

## **Agenda**

1. **Adjourn into Executive Session (5:30 PM):**  
**Presenter:** Jose Aparicio, Chair
2. **Call Meeting to Order**  
**Presenter:** Jose Aparicio, Chair
  - a. **Open Public Hearing: Teacher Pre-Dismissal Hearing**
  - b. **Close Public Hearing**
  - c. **Action Item:** Recommendation to approve dismissal of licensed staff member
3. **Review / Revision of the Agenda**  
**Presenter:** Jose Aparicio, Chair
4. **District Mission / Vision Statement**
5. **Student / Staff Recognition**
6. **Student Representative Reports**
7. **Comments from the Audience about Non Agenda Items**
8. **Consent Agenda**
  - a. School Board Meeting Minutes from November 18th, 2021 and Board Retreat from October 31st, 2021.
  - b. Personnel Report
9. **Board Action Calendar - Review**
10. **School Board Sub Committee Reports**
11. **New Business:**
  - a. **Presentations / Reports:**
    1. **Report / Presentation:** District Transportation Services  
**Presenter:** Lisa Kaseberg, Director of Transportation
    2. **Superintendent's Report**  
**Presenter:** Dr. Carolyn Bernal, Superintendent
      - a. **Action Item:** *Approve funding for Strategic Planning process*
      - b. **Action Item:** *Terminate the Riverbend Community School Charter Agreement*
    3. **Chief Financial Officer's Report**  
**Presenter:** Kara Flath, CFO
      - a. **Financial Statements:**
      - b. **Student Enrollment:**
    4. **Board Attorney's Report**  
**Presenter:** Jason Corey, Board Attorney
12. **Discussion / Action Items:**
  - a. **Action Item:** Request to Retire & Rehire - S Torgerson until June 2022  
**Presenter:** Brian Schimel, Director of Human Resources
13. **1st Reading on School Board Policies** (*informational only*):

- a. **Policy GBNAA/JHFF: Suspected Sexual Conduct with Students and Reporting Requirements**
  - b. **Policy GBNAB/JHFE: Suspected Abuse of a Child Reporting Requirements**
  - c. **Policy IB: Freedom of Expression**
  - d. **Policy JB: Equal Educational Opportunity**
14. **2nd Reading / Adoption on School Board Policies** (*action required*):
- a. **Policy ACB: All Students Belong**
  - b. **Policy CM: Compliance and Reporting on Standards**
  - c. **Policy GBA: Equal Employment Opportunity**
  - d. **Policy DJC: Bidding Requirements**
  - e. **Policy GBEA: Workplace Harassment**
15. **Informational Only:**
- a. **Policy GBNAA/JHFF -AR: Suspected Sexual Conduct Report Procedures and Forms**
  - b. **Policy GBNA-AR: Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying Reporting Procedures - Staff**
  - c. **Policy GBNAB/JHFE AR (1): Reporting of Suspected Abuse of a Child**
  - d. **Policy GBNAB/JHFE-AR (2): Abuse of a Child Investigations Conducted on District Premises**
16. **Adjourn the Regular School Board Meeting**

## North Wasco County School District

Human Resource Office • Brian Schimel - Director  
3632 West 10th Street • The Dalles, Oregon 97058 • (541) 506-3420

### PERSONNEL CHANGES AND VACANCIES School Board Meeting – December 16, 2021 *Current as of – December 9, 2021*

*Reference ORS 332.505 (2b) A District Board may employ personnel, including teachers and administrators, necessary to carry out the duties and powers of the board and fix the duties, terms and conditions of employment and the compensation.*

#### Licensed Staff – New Hires

NAME	POSITION	BUILDING	COMMENTS
Judy Powell	Grade 1-Teacher	CWE	Rehired until June 14, 2022
Riley Thomas	Occupational Therapist	District Wide	Begins January 18, 2022

#### Licensed Staff – Internal Transfer and or Hires

NAME	CURRENT BUILDING AND ASSIGNMENT	NEW BUILDING AND ASSIGNMENT
N/A		

#### Licensed Staff – Resignation/Retirements/Separation of Employment

NAME	POSITION	BUILDING	COMMENTS
Judy Powell	Grade 1-Teacher	CWE	Retiring December 30, 2021
Wayne Gibson	CTE Wood/Math Teacher	TDHS	Separation of Employment November 18, 2021
Gina Furth	SPED Teacher	TDMS	Resigning December 17, 2021

#### Licensed Staff– Request for Leave of Absence

NAME	POSITION	BUILDING	COMMENTS
N/A			

#### Administrative Staff – New Hires

NAME	POSITION	BUILDING	COMMENTS
N/A			

#### Administrative Staff – Internal Transfer and or Hires

NAME	CURRENT BUILDING AND ASSIGNMENT	NEW BUILDING AND ASSIGNMENT
N/A		

#### Administrative Staff – Resignation/Retirements/Separation of Employment

NAME	POSITION	BUILDING	COMMENTS
N/A			

**Please Note: The following information regarding ESP employment is presented to the Board for purposes of (Information Only) and requires no action.**

#### ESP Staff – New Hires – No Action Required

NAME	POSITION	BUILDING	COMMENTS
Ryley Robinson	Nut Services 1-PT (Temporary 21-22)	TDHS	Began December 7, 2021

#### ESP Staff –Transfers and Internal Hires – No Action Required

NAME	CURRENT BUILDING AND ASSIGNMENT	NEW BUILDING AND ASSIGNMENT
Alyssa Harris	WC-Ed Asst III-LTCT	WC-LTCT Teacher (Temporary)

**ESP Staff – Request for Leave of Absence – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
Jenna Hert	Nutrition Svcs II-Lead	CWE	Requested LOA through May 30, 2022

**ESP Staff – Resignation/Retirements/Separation of Employment – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
Debbie Park	Bus Driver	Transportation	Resigning December 17, 2021
Ruth Emmett	Nutrition Services Lead	TDHS	Retiring December 1, 2021
Sally Torgerson	Ed Asst IV-Media Assistant	TDHS	Retiring December 31, 2021

**Confidential Staff – New Hires – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
N/A			

**Confidential Staff – Resignation/Retirements/Separation of Employment – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
Nancy Lathrop	Accounting Specialist	District Office	Resigning January 3, 2022

**Coaching Staff – New Hires – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
N/A			

**Coaching Staff – Resignations/Separation of Employment – No Action Required**

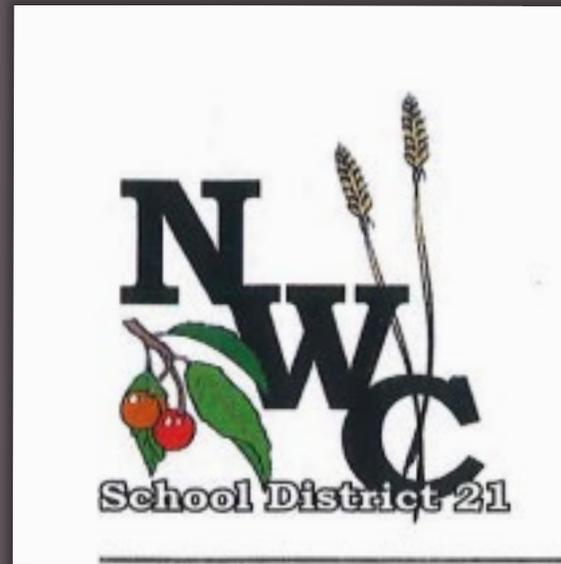
NAME	POSITION	BUILDING	COMMENTS
N/A			

**Advertised Vacancies**

Position	HRS/FTE	Building	Close Date	Comments
Substitute Bus Driver (Pool)	Substitute	Transportation	Open Until Filled	Advertised
Bus Driver	8 Hrs	Transportation	Open Until Filled	Advertised
Secretary I-Front Desk	7.5 Hrs	CES	Open Until Filled	Advertised
Educational Assistant I-Duty Assistant	7.5 Hrs	CES	Open Until Filled	Advertised
Educational Assistant II (1 positions)	7.5 Hrs	CES	Open Until Filled	Advertised
Educational Assistant II-Title I	7.5 Hrs	CES	Open Until Filled	Advertised
Educational Assistant III-SELA	7.5 Hrs	CES	Open Until Filled	Advertised
Educational Asst III-SPED	7.5 Hrs	CES	Open Until Filled	Advertised
Bilingual Family Liaison	8 Hrs	CES	Open Until Filled	Advertised
Educational Assistant I-Duty Assistant	3.75Hrs	CWE	Open Until Filled	Advertised
Educational Assistant I-Duty Assistant	7.5 Hrs	DHE	Open Until Filled	Advertised
Educational Assistant II-Instructional	3.75 Hrs	DHE	Open Until Filled	Advertised
Educational Asst III-SPED	3.75 Hrs	DHE	Open Until Filled	Advertised
Educational Asst IV-Media PT	3.75 Hrs	DHE	Open Until Filled	Advertised
Director of Human Resources	8 Hrs	District Office	1/16/2022	Advertised
Accounting Specialist	8 Hrs	District Office	12/21/2021	Advertised
Special Education Teacher	8 Hrs	District Wide	Open Until Filled	Advertised
Educational Asst III-SPED	7.5 Hrs	District Wide	Open Until Filled	Advertised
Full Time Sub Teacher (Temp 21-22)	8 Hrs	District Wide	Open Until Filled	Advertised
Speech Language Pathologist	8 Hrs	District Wide	Open Until Filled	Advertised
Speech Language Pathologist Assistant	8 Hrs	District Wide	Open Until Filled	Advertised
Project Based Mathematics Teacher	8 Hrs	District Wide	Open Until Filled	Advertised

Juvenile Detention Teacher	8 Hrs	NORCOR	Open Until Filled	Advertised
Nutrition Services II	8 Hrs	NS	12/15/2021	Advertised
Maintenance I	8 Hrs	Operations	Open Until Filled	Advertised
District Courier/Maintenance I	8 Hrs	Operations	Open Until Filled	Advertised
Health Occupations Teacher	4 Hrs	TDHS	Open Until Filled	Advertised
Educational Asst III-SPED	7.5 Hrs	TDHS	Open Until Filled	Advertised
Educational Asst III-SPED	7.5 Hrs	TDMS	Open Until Filled	Advertised
Ed Asst I-Supervision Duty	3.75 Hrs	TDMS	Open Until Filled	Advertised
Educational Assistant II-Instructional Asst	7.5 Hrs	TDMS	Open Until Filled	Advertised
Middle School Teacher (Academic Support)	8 Hrs	TDMS	Open Until Filled	Advertised
Director of Educational Success and Innovative Programming	8 Hrs	WC	12/19/2021	Advertised
Assistant Coach-Softball	Seasonal	TDHS	Open Until Filled	Advertised
Assistant Wrestling Coach	Seasonal	TDHS	Open Until Filled	Advertised
Head Football Coach (22'-23')	Seasonal	TDHS	Open Until Filled	Advertised
Assistant Football Coach (22'-23')	Seasonal	TDHS	Open Until Filled	Advertised
Assistant Coach-Wrestling	Seasonal	TDMS	Open Until Filled	Advertised

# ***NORTH WASCO COUNTY SCHOOL DISTRICT #21***



***Transportation department***





North Wasco County  
School District 21

**Transportation Department:**

***NWCSD SCHOOL BUSES - 23***

***NWCSD DISTRICT VANS - 4***

***NWCSD SCHOOL BUS DRIVERS - 20 ON STAFF***

***NWCSD SPECIAL NEEDS AIDES - 6 ON STAFF***

***NWCSD MECHANIC - 1 ON STAFF***



North Wasco County  
School District 21

## **NWCSD TRANSPORTATION DEPT:**

***15 - buses currently being used for daily home to school routes***

***2 - buses special needs routes***

***1 - trip bus***

***5 - spare buses***



North Wasco County  
School District 21

## **NWCSD MILEAGE BREAKDOWN:**

### ***2021-2022 SCHOOL YEAR:***

***\*HOME TO SCHOOL MILES – 46,985.5***

***\*FIELD TRIP MILES – 13 TRIPS – 1,341 MILES***

***\*ATHLETIC TRIP MILES – TDMS & TDHS - 83 TRIPS  
13,392 MILES***



North Wasco County  
School District 21

**Working with our Neighbors:**

***SUB-CONTRACTED BILLED MILES 3,989.2 = \$18,749.24***

***SUB-CONTRACTED BILLED TRAINING SERVICES = \$1,636.25***

***SUB-CONTRACTED SHOP (MECHANIC BUS ANNUALS)= \$2,130.72***

***\*POTENTIAL OPPORTUNITY\****



North Wasco County  
School District 21

# ***NWCSD TRANSPORTATION STAFF:***





North Wasco County  
School District 21

## ***Your transportation staff at a glance!***

**20 – LICENSED BUS DRIVERS**

**6 – SPECIAL NEEDS AIDES**

**1 - LICENSED DISTRICT MECHANIC**

**1 – SECRETARY**

**1 – ADMINISTRATION**

**FUN FACT:**

**1 - OF OUR DRIVERS HAS BEEN EMPLOYED WITH NWCSD FOR 33 YRS!! WOW!!**

**4 - OF OUR DRIVERS HAVE BEEN EMPLOYED WITH NWCSD FOR 20-26 YRS**

**4 - OF OUR STAFF HAVE BEEN EMPLOYED WITH NWCSD FOR 10 -17 YRS**

**7 - OF OUR STAFF HAVE BEEN EMPLOYED WITH NWCSD FOR 5-9 YRS**

**Every staff member regardless of tenure with our district is appreciated!**

**We are a team!**



North Wasco County  
School District 21

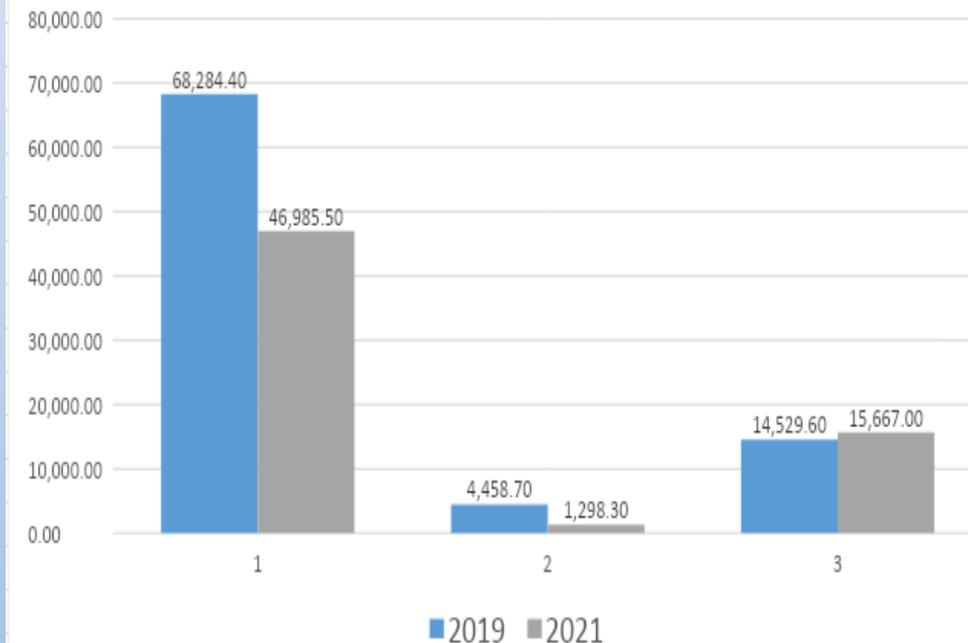
## ***NWCSD TRANSPORTATION ROUTING:***

transfinder

### **Benefits of using a routing system:**

- **Custom reports & route narratives**
  - **Parent & Community Portal** – *Infofinder I*
  - **Secretary & Admin Portal** – *Viewfinder*
- **Increased efficiency**
  - **Route consolidation & Bell schedule changes**
  - **See graph – HS miles 21,299 difference**
- **Student tracking**
  - **Daily contact tracing & Seating Charts**

