATION
UMATILLA COUNTY SCHOOL DISTRICT #8R, HERMISTON
HERMISTON, OREGON**

June 12, 2023

SUPERINTENDENT'S RECOMMENDATION

11.0 ACTION ITEMS

11.2 TOPIC: Licensed Working Agreement

It is recommended.

RECOMMENDATION:

. that the Board of Education ratify the tentative agreement with the Hermiston Association of Teachers and approve a two-year contract, for the 2023-2025 school years.

Background:

The tentative agreement with the licensed teachers includes;

- Term: 2 years
- CPI:
 - 6.0% increase year 1
 - 7.0% increase year 2
- Insurance Provision
 - \$50 increase year 1
 - No increase year 2

Board Members

Mon Jun 12, 2023

6:30pm - 8:30pm Board Regular Meeting

Where: Hermiston School District, 305 SW 11th St, Hermiston, OR 97838, USA
Calendar: Board Members
Created by: Briana Cortaberria

Tue Jun 13, 2023

8am - 8:30am KOHU Odds & Ends Show

Where: KOHU
Calendar: Board Members
Created by: Briana Cortaberria
Who: Tricia Mooney, kohunews@gmail.com

8am - 8:30am O&E Show - Ginny

Calendar: Board Members
Created by: Briana Cortaberria

Wed Jun 14, 2023

7:30am - 8:30am Board Meeting Debrief

Where: DO
Calendar: Board Members
Created by: Briana Cortaberria

4pm - 5pm Hermiston Education Board Meeting

Calendar: Board Members
Created by: Briana Cortaberria

Tue Jun 20, 2023

1:30pm - 2pm Maintenance Pinning

Where: HHS Auditorium
Calendar: Board Members
Created by: Briana Cortaberria

Tue Jul 4, 2023

9am - 10am Board Finance Meeting

Where: District Office
Calendar: Board Members
Created by: Briana Cortaberria

Wed Jul 5, 2023

7:30am - 8:30am Board Agenda Review

Where: District Office
Calendar: Board Members
Created by: Briana Cortaberria

Mon Jul 10, 2023

6:30pm - 8:30pm Board Regular Meeting

Where: Hermiston School District, 305 SW 11th St, Hermiston, OR 97838, USA
Calendar: Board Members
Created by: Briana Cortaberria

Tue Jul 11, 2023

8am - 8:30am KOHU Odds & Ends Show

Where: KOHU
Calendar: Board Members
Created by: Briana Cortaberria
Who: Tricia Mooney, kohunews@gmail.com

Board Members

Wed Jul 12, 2023

4pm - 5pm Hermiston Education Board Meeting

Calendar: Board Members
Created by: Briana Cortaberria

Thu Jul 13, 2023

7:30am - 8:30am Board Meeting Debrief

Where: DO
Calendar: Board Members
Created by: Briana Cortaberria

Tue Aug 8, 2023

8am - 8:30am KOHU Odds & Ends Show

Where: KOHU
Calendar: Board Members
Created by: Briana Cortaberria
Who: Tricia Mooney, kohunews@gmail.com

Wed Aug 9, 2023

4pm - 5pm Hermiston Education Board Meeting

Calendar: Board Members
Created by: Briana Cortaberria

Fri Aug 11, 2023

All day OSBA Summer Conference

Fri Aug 11, 2023 - Sun Aug 13, 2023
Where: The Grand Hotel in Salem, 201 Liberty St SE, Salem, OR 97301, USA
Calendar: Board Members
Created by: Briana Cortaberria

Sat Aug 12, 2023

All day OSBA Summer Conference

Fri Aug 11, 2023 - Sun Aug 13, 2023
Where: The Grand Hotel in Salem, 201 Liberty St SE, Salem, OR 97301, USA
Calendar: Board Members
Created by: Briana Cortaberria

Sun Aug 13, 2023

All day OSBA Summer Conference

Fri Aug 11, 2023 - Sun Aug 13, 2023
Where: The Grand Hotel in Salem, 201 Liberty St SE, Salem, OR 97301, USA
Calendar: Board Members
Created by: Briana Cortaberria

Thu Aug 24, 2023

6pm - 7pm Annex Ribbon Cutting Placeholder

Calendar: Board Members
Created by: Briana Cortaberria

Wed Aug 30, 2023

All day First Day for Students

Wed Aug 30, 2023
Calendar: Board Members
Created by: Briana Cortaberria

Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6 ● 9am - Board Finance Meeting @	7 ● 7:30am - Board Agenda Review @	8 4pm - HHS Graduation @ Toyota Center	9 ● 9am - 5th Grade Track Meet @	10
11	12 ● 6:30pm - Board Regular Meeting @	13 ● 8am - KOHU Odds & Ends Show @ ● 8am - O&E Show - Ginny	14 ● 7:30am - Board Meeting Debrief @ DO 4pm - Hermiston Education Board	15	16	17
18	19	20 ● 1:30pm - Maintenance Pinning @ HHS	21	22	23	24
25	26	27	28	29	30	1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4 ● 9am - Board Finance Meeting @	5 ● 7:30am - Board Agenda Review @	6	7	8
9 ● 6:30pm - Board Regular Meeting @	10	11 ● 8am - KOHU Odds & Ends Show @	12 4pm - Hermiston Education Board	13 7:30am - Board Meeting Debrief @ DO	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8 8am - KOHU Odds & Ends Show @	9 4pm - Hermiston Education Board	10	11 OSBA Summer Conference @ The Grand Hotel in Salem, 201 Liberty St SE, Salem, OR	12
13 OSBA Summer Conference @ The Grand	14	15	16	17	18	19
20	21	22	23 6pm - Annex Ribbon Cutting Placeholder	24	25	26
27	28	29	30 First Day for Students	31	1	2
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