Mileage Comparison 2019 to 2021,  
October thru December



# transfinder



THE ENHANCED INFOFINDER I IS YOUR TRANSPORTATION DEPARTMENT'S LINK TO THE COMMUNITY. INFOFINDER I IS A WEB-BASED SERVICE FROM TRANSFINDER THAT LEVERAGES YOUR INVESTMENT IN ROUTEFINDER PRO TO SHARE INFORMATION VIA YOUR DISTRICT'S WEBSITE.

## North Wasco County School District 21

Bulletin | Contact Us

### Search

2600 E 12th St X 97058 X

- All Grades and Schools
- All Grades and Schools
- Grades
  - S - Special
  - P - Pre-K
  - PA - Morning Pre-K
  - PP - Afternoon Pre-K
  - K - Kindergarten
  - KA - Morning Kindergarten
  - KP - Afternoon Kindergarten
  - 01 - Grade 01
  - 02 - Grade 02
  - 03 - Grade 03
  - 04 - Grade 04**
  - 05 - Grade 05
  - 06 - Grade 06
  - 07 - Grade 07
  - 08 - Grade 08
  - 09 - Grade 09
  - 10 - Grade 10
  - 11 - Grade 11

RT 11 - TAKE HOME (DHE,TDMS,TDHS) 3:23 PM

THE DALLES HIGH SCHOOL (9 - 12)  
220 East 10th Street, The Dalles, OR 97058

➕ E 12TH ST & MORTON ST 7:24 AM  
RT 11 - TO SCHOOL (DHE,TDMS,TDHS)

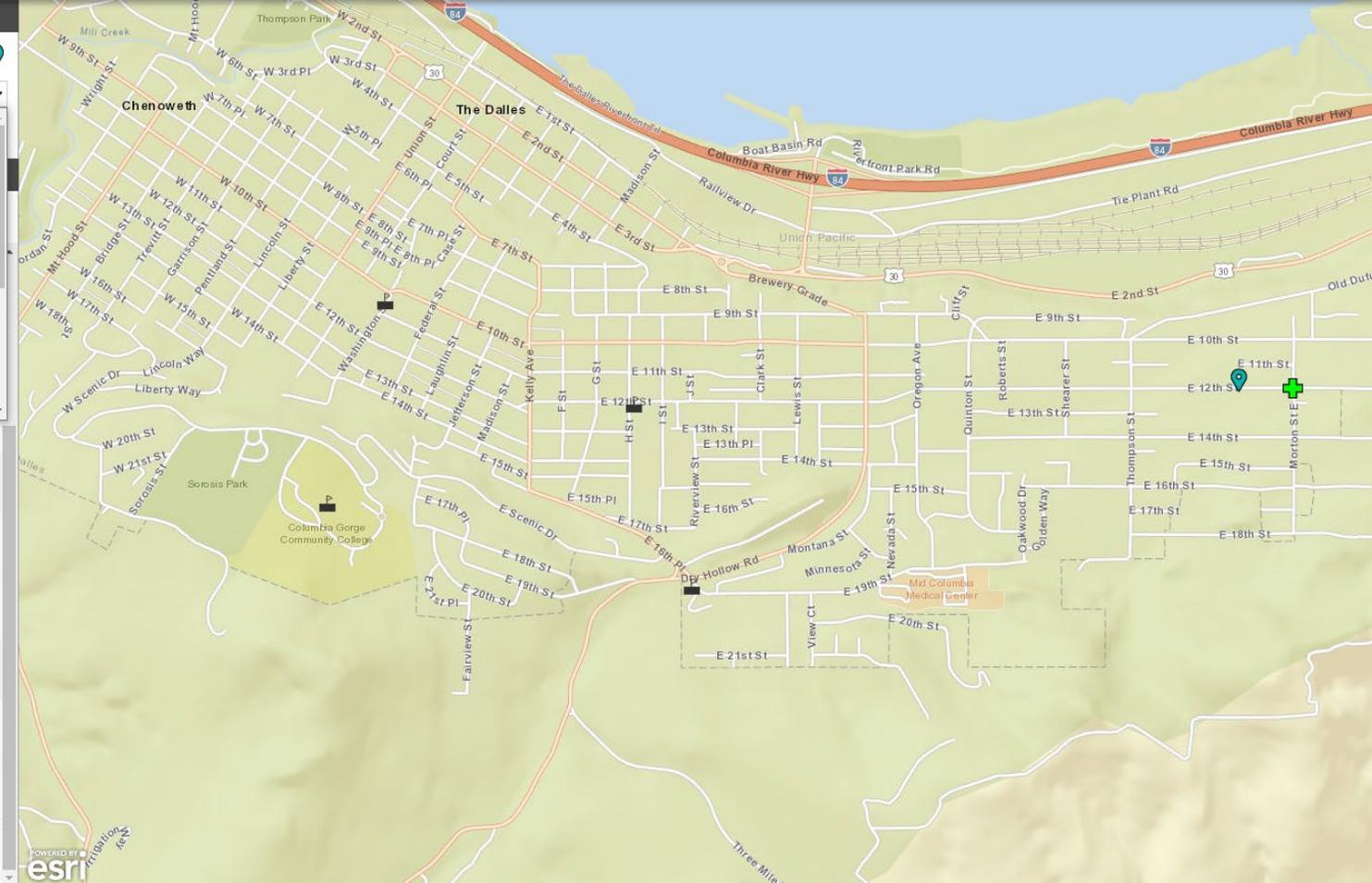
➕ E 12TH ST & MORTON ST 3:23 PM  
RT 11 - TAKE HOME (DHE,TDMS,TDHS)

THE DALLES MIDDLE SCHOOL (6 - 8)  
1100 East 12th Street, The Dalles, OR 97058

➕ E 12TH ST & MORTON ST 7:24 AM  
RT 11 - TO SCHOOL (DHE,TDMS,TDHS)

➕ E 12TH ST & MORTON ST 9:09 AM  
RT 11 - TO SCHOOL LATE START WED...

➕ E 12TH ST & MORTON ST 3:23 PM  
RT 11 - TAKE HOME (DHE,TDMS,TDHS)



**Parent and community portal for school bus information:**

<http://infofinderi.com>

**Type in address**

**Type in grade or school**

**All options are listed**

# transfinder

**Secretary & Admin portal for student information:**



viewfinder

Search 2021-2022 NWCS...  
Dashboards  
Data Grids  
Alternate Sites  
Contractors  
Districts  
Field Trips  
Geo Regions  
Schools  
Staff  
**Students**  
Trip Stops  
Trips  
Vehicles

STUDENTS

Filter: N., Layout: Dispatcher Layout - AM ...

Local ID	Last Name
[REDACTED]	[REDACTED]

North Wasco County School District

MAIN

GRADE 04	SCHOOL OF ATTENDANCE CHENOWITH ELEMENTARY SCHOOL (1093)	ADDRESS [REDACTED]	CITY/ The Dalles
GUARDIAN [REDACTED]	HOME PHONE ( ) -	ALTERNATE # [REDACTED]	EMAIL ADDRESS [REDACTED]

GENDER Male	DATE OF BIRTH 2012-05-10	NOTES None
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Bus Aid Not Required

THIS STUDENT ATTENDS AN OUT OF BOUNDRY SCHOOL \*SEE TRANSFER TRIP INFORMATION BELOW\*

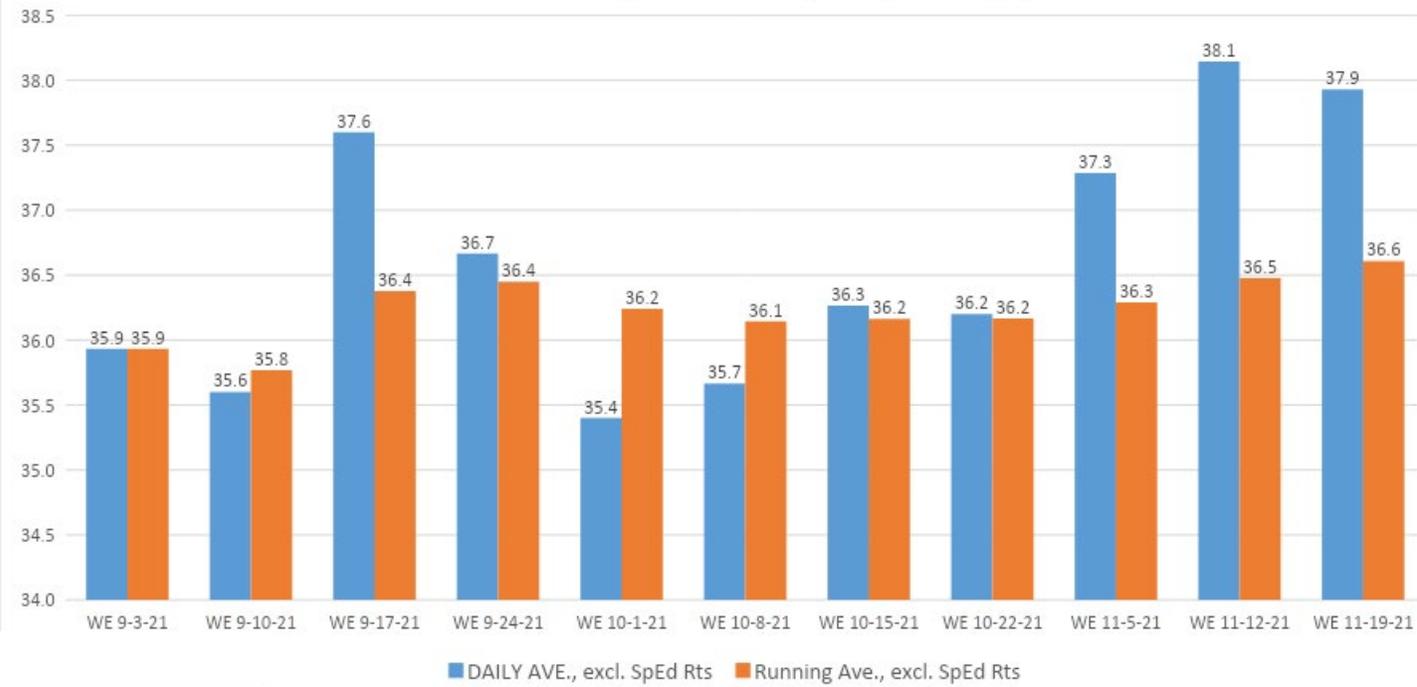
None

SCHEDULE	Trip Assignment	Stop Name
Pickup	RT 18 - TO SCHOOL (CES,TDMS,TDHS)	HIGHWAY 30 W @ PINEWOOD MANOR
Home	Vehicle 2	Stop Time 7:22 AM
Dropoff	RT 18 - TAKE HOME (CES,TDMS,TDHS)	HIGHWAY 30 W @ PINEWOOD MANOR
Home	Vehicle 2	Stop Time 3:19 PM

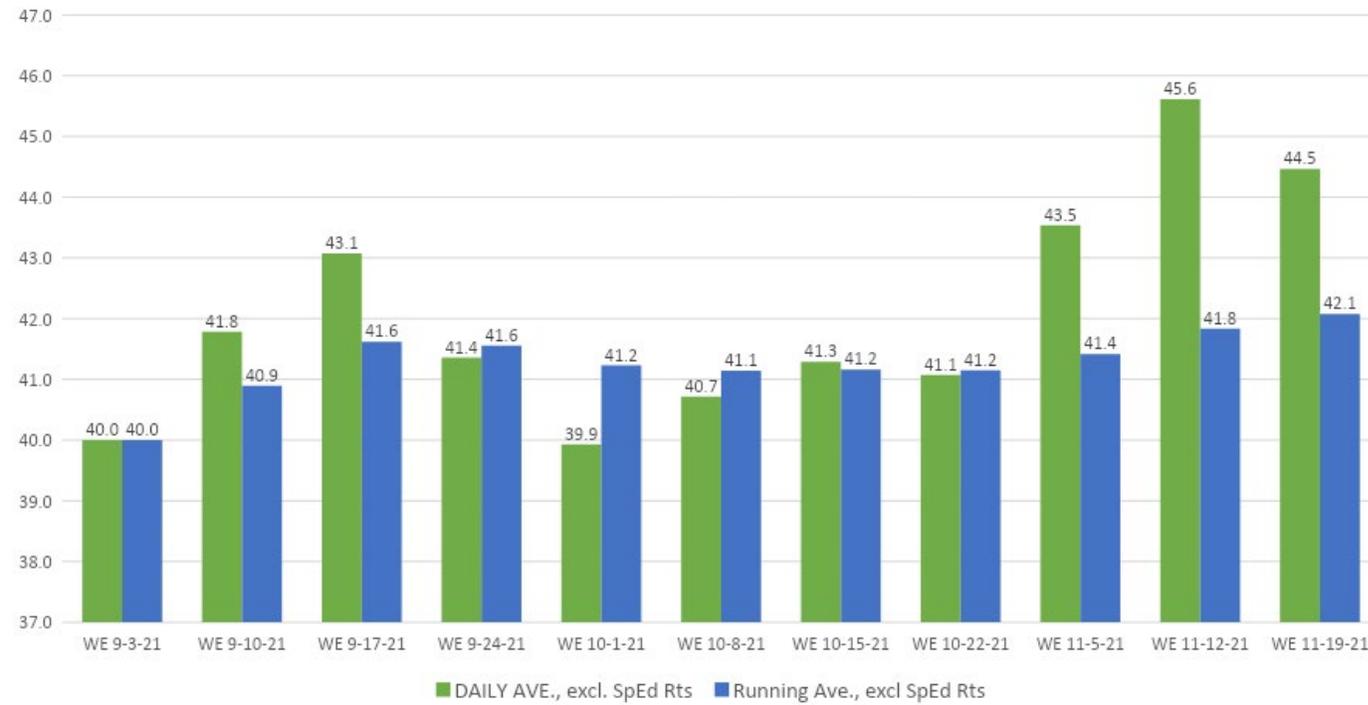


# Transportation totals & averages

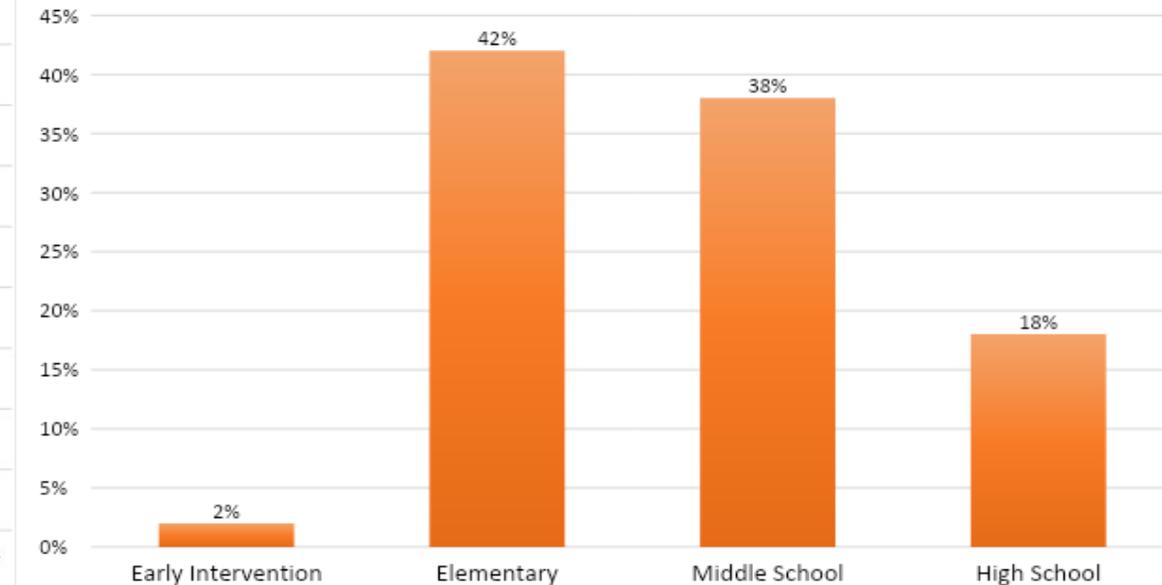
### Contact Tracing A.M. Routes, Daily Average,



### Contact Tracing P.M. Routes, Daily Average



### Age of Students Riding Buses





North Wasco County  
School District 21

## *School Bus Fleet News:*

**I am proud to once again remind our School Board and community of the VW Environmental Mitigation grants awarded to North Wasco County School District. The following funds will be used to support the purchase of new school buses, replacing buses that currently do not meet the standards set forth in House Bill 2795.**

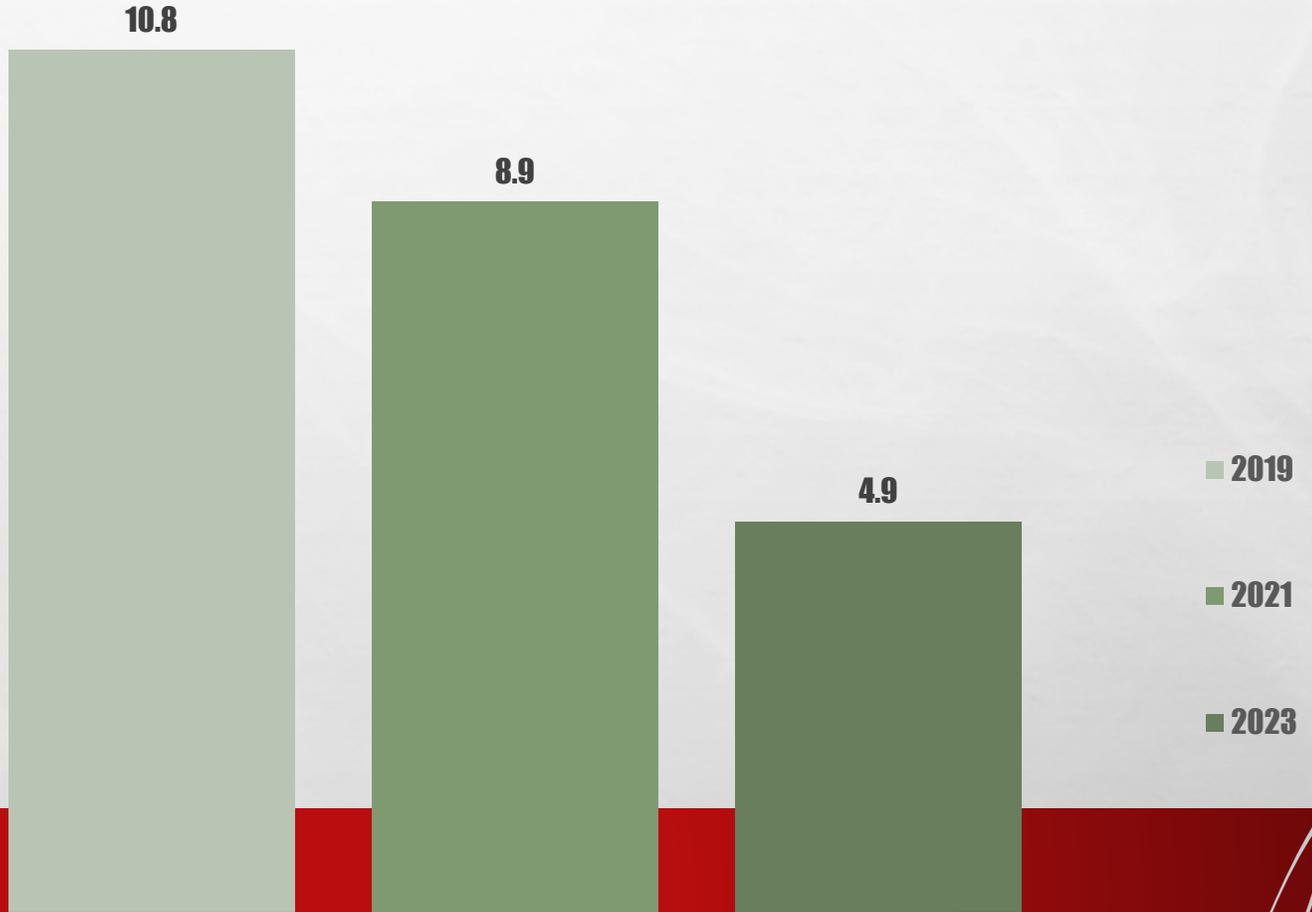
- **Summer 2022 – VW GRANT #160-20 = \$ 94,520.00**
  - **Summer 2023 – VW GRANT # 076-21 = \$ 92,400.00**
- 2 – 84 passenger school buses**  
**1 – special needs school bus**  
**1 – 78 passenger school bus**



DEQ's diesel school bus replacement program



## **FLEET AVERAGE AGES:**



# ***HYDRO EXTRUSION LLC. – THE DALLES, OR***

Global reach — local presence

## Hydro in the US

See all locations

- > Northeast
- > Southeast
- > Midwest
- > West

### About Hydro



40 countries

30,000 employees

Hydro is a leading industrial company committed to a sustainable future. Our purpose is to create more viable societies by developing natural resources into products and solutions in innovative and efficient ways.



***HYDRO EXTRUSION LLC. – THE DALLES, OR***

***\*On October 22, 2021 NWCSO entered into an agreement with Hydro Extrusion LLC. to receive SEP funds in the amount of \$556,480.00***

***\*1 ea. - special needs bus - Delivered summer 2022***



***\*1 ea. - 78 passenger bus – Delivery summer 2022***



***\*1 ea. – 78 passenger bus – Delivery summer 2023***



***\*1 ea. – 78 passenger bus – Delivery summer 2023***







**North Wasco County School District #21**  
School District Board of Directors

**Board Motion for Action Item**

**BOARD ACTION**

**Date:** December 16<sup>th</sup>, 2021

**Action Requested:** *Approve Strategic Planning Consultant  
funding*

**DISCUSSION**

One of the approved school board goals is to hire an outside facilitator to engage internal and external stakeholders in creating a strategic plan for NWCS D 21. The district has been in discussion with several potential consultants to facilitate this process. Having a strong strategic plan in place is an integral part of future planning and goal setting for the district. The district would like to start this process in January 2022, so in keeping with this timeline, district staff are requesting to hire a consultant by the end of December. The full cost of hiring a consultant to facilitate this work is not yet settled, however, it will not exceed \$75,000.

**ACTION**

*I move to approve and authorize the Chief Financial Officer to spend up to \$75,000 of general funds to enter into a contract with a consultant to facilitate completing a districtwide strategic plan.*

*Questions about this request should be directed to Kara Flath, CFO, at 541-506-3424 or  
flathk@nwasco.k12.or.us.*

3632 West 10<sup>th</sup> Street, The Dalles, OR 97058  
541-506-3420 Fax 541-298-6018

*“The North Wasco County School District is an equal opportunity educator and employer.”*



**North Wasco County School District #21**  
School District Board of Directors

**Board Motion for Action Item**

**BOARD ACTION**

**Date:** December 16<sup>th</sup>, 2021

**Action Requested:** *Terminate the Riverbend Community School Charter Agreement*

**DISCUSSION**

The Riverbend Board notified the district of key staff departures at Riverbend Community School, including the Executive Director and Business Manager, and financial instability in September. Since that time, the district worked with the Riverbend staff and board to discuss options. On December 7, 2021, the Riverbend Community School Board voted unanimously to close the Riverbend Community School effective 12/17/2021. The Riverbend Community School Board also resigned at that time. This motion effectively terminates the charter's under this charter agreement. The district administration is in agreement that the charter should be terminated.

Additional Notes: Discussions were in place during the months of September – November about the future of the school. The district decided to continue the school as a district school for the balance of the school year. Charter school employees are not North Wasco County School District employees. Therefore, district posted for the existing 4.50 FTE to continue the school. This includes 4.00 project-based teachers and 0.50 FTE for a secretary. The school will remain with the existing teaching program, calendar, and location at the Columbia Gorge Community College through the end of the school. In the meantime, the district has a new position of Director of Educational Success and Innovative Programming posted to work with all K-12 optional school programs in the district. This key position will be tasked with overseeing this school and reviewing all K-12 programs for the district. Assuming there are qualified applicants in the pool, the hope is to have a person on board by the end of January.

**ACTION**

***I move to approve the agreement between Riverbend Community School and the district to terminate the Riverbend Community School charter agreement effective 12/17/2021 pursuant to Section 11 of the charter agreement, which permits termination of the charter on mutual agreement of the charter school and district.***

***Questions about this request should be directed to Kara Flath, CFO, at 541-506-3424 or [flathk@nwasco.k12.or.us](mailto:flathk@nwasco.k12.or.us).***

3632 West 10<sup>th</sup> Street, The Dalles, OR 97058  
541-506-3420 Fax 541-298-6018

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# North Wasco County School District

## School Year 2021 – 2022, November Financial Summary

### Changes to Financial Reports:

This month includes a financial report from the Forecast 5 system. This is a computer program many school district’s use in Oregon that allows cross district comparisons and future outlooks. Tweaks are still being made in the system but included is an early preview of some optional reports.

### General Fund Update:

Currently, the general fund balance is \$9.5 million. This is due to November being a large property tax collection month. The district is estimated to \$9.8 million, but last year’s revenue collection rate was 88.48%. Historically, the district usually receives over 90%, but it appears this year, the collection rate is at 85.34%. It appears the current years tax collection may be higher by the end of the fiscal year.

Here are the ending balances currently:

Fund	General Fund	State Special Revenues	Nutrition Services	Technology Fund	Replacement Funds	Debt Service Funds	District Fund Totals
Fund Balance	9,502,505	(1,237,614)	115616	144,980	896,985	1,258,796	10,681,268

### Riverbend Community School

The Riverbend school board officially closed Riverbend Community School as a charter school effective December 17, 2021. The district decided to continue the school as a district school for the balance of the school year. Charter school employees are not North Wasco County School District employees. Therefore, district posted for the existing 4.50 FTE to continue the school. This includes 4.00 project-based teachers and 0.50 FTE for a secretary. The school will remain with the existing teaching program, calendar, and location at the Columbia Gorge Community College through the end of the school. In the meantime, the district has a new position of Director of Educational Success and Innovative Programming posted to work with all K-12 optional school programs in the district. This key position will be tasked with overseeing this school and reviewing all K-12 programs for the district. Assuming there are qualified applicants in the pool, the hope is to have a person on board by the end of January.

### Projects in the Works and Highlights:

The district has many projects in the works, so it is important for the board and community to know what is on the horizon:

- The hearing at the Historic Landmarks Commission for the high school pavilion is scheduled for December 15, 2021.
- There is no update on the status of the HVAC units in the Kurtz Gym.
- Chenowith Elementary did finally receive the picnic tables; however, they are not set up in the picnic area yet. In addition, the canopy is ordered, and we are anticipating delivery in the next few weeks.
- Colonel Wright and Chenowith Elementary both had a walk audit November 5<sup>th</sup>. The report outcome is not complete yet.
- There will need to be a supplemental budget hearing next month so the district can spend the grant funds from Hyrdo for new buses. This was not built or expected during the budget development process and will meet the threshold for a budget hearing.

Those are the current major highlights from the business office standpoint.

Questions about this report can be directed to Kara Flath, CFO, North Wasco County School District #21 at [flathk@nwasco.k12.or.us](mailto:flathk@nwasco.k12.or.us).

## NORTH WASCO COUNTY SCHOOL DISTRICT

FY 2022 Expenditure Status Report

For the month ending November 30th, 2021

Fund	Beginning Fund Balance	Budgeted Revenue	Revenue Collected YTD	% Collected	Projected Revenue	Total Budget	Expended YTD	Encumbered	Projected Expenditures	% of Budget Expended	Revenue - Expenditures YTD	Projected Ending Fund Balance
100 - GENERAL FUND	\$ 307,487	\$35,370,301	\$20,015,729	56.59%	\$33,339,864	\$ 35,370,301	\$10,961,139	\$ 19,893,735	\$ 32,516,458	30.99%	\$ 9,054,590	\$ 1,130,893
210 - FEDERAL PROGRAMS	\$ 34,713	\$11,712,059	\$ 330,701	2.82%	\$ 2,509,693	\$ 11,629,057	\$ 981,733	\$ 1,498,165	\$ 2,509,692	8.44%	\$ (651,032)	\$ 34,714
220 - STATE GRANTS	\$ 148,327	\$ 6,859,661	\$ 1,615,722	23.55%	\$ 5,103,659	\$ 6,859,662	\$ 2,993,555	\$ 2,110,103	\$ 5,103,658	43.64%	\$ (1,377,833)	\$ 148,328
230 - LOCAL GRANT PROGRAMS	\$ 52,902	\$ 50,000	\$ -	0.00%	\$ -	\$ 50,000	\$ 6,549	\$ 7,146	\$ 13,695	13.10%	\$ (6,549)	\$ 39,207
240 - VOCATIONAL EDUCATION FUND	\$ 45,747	\$ 46,900	\$ 37	0.08%	\$ 146	\$ 46,900	\$ -	\$ -	\$ -	0.00%	\$ 37	\$ 45,893
242 - ENTERPRISE ZONE PROJ FUND	\$ 533,380	\$ 773,380	\$ -	0.00%	\$ 240,000	\$ 773,380	\$ 18,688	\$ -	\$ 568,688	2.42%	\$ (18,688)	\$ 204,692
250 - NUTRITION SERVICES	\$ 3,284	\$ 1,605,915	\$ 367,270	22.87%	\$ 1,401,210	\$ 1,605,914	\$ 331,018	\$ 426,167	\$ 1,349,092	20.61%	\$ 36,252	\$ 55,402
285 - TECHNOLOGY & EQUIPMENT	\$ 111,709	\$ 232,000	\$ 100,000	43.10%	\$ 100,000	\$ 232,000	\$ 66,729	\$ 1,260	\$ 67,989	28.76%	\$ 33,271	\$ 143,720
290 - STUDENT BODY ACCOUNT	\$ 348,009	\$ 632,000	\$ 32,941	5.21%	\$ 197,649	\$ 632,000	\$ 26,307	\$ -	\$ 263,071	4.16%	\$ 6,634	\$ 282,587
292 - TEXTBOOK REPLACEMENT FUND	\$ 552,821	\$ 755,000	\$ 199,495	26.42%	\$ 199,495	\$ 755,000	\$ -	\$ -	\$ 750,000	0.00%	\$ 199,495	\$ 2,316
295 - BUS REPLACEMENT	\$ 88,254	\$ 204,000	\$ 290,244	142.28%	\$ 290,296	\$ 287,000	\$ 286,424	\$ -	\$ 286,424	99.80%	\$ 3,820	\$ 92,126
298 - VEHICLE REPLACEMENT	\$ 52,545	\$ 53,000	\$ 50	0.09%	\$ 50	\$ 53,000	\$ -	\$ -	\$ 52,545	0.00%	\$ 50	\$ 50
303 - OSBA PERS BONDS	\$ 82	\$ 1,752,230	\$ 949,178	54.17%	\$ 1,752,148	\$ 1,752,230	\$ -	\$ -	\$ 1,752,230	0.00%	\$ 949,178	\$ -
304 - FULL FAITH & CREDIT OBLIG	\$ 13,417	\$ 380,000	\$ 380,000	100.00%	\$ 380,000	\$ 380,000	\$ 83,881	\$ -	\$ 380,000	22.07%	\$ 296,119	\$ 13,417
<b>Total All Funds</b>	<b>\$2,292,677</b>	<b>\$60,426,446</b>	<b>\$24,281,367</b>	<b>40.18%</b>	<b>\$45,514,210</b>	<b>\$ 60,426,444</b>	<b>\$15,756,023</b>	<b>\$ 23,936,576</b>	<b>\$ 45,613,542</b>	<b>26.07%</b>	<b>\$ 8,525,344</b>	<b>\$ 2,193,345</b>

# NORTH WASCO COUNTY SCHOOL DISTRICT

FY 2022 Expenditure Status Report

For the month ending November 30th, 2021

DESCRIPTION	Budget	Year to Date	Encumbrances	Balance	% Budget Expended
<b>100 General Fund</b>					
1000 - Instruction	19,807,277	5,516,516	13,238,273	1,052,488	27.85%
2000 - Support Services	13,894,143	4,668,623	6,655,462	2,570,058	33.60%
5000 - Debt Service & Fund Transfers	776,000	776,000	-	-	100.00%
6000 - Contingency	300,000	-	-	300,000	0.00%
7000 - Unappropriated Ending Fund Balance	592,881	-	-	592,881	0.00%
<b>Totals</b>	<b>35,370,301</b>	<b>10,961,139</b>	<b>19,893,735</b>	<b>4,515,427</b>	<b>30.99%</b>
<b>210 - Federal Programs Fund</b>					
1000 - Instruction	3,816,703	519,303	1,028,078	2,269,322	13.61%
2000 - Support Services	1,003,829	369,481	470,087	164,261	36.81%
3000 - Enterprise & Community Services	180,487	18,819	-	161,668	10.43%
4000 - Capital Outlay	308,000	74,130	-	233,870	24.07%
7000 - Unappropriated Ending Fund Balance	6,320,040	-	-	6,320,040	0.00%
<b>Totals</b>	<b>11,629,059</b>	<b>981,733</b>	<b>1,498,165</b>	<b>9,149,161</b>	<b>8.44%</b>
<b>220 - State Grant Funds</b>					
1000 - Instruction	2,662,895	732,807	1,041,365	888,723	27.52%
2000 - Support Services	1,520,417	453,962	1,068,737	(2,282)	29.86%
3000 - Enterprise & Community Services	441,483	56,357	-	385,126	12.77%
4000 - Capital Outlay	2,234,866	1,750,430	-	484,436	78.32%
<b>Totals</b>	<b>6,859,661</b>	<b>2,993,556</b>	<b>2,110,102</b>	<b>1,756,003</b>	<b>43.64%</b>
<b>230 - Local Grants</b>					
1000 - Instruction	40,000	4,679	-	35,321	11.70%
2000 - Support Services	10,000	1,870	7,143	987	18.70%
<b>Totals</b>	<b>50,000</b>	<b>6,549</b>	<b>7,143</b>	<b>36,308</b>	<b>13.10%</b>
<b>240 - Vocational Education Fund</b>					
1000 - Instruction	46,900	-	-	46,900	0.00%
<b>Totals</b>	<b>46,900</b>	<b>-</b>	<b>-</b>	<b>46,900</b>	<b>0.00%</b>
<b>242 - Enterprise Zone Funds</b>					
2000 - Support Services	223,380	6,388	-	216,992	2.86%
4000 - Capital Outlay	550,000	12,300	-	537,700	2.24%
<b>Totals</b>	<b>773,380</b>	<b>18,688</b>	<b>-</b>	<b>754,692</b>	<b>2.42%</b>
<b>250 Nutrition Services Fund</b>					
3000 - Enterprise & Community Services	1,605,915	331,018	426,167	848,730	20.61%
<b>Totals</b>	<b>1,605,915</b>	<b>331,018</b>	<b>426,167</b>	<b>848,730</b>	<b>20.61%</b>
<b>285 Technology Fund</b>					
2000 - Support Services	132,000	66,729	1,260	64,011	50.55%
7000 - Unappropriated Ending Fund Balance	100,000	-	-	-	-
<b>Totals</b>	<b>232,000</b>	<b>66,729</b>	<b>1,260</b>	<b>64,011</b>	<b>28.76%</b>
<b>290 - Student Body Funds</b>					
1000 - Instruction	545,000	26,210	-	518,790	4.81%
2000 - Support Services	12,000	97	-	11,903	0.81%
7000 - Unappropriated Ending Fund Balance	75,000	-	-	75,000	0.00%
<b>Totals</b>	<b>632,000</b>	<b>26,307</b>	<b>-</b>	<b>605,693</b>	<b>4.16%</b>
<b>292 - Textbook Replacement Fund</b>					
1000 - Instruction	755,000	-	-	755,000	0.00%
<b>Totals</b>	<b>755,000</b>	<b>-</b>	<b>-</b>	<b>755,000</b>	<b>0.00%</b>

DESCRIPTION	Budget	Year to Date	Encumbrances	Balance	% Budget Expended
<b>295 - Bus Replacement Fund</b>					
2000 - Support Services	287,000	286,424	-	576	99.80%
<b>Totals</b>	<b>287,000</b>	<b>286,424</b>	<b>-</b>	<b>576</b>	<b>99.80%</b>
<b>298 - Vehicle Replacement Fund</b>					
2000 - Support Services	53,000	-	-	53,000	0.00%
<b>Totals</b>	<b>53,000</b>	<b>-</b>	<b>-</b>	<b>53,000</b>	<b>0.00%</b>
<b>303 - OSBA PERS Bonds</b>					
5000 - Debt Service & Fund Transfers	1,752,230	-	-	1,752,230	0.00%
7000 - Unappropriated Ending Fund Balance	-	-	-	-	0.00%
<b>Totals</b>	<b>1,752,230</b>	<b>-</b>	<b>-</b>	<b>1,752,230</b>	<b>0.00%</b>
<b>304 - Full Faith &amp; Credit Obligation</b>					
5000 - Debt Service & Fund Transfers	380,000	83,881	-	296,119	22.07%
7000 - Unappropriated Ending Fund Balance	-	-	-	-	0.00%
<b>Totals</b>	<b>380,000</b>	<b>83,881</b>	<b>-</b>	<b>296,119</b>	<b>22.07%</b>
<b>Total All Funds</b>	<b>60,426,446</b>	<b>15,756,024</b>	<b>23,936,572</b>	<b>20,633,850</b>	<b>26.07%</b>

## NORTH WASCO COUNTY SCHOOL DISTRICT

FY 2022 Expenditure Status Report  
For the month ending November 30th, 2021

Balance Sheet	General Fund	State Special Revenues	Nutrition Services	Technology Fund	Student Body Funds**	Replacement Funds	Debt Service Funds	District Fund Totals	**Totals
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ASSETS:									
Cash & Investments	8,630,065	(1,237,614)	116,041	144,980	354,643	896,985	1,258,796	9,809,253	10,163,896
Accounts Receivable	1,015,107		-					1,015,107	1,015,107
Inventory/Prepaid expense	301,498	-	3,898					305,396	305,396
<b>Total Assets</b>	<b>9,946,670</b>	<b>(1,237,614)</b>	<b>119,939</b>	<b>144,980</b>	<b>354,643</b>	<b>896,985</b>	<b>1,258,796</b>	<b>11,129,756</b>	<b>11,484,399</b>

LIABILITIES:									
Accounts Payable	-	-						-	-
Payroll Liabilities	(1,937)	-	-					(1,937)	(1,937)
Deferred Revenue	446,102	-	4,323					450,425	450,425
<b>Total Liabilities</b>	<b>444,165</b>	<b>-</b>	<b>4,323</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>448,488</b>	<b>448,488</b>

FUND BALANCE:									
<b>Total Fund Balance</b>	<b>9,502,505</b>	<b>(1,237,614)</b>	<b>115,616</b>	<b>144,980</b>	<b>354,643</b>	<b>896,985</b>	<b>1,258,796</b>	<b>10,681,268</b>	<b>11,035,911</b>

Revenues & Expenditures: 2020-21 Year to Date									
Beginning Fund Balance	447,915	816,451	79,364	111,709	348,009	693,620	13,499	2,162,558	2,510,567
Year to Date Revenues	20,015,729	1,946,460	367,270	100,000	32,941	489,789	1,329,178	24,248,426	24,281,367
Year to Date Expenditures	10,961,139	4,000,525	331,018	66,729	26,307	286,424	83,881	15,729,716	15,756,023
Year to Date Net Income (Loss)	9,054,590	(2,054,065)	36,252	33,271	6,634	203,365	1,245,297	8,518,710	8,525,344
<b>Ending Fund Balance</b>	<b>9,502,505</b>	<b>(1,237,614)</b>	<b>115,616</b>	<b>144,980</b>	<b>354,643</b>	<b>896,985</b>	<b>1,258,796</b>	<b>10,681,268</b>	<b>11,035,911</b>

**NORTH WASCO COUNTY SCHOOL DISTRICT**

**Federal Relief Funds**

For the month ending November 30th, 2021

<b>ESSER (CARES Act)</b>		<b>\$760,676.15</b>	<b>Period: 03/13/2020 - 09/30/2022</b>		
<b>ACCOUNT TITLE</b>	<b>Budget</b>	<b>FY 2021 Expenditures</b>	<b>FY 2022 Budgeted</b>	<b>Total</b>	<b>Balance</b>
ESSER District	\$664,755.15			\$665,077.05	(\$321.90)
*Staffing (5 Staff plus blue print teams)		\$648,548.05	\$0.00		
Computers & Distance Learning Programs		\$15,029.00			
Professional Development (COSA)		\$1,500.00			
ESSER LTCT/JDEP	\$402.00	\$402.00		\$402.00	\$0.00
ESSER Mosier	\$57,455.00	\$57,455.30	\$0.00	\$57,455.30	(\$0.30)
ESSER Cares Act (St.Marys)	\$14,364.00	\$14,041.80	\$0.00	\$14,041.80	\$322.20
ESSER Riverbend	\$23,700.00	\$23,700.00	\$0.00	\$23,700.00	\$0.00
<b>Totals</b>	<b>\$760,676.15</b>	<b>\$760,676.15</b>	<b>\$0.00</b>	<b>\$760,676.15</b>	<b>\$0.00</b>

<b>ESSER (CARES CDL GEER Funds)</b>		<b>\$166,339.42</b>	<b>Period: 07/01/2020 - 04/31/2021</b>		
<b>ACCOUNT TITLE</b>	<b>Budget</b>	<b>FY 2021 Expenditures</b>	<b>Total</b>	<b>Balance</b>	
CDL - District	\$146,043.42		\$145,924.35	\$119.07	
Distance Learning Software (Acellus, ect)		\$58,260.31			
Communications to Family/Parents		\$3,875.00			
Student Technology (Chromebook, hotspots, ect)		\$79,968.63			
Indirect Costs		\$3,820.41			
CDL - Mosier	\$10,569.00	\$10,569.57	\$10,569.57		(\$0.57)
CDL - St.Marys	\$7,817.00	\$7,935.50	\$7,935.50		(\$118.50)
CDL - Riverbend	\$1,910.00	\$1,910.00	\$1,910.00		\$0.00
<b>Totals</b>	<b>\$166,339.42</b>	<b>\$166,339.42</b>	<b>\$166,339.42</b>	<b>\$0.00</b>	

<b>ESSER II (CRRSA) Funds</b>		<b>\$2,988,063.00</b>	<b>Period: 03/13/2020 - 09/30/2023</b>				
<b>ACCOUNT TITLE</b>	<b>Budget</b>	<b>FY 2021 Expenditures</b>	<b>FY 2022 Budgeted</b>	<b>FY 2022 Expended or Encumbered</b>	<b>FY 2023 Budgeted</b>	<b>FY 2024 Budgeted</b>	<b>Total</b>
ESSER 2 District	\$2,762,192.23						\$0
Staffing			\$1,390,301	\$343,807	\$80,931		\$1,471,232
APU /Fans		\$208,570.10	\$120,362	\$71,500			\$328,932
Communications to Family/Parents		\$3,487.50					\$3,488
PPE - Dividers, masks, ect		\$9,638.35	\$35,000				\$44,638
*Student Technology (Chromebook, Acellus, ect)		\$289,619.53	\$134,639	\$309,637	\$43,558		\$467,817
Band Supply Students			\$75,000				\$75,000
Portables, Miscellaneous COVID Items		\$21,934.00	\$120,000	\$97,878			\$141,934
Professional Development			\$15,000				\$15,000
Food Service/Cafeteria Items			\$150,000	\$20,955			\$150,000
Indirects		\$15,090.96	\$57,498				\$72,589
ESSER 2 Mosier	\$196,432.87			\$196,433			\$196,433
ESSER 2 Riverbend	\$29,438.17			\$29,438			\$29,438
<b>Totals</b>	<b>\$2,988,063.27</b>	<b>\$548,340.44</b>	<b>\$2,323,671</b>	<b>\$843,777</b>	<b>\$124,489</b>	<b>\$0.00</b>	<b>\$2,996,501</b>

<b>ESSER III (ARP Act) Funds</b>		<b>\$6,710,765.64</b>	<b>Period: 03/13/2020 - 09/30/2024</b>					
<b>ACCOUNT TITLE</b>	<b>Budget</b>	<b>FY 2021 Expenditures</b>	<b>FY 2022 Budgeted</b>	<b>FY 2022 Expended or Encumbered</b>	<b>FY 2023 Budgeted</b>	<b>FY 2024 Budgeted</b>	<b>FY 2025 Budgeted</b>	<b>Total</b>
ESSER 3 District	\$6,207,842.30							\$0
Staffing					\$1,450,000	\$1,550,000	\$275,000	\$3,275,000
Technology/Distance Learning					\$255,000	\$255,000	\$150,000	\$660,000
Unfinished Learning			\$150,000		\$300,000	\$300,000	\$75,000	\$825,000
Summer Programs		\$23,127.16	\$186,815	\$109,557	\$275,000	\$300,000		\$784,942
Summer Program - Refrigerated Van			\$11,370	\$11,498				\$11,370
TDHS Pavilion			\$208,000	\$53,175				\$208,000
Building Camera			\$240,000		\$28,299			\$268,299
COVID Miscellaneous Items					\$25,000	\$25,000	\$15,000	\$65,000
Indirects			\$22,532		\$65,090	\$67,920	\$14,150	\$169,692
ESSER 3 Mosier	\$441,469.73		\$441,974					\$441,974
ESSER 3 Riverbend	\$66,160.31		\$66,236					\$66,236
<b>Totals</b>	<b>\$6,715,472.34</b>	<b>\$23,127.16</b>	<b>\$1,326,927</b>	<b>\$174,230</b>	<b>\$2,398,389</b>	<b>\$2,497,920</b>	<b>\$529,150</b>	<b>\$6,775,513</b>

<b>Totals</b>	<b>\$10,630,551.18</b>	<b>\$1,498,483.17</b>	<b>\$3,650,598</b>	<b>\$1,018,007</b>	<b>\$2,522,878</b>	<b>\$2,497,920</b>	<b>\$529,150</b>	<b>\$10,699,029</b>
	<b>Total Grant Budget</b>	<b>FY 2021 Expenditures</b>	<b>FY 2022 Budget</b>	<b>FY 2022 Expenditures To Date</b>	<b>FY 2023 Budget</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Budget</b>	<b>Total Expended or Budgeted</b>

# General Fund Monthly Expenditure Overview

Total YTD Expenses  
**\$10,961,139**

Variance to Budget \$-697,792

**FAVORABLE**

YTD Salaries & Benefits  
**\$7,312,917**

Variance to Budget \$-263,342

**FAVORABLE**

YTD Purchased Services  
**\$2,015,251**

Variance to Budget \$-209,090

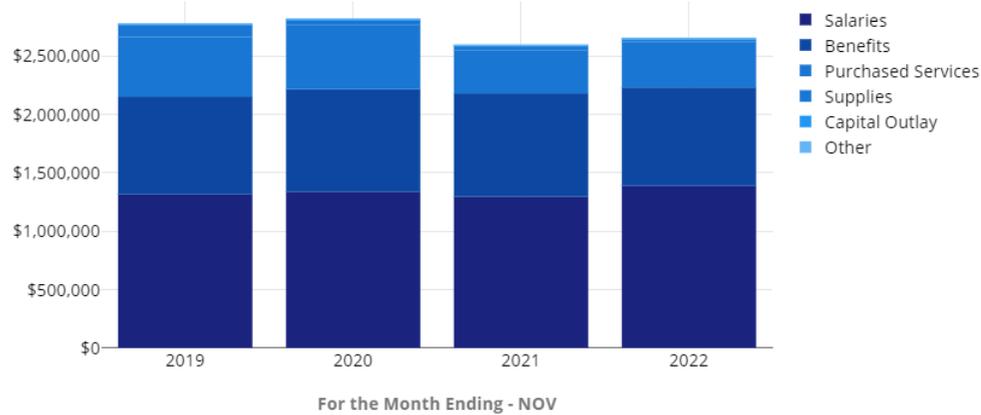
**FAVORABLE**

YTD Other Expenses  
**\$1,632,971**

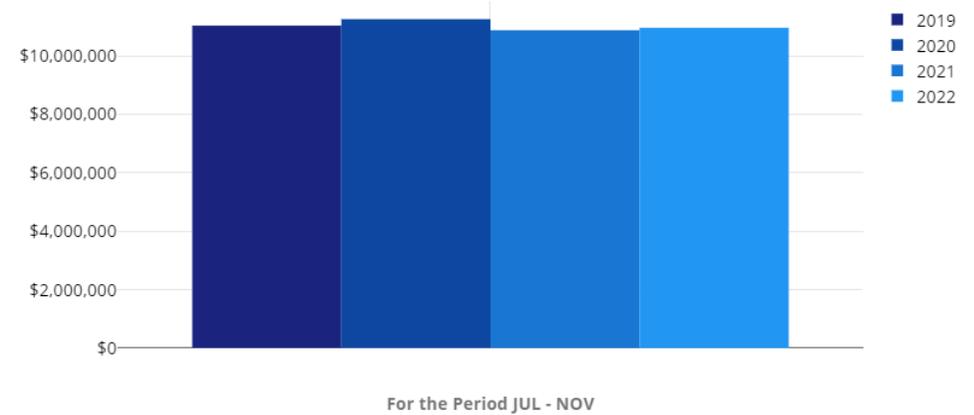
Variance to Budget \$-225,360

**FAVORABLE**

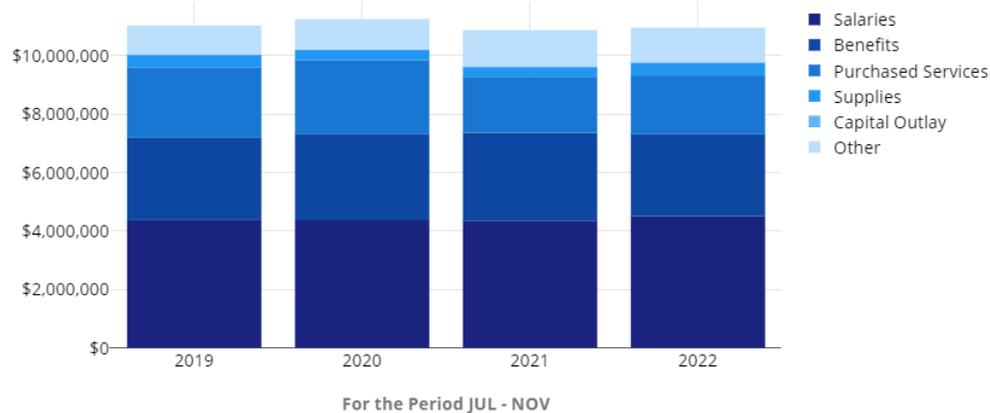
General Fund Historical Expenses for Current Month



General Fund Year to Date Expenses



General Fund Year to Date Expenses by Object



Object Level 1	For the Period JUL - NOV			
	2019 YTD Amount	2020 YTD Amount	2021 YTD Amount	2022 YTD Amount
Salaries	\$4,374,159	\$4,368,480	\$4,355,492	\$4,505,044
Benefits	\$2,813,048	\$2,963,520	\$3,010,749	\$2,807,873
Purchased Services	\$2,401,399	\$2,511,608	\$1,915,455	\$2,015,251
Supplies	\$439,654	\$358,654	\$336,964	\$438,667
Capital Outlay	\$5,066	\$0	\$0	\$0
Other	\$999,239	\$1,052,812	\$1,257,567	\$1,194,303



# North Wasco County School District

## School Year 2021 – 2022, **December** Enrollment Summary

School Year 2021 - 2022	Chenowith	Col. Wright	Dry Hollow	Mosier	TDMS	TDHS	RCS	D21 K-8	D21 9-12	Total
July 14							28			28
August 13							30			30
September 16	351	261	444	177	614	801	33	67	45	<b>2,793</b>
October 7	332	265	443	177	611	789	31	85	49	<b>2,782</b>
November 1	330	266	441	177	608	783	31	87	52	<b>2,775</b>
December 1	330	267	444	177	601	775	27	85	59	<b>2,765</b>
January 1										
February 1										
March 1										
April 1										
May 1										
June 1										

<b>Average</b>	335	265	443	177	609	787	30	81	51	<b>2,778</b>
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<b>Peak</b>	351	267	444	177	614	801	33	87	59	<b>2,833</b>
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<b>Average 2020 - 2021</b>	347	246	407	182	575	767	28	134	83	<b>2,768</b>
Avg Change 2022-2021	(12)	19	36	(5)	34	20	3	(53)	(32)	<b>10</b>
<b>Peak (Pre Hybrid) 2020-2021</b>	396	256	423	185	618	862	30	106	52	<b>2,928</b>
Peak Change 2022-2021	(45)	11	21	(8)	(4)	(61)	3	(19)	7	<b>(95)</b>

SY 2020-2021 June Count	296	236	383	179	515	640	30	268	175	<b>2,722</b>
Change June to November	34	31	61	(2)	86	135	(3)	(183)	(116)	<b>43</b>

\*Note: The district is funded at 2,840 ADMr plus weights of 712.19 for a total of 3,552.19 (this includes charter schools).

Enrollment Summary by Building and Grade as of 12/1/2021														
School	K	1	2	3	4	5	6	7	8	9	10	11	12	Totals
Chenowith Elementary	67	61	51	47	52	52	0	0	0	0	0	0	0	330
Colonel Wright Elementary	45	45	46	44	37	50	0	0	0	0	0	0	0	267
D21 K-8 Virtual Academy	5	9	7	10	8	11	9	12	14	0	0	0	0	85
D21 9-12 Virtual Academy	0	0	0	0	0	0	0	0	0	7	13	9	30	59
Dry Hollow Elementary	85	79	66	71	69	74	0	0	0	0	0	0	0	444
Mosier Community School	20	19	17	19	19	16	17	26	24	0	0	0	0	177
The Dalles High School	0	0	0	0	0	0	0	0	0	195	222	191	167	775
The Dalles Middle School	0	0	0	0	0	0	194	188	219	0	0	0	0	601
Riverbend Community School	0	0	0	0	0	0	0	0	0	5	10	5	7	27
<b>Totals</b>	222	213	187	191	185	203	220	226	257	207	245	205	204	2,765
2020-2021 June Totals	216	191	184	191	198	216	228	247	206	241	215	199	190	2,722
2022-2021	6	22	3	-	(13)	(13)	(8)	(21)	51	(34)	30	6	14	43
Previous Month (October)	222	213	187	192	184	203	221	227	260	208	243	208	207	2,775
Difference	-	-	-	(1)	1	-	(1)	(1)	(3)	(1)	2	(3)	(3)	(10)

Virtual Academy Enrollment Summary by Building and Grade as of 12/1/21														
School/Grade	K	1	2	3	4	5	6	7	8	9	10	11	12	Totals
Chenowith Elementary	3	5	6	6	4	7	0	0	0	0	0	0	0	31
Colonel Wright Elementary	2	3	1	2	2	1	0	0	0	0	0	0	0	11
Dry Hollow Elementary	0	1	0	2	2	3	0	0	0	0	0	0	0	8
The Dalles Middle School	0	0	0	0	0	0	9	12	14	0	0	0	0	35
The Dalles High School	0	0	0	0	0	0	0	0	0	7	13	9	30	59
<b>Totals</b>	5	9	7	10	8	11	9	12	14	7	13	9	30	144



**North Wasco County School District #21**  
School District Board of Directors

**Board Motion for Action Item**

**BOARD ACTION**

**Date:** December 16<sup>th</sup>, 2021

**Action Requested:** *Request to Retire & Rehire*

**DISCUSSION**

Sally Torgerson who is employed as an Educational Assistant IV – Media located at The Dalles High School, is retiring in the PERS system as of December 30<sup>th</sup>, 2021. Ms. Torgerson is requesting that the School Board rehire her in the same position until the end of her scheduled work year, June 13<sup>th</sup>, 2022.

**ACTION**

*I move to approve the request to rehire Sally Torgerson in her current position as an Educational Assistant IV – Media located at The Dalles High School until the end of her scheduled work year, June 13<sup>th</sup>, 2022.*

*Questions about this request should be directed to Brian Schimel, Human Resources Director, at 541-506-3420 or [HR@nwasco.k12.or.us](mailto:HR@nwasco.k12.or.us).*

3632 West 10<sup>th</sup> Street, The Dalles, OR 97058  
541-506-3420 Fax 541-298-6018

*“The North Wasco County School District is an equal opportunity educator and employer.”*

# North Wasco County School District 21

Code: GBNAA/JHFF  
Adopted: 11/18/10  
Revised/Readopted: 3/02/17; 8/23/18

## Suspected Sexual Conduct with Students and Reporting Requirements \*

Sexual conduct by district employees, contractors<sup>1</sup>, ~~or~~ agents<sup>2</sup>, and volunteers<sup>3</sup> is prohibited and ~~of the district will not be tolerated.~~ All district employees, contractors, and agents, and volunteers of the district are subject to this policy. Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.

<sup>4</sup> “Sexual conduct” ~~as defined by Oregon law, is any~~ means verbal or physical, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements. ~~or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR –Reporting of Suspected Abuse of a Child.~~

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary

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<sup>1</sup> “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

<sup>2</sup> “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>3</sup> “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>4</sup> This definition of “sexual conduct” affects all conduct that occurs before, on or after June 23, 2021, for purposes of reports that are made, investigations that are initiated, or a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any similar contract or agreement entered into, on or after June 23, 2021.

institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

Any district employee, **[contractor, agent or volunteer]** who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent of the district, or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student ~~must~~ shall immediately report such suspected sexual conduct to the <sup>5</sup>designated licensed administrator or the alternate designated licensed administrator, in the event the designated administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements. ~~notify his/her immediate supervisor or the person identified by the district to receive such reports.~~

If the superintendent is the alleged perpetrator the report shall be submitted to the **[insert designated licensed administrator<sup>6</sup> position title]** who shall report the suspected sexual conduct to the Board chair.

**[If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.]**

When ~~a the designated licensed administrator district~~ receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, ~~the administrator district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation.~~ will follow procedures established by the district and set forth in the district’s administrative regulation GBNAA/JHFF-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) accordance with such administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student’s safety.

When ~~the district receives a report of~~ there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student’s safety. ~~by a contract<sup>2</sup> or agent of the district, the district may decide to suspend services of that contractor or place the agent in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An “investigation” is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, the district employee, the contractor, the agent of the district or the student who is the subject of the report. If the subject of the report is a district employee represented~~

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<sup>5</sup>ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual conduct for a school building in the respective school building. A “licensed administrator” is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.

<sup>6</sup> A “licensed administrator” is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.

~~by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of an employment contract or agreement.~~

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is **[[strongly] [discouraged] [prohibited]].**

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

~~If, following the investigation, the report is substantiated, the district will inform the district employee, contractor or agent of the district that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the district's decision through the appeal process provided by the district's collective bargaining agreement. The contractor, or agent of the district may appeal the district's decision through an appeal process administered by a neutral third party. A volunteer may appeal the district's decision through the district's complaint procedure. A "substantiated report" means a report of abuse or sexual conduct that: a) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and b) involves conduct that the educational provider determines is sufficiently serious to be documented in the employee's personnel file or the student's education record, and in the administrative file for the contractor or agent of the district.~~

~~If the district employee, contractor or agent of the district decides not to appeal the determination or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee's personnel file or in the administrative file for the contractor or agent of the district. The employee, contractor or agent of the district will be notified that this information may be disclosed to a potential employer. The district will not serve as a reference for a contractor or agent of the district that has a substantiated report.~~

~~The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent will follow upon receipt of a report. In the event the superintendent is the alleged perpetrator, the Board chair shall receive the report. When the superintendent takes action on the report, the person who initiated the report must be notified.~~

~~The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a district employee, a contractor or an agent of the district in good faith, the student will not be disciplined by the Board or any district employee.~~

~~The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct. The district will provide to employees, contractors or agents of the district at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.~~

~~Educational providers shall follow hiring and reporting procedures as outlined in Oregon Revised Statute (ORS) 339.374 for all district employees.~~

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 339.370 - 339.400](#)

[ORS 419B.005 - 419B.045](#)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).  
House Bill 2136 (2021).  
Senate Bill 51 (2021)



# North Wasco County School District 21

Code: [GBNAB/JHFE](#)  
Adopted: 5/22/08  
Revised/Readopted: 3/10/11; 3/02/17; 1/15/20  
Orig. Code: JHFE

## ~~Reporting of Suspected Abuse of a Child~~ [Reporting Requirements](#)

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse<sup>1</sup> shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to Oregon Revised Statute (ORS) 419B.010. Any district employee who has reasonable cause to believe that **any ~~adult or student~~ person<sup>2</sup>** with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010. If known, the report shall contain the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors<sup>3</sup>, agents<sup>4</sup>, volunteers<sup>5</sup>, or students [is prohibited and](#) will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulation.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to the Oregon Department of Human Services (DHS) or its designee or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator.

The district will designate a <sup>6</sup>licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

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<sup>1</sup> Includes the neglect of a child; abuse is defined in ORS 419B.005.

<sup>2</sup> ["Person" could include adult, student or other child.](#)

<sup>3</sup> "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

<sup>4</sup> "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>5</sup> "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

<sup>6</sup> Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator in the event the licensed administrator is the alleged abuser for each school building to receive these reports.

If the superintendent is the alleged perpetrator the report shall be submitted to the Human Resources Director who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in GBNAB/JHFE-AR(1) – Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for local law enforcement and the local DHS office or its designee, and a statement that ~~the~~ this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, or its designee, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support ~~the~~ a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student’s safety. When there is reasonable cause to support ~~the~~ a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student’s safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee’s personnel file. A substantiated report of abuse by a student shall be documented in the student’s education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.378(2)(c) are applicable.

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging [approved by the district](#) to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

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**Legal Reference(s):**

[ORS 339.370 - 339.400](#)  
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)  
[Senate Bill 155 \(2019\)](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9<sup>th</sup> Cir. 2011).  
[Senate Bill 51 \(2021\)](#).

# North Wasco County School District 21

Code: IB  
Adopted: 3/13/97  
Revised/Readopted: 4/24/08; 6/14/17

## Freedom of Expression

Students have a general right to freedom of expression within the school system. The district requires, ~~however,~~ that students exercise their rights fairly, responsibly and in a manner not disruptive to other individuals or to the educational process.

### Freedom of Student Inquiry and Expression

1. Generally, students and student organizations are free to examine and discuss questions of interest to them and to express opinions publicly and privately within the school system, provided such examination and expression is fair and responsible and is not disruptive to other individuals or to the educational process. Students may support or oppose causes by orderly means which do not disrupt other individuals or the operation of the school.
2. In the classroom, students are free to examine views offered in any course of study, provided such examination is expressed in a responsible manner.

### Freedom of Association

Students are free to organize associations to promote their common interests. Student organizations should be open to all students. Membership criteria may not exclude students on the basis of age, race, religion, color, national origin, disability, marital status, [familial status](#), [parental status](#), [linguistic background](#), [culture](#), [socioeconomic status](#), [capability](#), [geographic location](#), sex, sexual orientation or [gender identity](#). Each student organization must have a staff adviser to counsel and, when necessary, supervise students in the organization. All student organizations must submit to the school a statement of purpose, criteria for membership, rules and procedures and a current list of officers. School administrators may establish reasonable rules and regulations governing the activity of student organizations.

### Publications K-8, Displays and Productions

On occasion, materials such as leaflets, newsletters, cartoons and other items including displays and productions are prepared, produced and/or distributed by students as part of the educational process and free expression in an academic community. Materials may be ~~subject to administrative review~~ [reviewed by the administrator or may be](#) restricted or prohibited, ~~however,~~ pursuant to legitimate educational concerns. Such concerns include:

1. The material is or may be defamatory;
2. The material is inappropriate based on the age, grade level and/or maturity of the audience;
3. The material is poorly written, inadequately researched, biased or prejudiced;

4. Whether there is an opportunity for a named individual or named individuals to make a response;
5. Whether specific individuals may be identified even though the material does not use or give names;
6. The material is or may be otherwise generally disruptive to the school environment. Such disruption may occur, e.g., if the material uses, advocates or condones the use of profane language or advocates or condones the commission of unlawful acts;
7. Students, parents and members of the public might reasonably perceive the materials to bear the sanction or approval of the district.

### **High School Student Journalists**

Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. "School-sponsored media" means materials that are prepared, substantially written, published or broadcast by student journalists; that are distributed or generally made available, either free of charge or for a fee, to members of the student body; and that are prepared under the direction of a student media adviser. School-sponsored media does not include media intended for distribution or transmission solely in the classrooms in which they are produced.

School-sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions, pursuant to state and federal law. School-sponsored media cannot contain material that:

1. Is libelous or slanderous;
2. Is obscene, pervasively indecent or vulgar;
3. Is factually inaccurate or does not meet journalistic standards established for school-sponsored media;
4. Constitutes an unwarranted invasion of privacy;
5. Violates federal or state law [or regulation](#); or
6. So incites students as to create a clear and present danger of:
  - a. The commission of unlawful acts on or off school premises;
  - b. The violation of district [or school](#) policies; or
  - c. The material and substantial disruption of the orderly operation of the school. A school official will base a forecast of material and substantial disruption on specific facts, including past experience in the school and current events influencing student behavior, and not on undifferentiated fear or apprehension.

Modifications or removal of items may be appealed in writing to the superintendent. The superintendent shall schedule a meeting within three school days of receiving the written appeal. Those present at the meeting shall include the individual(s) making the appeal, the individual(s) who made the decision to modify or remove materials and the superintendent. At the superintendent's discretion, the district's legal counsel may also attend the meeting. ~~If the complainant is not satisfied with the decision of the superintendent, he/she may appeal to the Board under the established district procedures.~~ The superintendent shall make [a](#) decision within three school days of the meeting. [\[The superintendent's](#)

decision shall be final and binding on all parties.] [If the complainant is not satisfied with the decision of the superintendent, he/she the complainant may appeal to the Board under established district procedures.]

END OF POLICY

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**Legal Reference(s):**

[ORS 174.100](#)

[ORS 332.072](#)

[ORS 332.107](#)

[ORS 336.477](#)

[ORS 339.880](#)

[ORS 339.885](#)

[ORS 659.850](#)

[OAR 581-021-0050](#)

[OAR 581-021-0055](#)

Equal Access Act, 20 U.S.C. §§ 4071-4074 (2018).

Westside Cmty. Bd. of Educ. v. Mergens, 496 U.S. 226 (1990).

Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988).

U.S. CONST. amend. I; U.S. CONST. amend. XIV.

OR. CONST., art. I, § 8.

House Bill 3041 (2021).

# North Wasco County School District 21

Code: JB  
Adopted: 6/08/00  
Revised/Readopted: 5/22/08; 12/15/16; 1/13/21  
Orig. Code: JB

## Equal Educational Opportunity

Every student of the district will be given equal educational opportunities regardless of age, sex, sexual orientation<sup>1</sup>, [gender identity](#), race<sup>2</sup>, religion, color, national origin, disability or marital status, familial status, parental status, linguistic background, culture, socioeconomic status, capability or geographic location.

No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district or denied access to facilities in the district.

A student or parent may also access and use the district's general complaint procedure through Board policy KL – Public Complaints.

All reports, complaints or information will be investigated.

The district will communicate the availability of policy and available complaint procedures to students and their parents through available district communication systems and handbooks and will be published to the district website and made available at the district office during regular business hours.

A student of the district may not be subjected to retaliation by the district for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation.

END OF POLICY

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### Legal Reference(s):

<a href="#">ORS 174.100</a>	<a href="#">ORS 659.852</a>	<a href="#">OAR 581-021-0045</a>
<a href="#">ORS 192.630</a>	<a href="#">ORS 659A.003</a>	<a href="#">OAR 581-021-0046</a>
<a href="#">ORS 326.051</a>	<a href="#">ORS 659A.006</a>	<a href="#">OAR 581-022-2310</a>
<a href="#">ORS 329.025</a>	<a href="#">ORS 659A.103 - 659A.145</a>	<a href="#">OAR 839-003-0000</a>
<a href="#">ORS 332.107</a>	<a href="#">ORS 659A.400</a>	
<a href="#">ORS 336.086</a>	<a href="#">ORS 659A.403</a>	<a href="#">ORS 659A.001</a>
<a href="#">ORS 659.850</a>	<a href="#">ORS 659A.406</a>	

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<sup>2</sup>Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).  
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).  
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).  
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).  
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12333 (2018).  
[House Bill 2935 \(2021\)](#).  
[House Bill 3041 \(2021\)](#).

<sup>1</sup>

<sup>2</sup>Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

# North Wasco County School District 21

Code:                   ACB  
Adopted:               12/17/20

## All Students Belong

All students are entitled to a high quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

All visitors are entitled to participate in a school or an educational environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups.

“Symbol of hate” means a symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or national origin including, the noose <sup>[1]</sup>, symbols of neo-Nazi ideology or the battle flag of the Confederacy, swastika, or confederate flag<sup>2</sup>, and whose display:

1. ~~Is reasonably likely to cause a substantial disruption of or material interference with school activities; or~~
2. ~~Is reasonably likely to interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school.~~

The district prohibits the use or display of any symbols of hate on school property<sup>23</sup> or in an education program<sup>34</sup> except where used in teaching curriculum that is aligned with state standards of education for public schools. ~~district grounds or in any district or school sponsored program, service, school or activity that is funded in whole or in part by monies appropriated by the Oregon Legislative Assembly, except where used in teaching curriculum that is aligned to the Oregon State Standards.~~

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<sup>1</sup> The display of a noose on public property with the intent to intimidate may be a Class A Misdemeanor under Senate Bill 398 (2021).

<sup>2</sup> While commonly referred to as the “confederate flag,” the official name of the prohibited flag is the Battle Flag of the Armies of Northern Virginia.

<sup>23</sup> “School property” means any property under the control of the district.

<sup>34</sup> “Education program” includes any program, service, school or activity sponsored by the district.

In responding to the use of any symbols of hate, the district will use non-disciplinary remedial action whenever appropriate.

The district prohibits retaliation against an individual because that ~~individual person~~ has in good faith reported information that the individual believes is evidence of a violation of a state or federal law, rule or regulation. ~~filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.~~

Nothing in this policy is intended to interfere with the lawful use of district facilities pursuant to a lease or license.

The district will use administrative regulation ACB-AR - Bias Incident Complaint Procedure to process reports or complaints of bias incidents.

END OF POLICY

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**Legal Reference(s):**

[ORS 659.850](#)  
[ORS 659.852](#)

[OAR 581-002-0005](#)  
[OAR 581-022-2312](#)

[OAR 581-022-2370](#)

*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969).  
*Dariano v. Morgan Hill Unified Sch. Dist.*, 767 F.3d 764 (9th Cir. 2014).  
*State v. Robertson*, 293 Or. 402 (1982).

Code: **CM**  
Adopted: 8/23/18  
Revised/Readopted:

## Compliance and Reporting on Standards

The superintendent will prepare an annual report that represents the district's compliance with the standards adopted by the State Board of Education [for the preceding school year](#) and submit that report to the Board.

The district's annual report will be presented [orally](#) at a public Board meeting by ~~February~~ [November](#) 1 of each school year [and will allow public comment on such report](#). This report will be posted on the district's web page by ~~February 1~~ of each school year. ~~The Board will acknowledge receipt of the report prior to its submission to the Oregon Department of Education (ODE).~~

The district will report on its compliance with state standards to [Oregon Department of Education \(ODE\)](#) by ~~February~~ [November](#) 15 each year on a form provided by ODE.

END OF POLICY

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### Legal Reference(s):

ORS 329.095  
ORS 329.105

OAR 581-022-2260  
OAR 581-022-2305

Code: **GBA**  
Adopted: 12/9/99  
Revised/Readopted: 9/11/08; 11/18/10; 4/13/17;  
1/15/20  
Orig. Code(s): GBA

### Equal Employment Opportunity

Equal employment opportunity and treatment shall be practiced by the district regardless of race<sup>1</sup>, color, religion, sex, sexual orientation<sup>2</sup>, **gender identity**, national origin, marital status, pregnancy, childbirth or a related medical condition<sup>2</sup>, age, veterans' status<sup>3</sup>, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability<sup>4</sup> if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act ~~and the~~ of 1990, the Americans with Disabilities Act Amendments Act of 2008 (ADA) and Section 504 of the Rehabilitation Act. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments of 1972. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be provided to all students and employees.

The superintendent will develop other specific recruiting, interviewing and evaluation procedures as are necessary to implement this policy.

END OF POLICY

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**Legal Reference(s):**

ORS 174.100

ORS 326.051

ORS 332.505

<sup>1</sup> Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

~~<sup>2</sup> "Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with in the individual's sex at birth.~~

<sup>2</sup> This unlawful employment practice related to pregnancy, childbirth or a related medical condition as described in House Bill 2341 (2019) (added to ORS 659A) applies to employers who employ six or more persons.

<sup>3</sup> The district grants a preference in hiring and promotion to veterans and disabled veterans. A veteran is eligible to use the preference any time when applying for a position at any time after discharge or release from service in the Armed Forces of the United States.

<sup>4</sup> This unlawful employment practice related to disability as described in ORS 659A.112 applies to employers who employ six or more persons (ORS 659A.106)

<u>ORS 342.934</u>	<u>ORS 659A.109</u>	<u>OAR 839-003-0000</u>
<u>ORS 408.225</u>	<u>ORS 659A.142</u>	<u>OAR 839-006-0435</u>
<u>ORS 659.850</u>	<u>ORS 659A.145</u>	<u>OAR 839-006-0440</u>
<u>ORS 659.870</u>	<u>ORS 659A.233</u>	<u>OAR 839-006-0450</u>
<u>ORS 659A.003</u>	<u>ORS 659A.236</u>	<u>OAR 839-006-0455</u>
<u>ORS 659A.006</u>	<u>ORS 659A.309</u>	<u>OAR 839-006-0460</u>
<u>ORS 659A.009</u>	<u>ORS 659A.321</u>	<u>OAR 839-006-0465</u>
<u>ORS 659A.029</u>	<u>ORS 659A.409</u>	
<u>ORS 659A.030</u>	<u>OAR 581-021-0045</u>	
<u>ORS 408.230</u>	<u>ORS 652.210-652.220</u>	<u>ORS 659A.112</u>
<u>ORS 408.235</u>	<u>ORS 659A.040</u>	<u>ORS 659A.820</u>

House Bill 2341 (2019)

Senate Bill 479 (2019)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2018); 29 C.F.R Part 1626 (2019).

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2012).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791,794 (2012); 34 C.F.R. Part 104 (2019)

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683; 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2019).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35(2019).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2012).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 (2018).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2012).

Chevron USA Inc. v. Echazabal, 536 U.S. 736 (2002)

House Bill 2935 (2021)

House Bill 3041 (2021)

Code: **DJC**  
Adopted: 1/11/01  
Readopted: 1/28/04; 11/09/06;  
10/25/07; 7/21/16  
Orig. Code(s): DJC

## Bidding Requirements

The Board is the Local Contract Review Board (LCRB) for the district. All public contracts shall be invited in accordance with applicable competitive procurement provisions of Oregon Revised Statutes and adopted public contracting rules.

The Board, acting as its own LCRB, adopts<sup>1</sup> the Oregon Attorney General's Model Public Contract Rules, [Oregon Administrative Rule \(OAR\) Chapter 137, Divisions 046 through 049 in effect at the time this policy is adopted.](#)

~~Regardless of whether or not the district adopts the Attorney General's Model Public Contract Rules, as required by statute, if the district uses the construction manager/general contractor alternative contracting method, The~~ district shall procure the construction manager/general contractor services in accordance with model rules the Attorney General adopts under Oregon Revised Statute (ORS) 279A.065(3).

Additionally, the Board may include as part of its rules portions of the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246-249 in effect at the time this policy is adopted.

~~Where necessary, The Board has made~~ [may make](#) the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the district and made available on request.

The district shall review its rules each time the Attorney General adopts a modification of the model rules, as required by ORS 279A.065(5-6)(b), to determine whether any modifications need to be made to district rules to ensure compliance with statutory changes. Modifications will be made only following review by the district's legal counsel. New rules, as necessary, shall be adopted by the Board. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required.

~~The Board recognizes that a public contracting agency that has not established its own rules of procedure as permitted under ORS 279A.065(5) is subject to the model rules adopted by the Attorney General, including all modifications to the model rules that the Attorney General may adopt.~~

[The Board, acting as the LCRB, may enact a resolution that authorizes the district to designate a public improvement as a community benefit contract per the requirements included in ORS 279C.300 to 279C.470.](#)

Procurements [for services](#) estimated to be in excess of \$250,000 shall go through the cost analysis and feasibility process described in ORS 279B.

END OF POLICY

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Legal References:

<sup>1</sup>ORS Chapter 279, 279A, 279B and 279C

OAR Chapter 125, Divisions 246-249

*Or. Dept of Justice, Or. Att'y General's Model Public Contract Rules Manual*

Code: **GBEA**  
Adopted:  
Revised/Readopted:

## **Workplace Harassment \***

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between district employees or between a district employee and the district in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district and a district employee off district premises. Elected school board members, volunteers and interns are subject to this policy.

Any district employee who believes they have been a victim of workplace harassment may file a report with the district employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure, may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.

“Workplace harassment” means conduct that constitutes discrimination prohibited by Oregon Revised Statute (ORS) 659A.030 (discrimination in employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault<sup>1</sup> or that constitutes conduct prohibited by ORS 659A.082 (discrimination against person in uniformed service) or 659A.112 (discrimination in employment based on disability).

The district, upon receipt of a report from a district employee who believes they are a victim of workplace harassment, shall provide information about legal resources and counseling and support services, including any available employee assistance services. The district employee receiving the report, whether a supervisor of the employer or the district employee designated to receive reports, is advised to document any incidents of workplace harassment, and shall provide a copy of this policy and accompanying administrative regulation to the victim upon their disclosure about alleged workplace harassment.

All incidents of behavior that may violate this policy shall be promptly investigated.

Any person who reports workplace harassment has the right to be protected from retaliation.

The district may not require or coerce a district employee to enter into a nondisclosure<sup>2</sup> or nondisparagement<sup>3</sup> agreement.

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<sup>1</sup> “Sexual assault” means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

<sup>2</sup> A “nondisclosure” agreement or provision prevents either party from disclosing the contents of or circumstances surrounding the agreement.

<sup>3</sup> A “nondisparagement” agreement or provision prevents either party from making disparaging statements about the other party.

The district may not enter into an agreement with an employee or prospective employee, as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits, that contains a nondisclosure provision, a nondisparagement provision or any other provision that has the purpose or effect of preventing the employee from disclosing or discussing workplace harassment that occurred between district employees or between a district employee and the district, in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district employee and employer off district premises.

The district may enter into a settlement agreement, separation or severance agreement that includes one or more of the following provisions only when a district employee claiming to be aggrieved by workplace harassment requests to enter into the agreement: 1) a nondisclosure or nondisparagement provision; 2) a provision that prevents disclosure of factual information relating to the claim of workplace harassment; or 3) a no-rehire provision that prohibits the employee from seeking reemployment with the district as a term or condition of the agreement. The agreement must provide the district employee at least seven days after signing the agreement to revoke it.

If the district determines in good faith that an employee has engaged in workplace harassment, the district may enter into a settlement, separation or severance agreement that includes one or more of the provisions described in the previous paragraph.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop workplace harassment, prevent its recurrence and address negative consequences. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional workplace harassment awareness training, as appropriate. Other individuals (e.g., board members, witnesses, and volunteers) whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

The district shall make this policy available to all district employees and shall be made a part of district orientation materials provided and copied to new district employees at the time of hire.

The superintendent will establish a process of reporting incidents of workplace harassment and the prompt investigation.

END OF POLICY

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**Legal Reference(s):**

[ORS 243.317 - 243.323](#)

[ORS 659A.001](#)

[ORS 659A.003](#)

[ORS 659A.006](#)

[ORS 659A.029](#)

[ORS 659A.030](#)

[ORS 659A.082](#)

[ORS 659A.112](#)

[ORS 659A.820](#)

[ORS 659A.875](#)

[ORS 659A.885](#)

[OAR 584-020-0040](#)

[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).  
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (~~2020~~).  
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).  
House Bill 3041 (2021)

# North Wasco County School District 21

Code: GBNAA/JHFF-AR  
Revised/Reviewed: 11/18/10; 3/02/17

## Suspected Sexual Conduct Report Procedures and Forms \*

The district posts in each school building the names and contact information of the district employees<sup>1</sup> designated for the respective school building to receive reports of suspected sexual conduct and the procedures the designee(s) will follow upon receipt of the report.

When a designated licensed administrator<sup>2</sup> receives a report of suspected sexual conduct that may have been committed by a commission licensee<sup>3</sup>, the designee shall notify Teacher Standards and Practices Commission (TSPC). The designee shall notify the Oregon Department of Education (ODE) if the administrator receives a report of suspected sexual conduct that may have been committed by a school employee, contractor, agent or volunteer that is not a commission licensee.

If the superintendent is the alleged perpetrator the report shall be submitted to the Director of Human Resources who shall refer the report to the Board chair.

The district will investigate all reports of suspected sexual conduct, unless otherwise requested by TSPC or ODE as appropriate.

When the designee receives a report of suspected sexual conduct by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave<sup>4</sup> and take necessary actions to ensure the student's safety. The employee shall remain on leave until TSPC<sup>5</sup> or ODE<sup>6</sup> determines that the report is substantiated and the district takes appropriate employment action against the employee, or cannot be substantiated or is not a report of sexual conduct and the district

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<sup>1</sup> ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual conduct for a school building, in the respective school building. A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.

<sup>2</sup> A "licensed administrator" is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.

<sup>3</sup> "Commission licensee," as is defined in ORS 342.120 (as amended by HB 2136 (2021)), means a person whom the TSPC has authority to investigate or discipline because the person is enrolled in an approved educator preparation program, is an applicant for a TSPC license or registration, holds a license or registration issued by TSPC, or has held a license or registration issued by the TSPC at any time during the previous five years.

<sup>4</sup> The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

<sup>5</sup> TSPC investigates reports on commission licensees.

<sup>6</sup> ODE investigates reports on persons who are not commission licensees.

determines either: 1) an employment policy was violated and the district will take appropriate employment action against the employee; or 2) an employment policy has not been violated and an employment action against the employee is not required.

When the designee receives a report of suspected sexual conduct by a contractor, an agent or a volunteer, the district may prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support a report of suspected sexual conduct, the district shall prohibit the contractor, agent or volunteer from providing services. The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected sexual conduct has been investigated and a determination has been made by TSPC or ODE, as appropriate, that the report is unsubstantiated.

Upon request from ODE or TSPC the district will provide requested documents or materials to the extent allowed by state and federal law.

The name, address and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

An “investigation” means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses and the person who is the subject of the report, and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of such employment contract or agreement.

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend their investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

A ‘substantiated report’ means a report of sexual conduct that TPSC or ODE determines is founded.

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, the district shall create a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

## **Training**

The district shall provide information and training each school year to district employees on the following:

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 - 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

The district shall make available each school year the training described above to contractors, agents, volunteers and to parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees.

The district shall provide to contractors, agents and volunteers each school year information on the following:

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

The district shall make available each school year training that is designed to prevent sexual conduct to students attending district-operated schools.

**North Wasco County School District 21**

**SUSPECTED SEXUAL CONDUCT REPORT FORM**

Name of person making report: \_\_\_\_\_

Position of person making report: \_\_\_\_\_

Name of person suspected of sexual conduct: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Description of suspected sexual conduct: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of suspected sexual conduct, e.g., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**North Wasco County School District 21**

**WITNESS DISCLOSURE FORM**

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony/interview: \_\_\_\_\_

Description of instance witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# North Wasco County School District 21

Code: **GBNA-AR**  
Adopted: 5/14/01  
Revised/Reviewed: 3/31/14; 12/10/09; 5/12/11; 5/25/17; 5/23/19  
Orig. Code(s): GBNA/JFCF-AR

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

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

### **Definitions**

1. “Report” as used in this AR is a formal oral or written statement.
2. “Oral Reports” – An Administrator receiving an oral report shall reduce the report to writing.
3. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.
4. “District” includes district facilities, district premises and nondistrict property if the employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips, athletic events or where the employee is engaged in district business.
5. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student/staff member for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored work activity, work group or work assignment, ~~grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student/staff); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person’s willingness to participate.~~
6. “Harassment” is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), sexual orientation<sup>†</sup>, **gender identity**, national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful when 1) enduring the offensive conduct becomes a condition of continued employment, 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

7. “Intimidation” also includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the perception of the other’s race, color, religion, national origin, disability, or sexual orientation or gender identity.
8. “Bullying” is a pattern of repeated mistreatment that harms, intimidates, undermines, offends, degrades, or humiliates an employee.
9. “Cyberbullying” means the use of any electronic communication device to convey a message in any form (e.g., text, image, audio or video) that intimidates, harasses or is otherwise harms, insults or humiliates another in a deliberate, repeated or hostile and unwanted manner under a person’s true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive working environment may also be considered cyberbullying. Staff will refrain from using personal electronic devices or district equipment to harass or stalk another person or people.
10. “Menacing” includes, but is not limited to, any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

### **Retaliation/False Charges**

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

### **Reporting Procedures**

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

Any employee who has knowledge of conduct in violation of Board policy JFCF - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying, [Teen Dating Violence](#), or [Domestic Violence](#) – Student shall immediately report his/her concerns to the designated district official.

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

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

- Step 1 Any reports or information on acts of hazing, harassment, intimidation, bullying, menacing or cyberbullying information (e.g., complaints, rumors, etc.) shall be presented to the building principal or superintendent. Reports against the principal shall be filed with the superintendent. Information may be presented anonymously. 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 district official receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within 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 district official(s) 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, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

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

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.

Step 4 If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the information or report. The Board shall provide a written decision to the person making the report within 10 working days following completion of the hearing.

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.

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.

Reports against the Board chair may be made directly to the district counsel on behalf of the Board. The district counsel 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.

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

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

# North Wasco County School District 21

Code: [GBNAB/JHFE-AR\(1\)](#)  
Adopted: 5/22/08  
Revised/Readopted: 3/10/11; 3/02/17; 8/23/18; [12/16/21](#)  
Orig. Code(s): JHFE-AR

## Reporting of Suspected Abuse of a Child

### Reporting

Any district employee who has reasonable cause to believe that **any child** with whom the employee comes in contact has suffered abuse<sup>1</sup>, shall orally report or cause an oral report to be made immediately by telephone or otherwise to the local office of the Oregon Department of Human Services ([DHS](#)) or its [designee](#) or to ~~a the~~ local law enforcement agency within the county where the person making the report is at the time of ~~his/her~~ [their](#) contact. [Any district employee who has reasonable cause to believe that any person<sup>2</sup> with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010.](#) The district employee should also immediately inform his/her supervisor, principal or superintendent.

[Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to the DHS or its designee or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator or alternate licensed administrator for their school building.](#)

If known, such report shall contain the names and addresses of the child ~~the child's parents~~ [and the parents of the child](#) or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, [including any evidence of previous abuse](#), the explanation given for the suspected abuse, any other information which the person making the report believes might be helpful in establishing the possible cause of the suspected abuse and the identity of a possible perpetrator.

If the superintendent is the alleged abuser the report shall be submitted to the [Human Resources Director](#) who shall refer the report to the Board chair.

A written record of the ~~child~~ abuse report shall be made by the employee ~~suspecting~~ [reporting the suspected](#) the abuse of a ~~child~~ [student and will include](#): ~~The written record may be made using North Wasco County School District's child abuse reporting form which includes at a minimum:~~

1. The name and position of the person making the report;
2. The name [of the student](#), ~~address of the child, the parents or other person responsible for the child's care;~~

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<sup>1</sup> Includes the neglect of a child; abuse is defined in ORS 419B.005.

<sup>2</sup> ["Person" could include adult, student or other child.](#)

3. The name and position of any witness ~~to the report~~;
4. A description of the nature and extent of the abuse, including any information which could be helpful in establishing cause of abuse and identity of the abuser;
5. A description of how the report was made (i.e., phone or other method);
6. The name of the agency and individual who took the report;
7. The date and time that the report was made; and
8. The names of ~~persons~~ **district administrator** who received a copy of the written report.

A written record of the abuse of a child report shall not be placed in the student's educational record. A copy of the written report shall be retained by the employee making the report and a copy shall be provided to the employee's supervisor and superintendent.

When the ~~district~~ **designee** receives a report of suspected abuse of a child by ~~one of its employees~~ **a district employee**, and ~~the superintendent determines that there is reasonable cause to support the report~~, the district shall place the district employee on paid administrative leave<sup>3</sup> **and take necessary actions to ensure the student's safety. The employee shall remain on leave until DHS the Department of Human services or a law enforcement agency either: 1) determines that the report is substantiated and the district takes the appropriate employment action, unfounded or cannot be substantiated or is not a report of abuse and the district determines that either 1) an employment policy was violated and the district will take appropriate employment action against the employee, or 2) an employment policy has not been violated and no action is required by the district against the employee. that the report will not be pursued; or 2) determines that the report is founded and the education provider (the district) takes the appropriate disciplinary action against the district employee. If the Department of Human services or a law enforcement agency is unable to determine whether the abuse of a child occurred the district may either reinstate the employee or take disciplinary action at the district's discretion.**

When the designee receives a report of suspected abuse by a contractor, agent or volunteer, the district may prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support the report of suspected abuse, the district shall prohibit the contractor agent or volunteer from providing services. The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected abuse has been investigated<sup>4</sup> and a determination has been made by law enforcement or DHS that the report is unsubstantiated.

The written record of each reported incident of ~~child abuse~~ **of a child**, action taken by the district and any findings as a result of the report shall be maintained by the district.

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.

<sup>3</sup> The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

<sup>4</sup> The district will investigate all reports of suspected abuse, unless otherwise requested by DHS or its designee or law enforcement pursuant to law.

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

## Definitions

1. Oregon law recognizes these and other types of abuse:
  - a. Physical;
  - b. Neglect;
  - c. Mental injury;
  - d. Threat of harm;
  - e. Sexual abuse and sexual exploitation.
2. “Child” means an unmarried person who is under 18 years of age or is under 21 years of age and residing in or receiving care or services at a child-caring agency.
3. A “substantiated report” means a report of abuse that a law enforcement agency or DHS determines is founded.

## Confidentiality of Records

The name, address and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

~~The disciplinary records of a district employee or former district employee convicted of a crime listed in Oregon Revised Statute (ORS) 342.143 are not exempt from disclosure under ORS 192.501 or 192.502. Therefore, if a district employee or former employee is convicted of a crime listed in ORS 342.143, the district that is or was the employer of that employee when the crime was committed shall disclose the disciplinary records of the employee to any person upon request. However, prior to the disclosure of a disciplinary record the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is not the subject of the disciplinary record.~~

## Failure to Comply

Any district employee who fails to report a suspected abuse of a child as provided by this policy and the prescribed Oregon law commits a violation punishable by law. A district employee who fails to comply with the confidentiality of records requirements commits a violation punishable by the prescribed law. If an employee fails to report suspected abuse of a child or fails to maintain confidentiality of records as required by this policy, the employee will be disciplined **up to and including dismissal**.

## Cooperation with Investigator

The district staff shall make every effort in suspected abuse of a child cases to cooperate with investigating officials as follows:

1. Any investigation of abuse of a child will be directed by the DHS or law enforcement officials as required by law. DHS or law enforcement officials wishing to interview a student shall present themselves at the school office and contact the school administrator, unless the school administrator is the subject of the investigation. When an administrator is notified that the DHS or law enforcement would like to interview a student at school, the administrator must request that the investigating official fill out the appropriate form (see JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises). If the student is to be interviewed at the school, the administrator or designee shall make a private space available. The administrator or designee of the school may, at the discretion of the investigator, be present to facilitate the interview. If the investigating official does not have adequate identification the administrator shall refuse access to the student.

Law enforcement ~~officers~~ **officials** wishing to remove a student from the premises shall present themselves at the office and contact the administrator or designee. The ~~officer~~ **law enforcement officials** shall sign the student out ~~on a form to be provided by the school~~ **in accordance with district procedures**;

2. When the subject matter of the interview or investigation is identified to be related to suspected ~~child~~ **abuse of a child**, district employees shall not notify parents **or anyone else other than DHS or law enforcement agency and any school employee necessary to enable the investigation**;
3. The ~~principal or representative~~ **administrator or designee** shall advise the investigator of any conditions of disability prior to any interview with the affected child;
4. District employees are not authorized to reveal anything that transpires during an investigation in which the employee participates, nor shall the information become part of the student's education records, except that the employee may testify at any subsequent trial resulting from the investigation and may be interviewed by the respective litigants prior to any such trial.

**Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend the investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.**



REPORTING OF SUSPECTED ABUSE OF A CHILD  
North Wasco County School District 21

~~CHILD ABUSE/NEGLECT~~ SUSPECTED ABUSE OF A CHILD REPORTING FORM

On \_\_\_\_\_ at \_\_\_\_\_ the person below reported a suspected ~~child~~  
abuse/~~neglect~~ concern to the following agencies:

DHS _____	Reporting Staff _____
Oregon Department of Human Services, Community Human Services, Contact Name Toll free: 1-855-541-0042 / Fax: 541-386-7066 / Nonbusiness and Holidays: 911	Signature _____
DHS _____	Supr/Bldg. Administrator _____
Oregon Department of Human Services, Community Human Services, Contact Name Toll free: 1-855-541-0042 / Fax: 541-386-7066 / Nonbusiness and Holidays: 911	Signature _____
Law Officer _____	Supr/Bldg. Administrator _____
Name/Agency	Signature
The Dalles City Police   541-296-2233 Wasco County Sheriff   541-506-2580 Oregon State Police   541-296-9646	

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Summary: \_\_\_\_\_

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North Wasco County School District 21 Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

**Forward to superintendent's office when complete in sealed envelope marked "Confidential."**

Form Rev. 8/23/18

# North Wasco County School District 21

Code: **GBNAB/JHFE-AR(2)**  
Revised/Reviewed: 1/30/18; 8/23/18

## Abuse of a Child Investigations Conducted on District Premises

The Department of Human Services (DHS) or a law enforcement agency has the authority to conduct an investigation of a report of child abuse on school premises according to Oregon Revised Statute (ORS) 419B.045. The school administrator must be notified that the investigation is to take place, unless the administrator is a subject of the investigation. The investigator is not required to reveal information about the investigation to the school as a condition of conducting the investigation.

After the investigator provides adequate identification, school staff shall allow access to the child and provide a private space for conducting the interview. The investigator shall be advised by a school administrator or a school staff member of a child's disabling conditions, if any, prior to any interview with the child. The school administrator or designee may, at the investigator's discretion, be present to facilitate the investigation.

School staff may only notify DHS, the law enforcement agency or school employees that are necessary to enable the investigation. School staff may not notify any other persons, including the child's parent(s) or guardian(s).

_____	_____
Investigator Name (Printed)	Name of Agency
_____	_____
Name of Worker's/Investigator's Supervisor	Supervisor Contact Information
_____	_____
Investigator Position & Badge or ID Number	Student Name
_____	_____
	School
_____	_____
Investigator Signature	Date

Investigator refused to sign. District staff should not deny entry based on refusal to sign.

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**FOR COMPLETION BY DISTRICT STAFF**

_____	<input type="checkbox"/> Student not available for interview
Name of Administrator Notified	<input type="checkbox"/> Student refused to be interviewed
_____	<input type="checkbox"/> Administrator participated in interview
Name of Office Staff Involved	
_____	
Name of Participating Administrator	

*This form should be placed in a separate secure file and not in the student's file.*