

# Regular Meeting with an Executive Session and Supplemental Budget Consideration

Thursday, February 27, 2025 6:00 PM

The Dalles Middle School - Commons, 1100 East 12th Street, The Dalles, Oregon 97058

1. **Executive Session - 5:00 PM**

2. **Adjourn Executive Session**

3. **Call Regular Meeting to Order and Pledge of Allegiance** **Presenter:** David Jones, Chair

4. **District Mission / Vision / Values**

5. **Review / Revision of the Agenda**

6. **Public Comment on Agenda Items Only**

7. **Consent Agenda**

7.a. School Board Meeting Minutes from:

- January 16th, 2025 - Board Work Session
- January 23rd, 2025 - Regular Board Meeting
- February 13th, 2025 - Board Work Session

7.b. Personnel Report

7.c. 2nd Reading & Adoption of Policies

7.c.1. Policy JECA: Admission of Resident Students

7.c.2. Policy GCBDC/GBDC: Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave (Safe Leave)

8. **Board Action Calendar - Review**

9. **Student / Staff Recognition**

10. **Student Representatives to the Board - Report:**

- *Kylee Rose*
- *Nancy Diaz Sanchez*

11. **Building Student Representative Reports:**

12. **Staff Reports:**

13. **School Board Sub Committee Reports**

14. **New Business:**

14.a. Action Item: Board Direction on Complaint

14.b. Discussion: Proposed Bond Timeline **Presenter:** Jose Aparicio, Director

14.c. Presentations / Reports:

14.c.1. Superintendent's Report **Presenter:** Dr.

Carolyn Bernal,  
Superintendent

14.c.2. Chief Financial Officer's Report

**Presenter:** Randy  
Anderson, CFO

14.c.2.a. Action Item: *Approve Resolution 24-25-10  
- Resolution Adopting a Supplemental Budget and  
Making Appropriations within the Capital  
Improvements Fund*

14.c.2.b. Action Item: *Approve Resolution 24-25-11  
- Transferring Appropriations Local Grants Fund*

14.c.2.c. Financial Statements:

14.c.2.d. Student Enrollment:

14.c.3. Board Attorney's Report

**Presenter:** Jason  
Corey, Board Attorney

15. Discussion / Action Items:

15.a. Action Item: *Approve Resident Release &  
Nonresident Acceptance Slot Requests for the  
2025-2026 school year.*

15.b. Action Item: *Cooperative Sports  
Agreement with Dufur School District (Boys  
Baseball) for 2024-2025*

15.c. Action Item: *Cooperative Sports  
Agreement with Dufur School District (Girls  
Softball) for 2024-2025*

16. Informational Only:

16.a. Policy AC-AR: *Discrimination Complaint  
Procedure*

16.b. Policy GBN/JBA-AR: *Sexual Harassment  
Complaint Procedure*

16.c. Policy GBN/JBA-AR(2): *Federal Law (Title  
IX) Sexual Harassment Complaint Procedure*

16.d. Policy JECBD-AR: *Homeless Students*

17. **Comments from the Audience about Non Agenda  
Items**

18. **Adjourn the Regular School Board Meeting**

# North Wasco County School District

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

## PERSONNEL CHANGES AND VACANCIES

School Board Meeting – February 27, 2025

*Current as of -February 19, 2025*

*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
Carol Snow	Resource Room Teacher (Temporary)	DHE	Begins February 18, 2025

### 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
William O'Brien	SPED Teacher	TDHS	Resigning June 13, 2025

### 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			

### Administrative Staff– Request for Leave of Absence

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
N/A			

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

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

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

NAME	POSITION	BUILDING	COMMENTS
N/A			

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

NAME	POSITION	BUILDING	COMMENTS
Yulissa Robles Sandoval	DLI Ed Assistant	CES	Resigned February 4, 2025
Carol Moore	Ed Asst III-ISS	TDHS	Retiring May 30, 2025
Nicole Snyder Hinkle	Ed Asst IV-SLC	CES	Resigning February 21, 2025

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

NAME	POSITION	BUILDING	COMMENTS
N/A			

**Confidential Staff – Internal Transfer and Hires**

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

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

NAME	POSITION	BUILDING	COMMENTS
N/A			

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

NAME	POSITION	BUILDING	COMMENTS

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

NAME	POSITION	BUILDING	COMMENTS

**Advertised Vacancies**

Position	HRS/FTE	Building	Close Date	Comments
Ed Asst IV-SELA-Temporary	7.5 Hrs	CES	Open Until Filled	Advertised
DLI Classroom Assistant(s)-Temporary	7.5 Hrs	CES	Open Until Filled	Advertised
Ed Asst IV-SPED-Multiple Positions	7.5 Hrs	District Wide	Open Until Filled	Advertised
Physical Therapist-Temporary	8 Hrs	District Wide	Open Until Filled	Advertised
Chief Financial Officer	8 Hrs	District Wide	Open Until Filled	Advertised
Summer School Administrator K-5	TBD	District Wide	Open Until Filled	Advertised
Choir Teacher 24-25 SY (Temporary)	8 Hrs	TDMS	Open Until Filled	Advertised
Assistant Track Coach 24-25 SY	Seasonal	TDMS	Open Until Filled	Advertised
Bus Monitor/Aide	6 Hrs	Transportation	Open Until Filled	Advertised
Bus Driver-Regular Route	6 Hrs	Transportation	Open Until Filled	Advertised
Substitute Bus Driver (Pool)	Substitute	Transportation	Open Until Filled	Advertised

# North Wasco County School District 21

Code: **JECA**  
Adopted: 6/08/00  
Revised/  
Readopted: 6/09/04; 12/15/16; 1/30/18; 8/23/18; 2/27/25  
Orig. Code(s): JECA

## Admission of Resident Students\*\*

Resident students may be admitted under the following conditions:

1. A school-age student who lives within the district attendance area between the ages of 5 and 19 shall be allowed to attend school without paying tuition.
2. A student who turns 19 years of age during the school year shall continue to be eligible for a free and appropriate public education for the remainder of the school year.
3. The Board may admit an otherwise eligible student who is not receiving special education and who has not yet attained 21 years of age prior to the beginning of the current school year if ~~he/she~~ **the student** is shown to be in need of additional education in order to receive a diploma or modified diploma. This student may attend school without paying tuition for the remainder of the school year.
4. The Board shall admit an otherwise eligible student who has not yet attained age 21 prior to the beginning of the current school year if the student is receiving special education services and:
  - a. Has not yet received a regular high school diploma; or
  - b. Has received a modified diploma, an extended diploma or ~~an alternative~~ **a certificate of attendance.**

~~A student with disabilities shall be considered a resident in which the child's parent or guardian resides under criteria identified in Oregon Revised Statute (ORS) 339.134.~~

5. ~~A Students with disabilities whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and who is living in a licensed, certified or approved substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134. his/her parent or guardian may continue to attend the school the student was attending prior to the placement as a district resident, when the student's parent or guardian and school staff can demonstrate it is in the student's best interest.~~
6. **Students who are military children<sup>1</sup> are considered resident of the district, if the district is the district of military residence<sup>2</sup> for the military child. Parents of military students must provide proof**

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

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

of residency within 10 days after the date of military transfer or pending transfer indicated on the official military order.

7. The ~~Board~~ **district** may, based on district criteria, deny regular school admission to a student who has become a resident student and who is under expulsion from another school district for reasons other than a weapons policy violation.
8. The ~~Board~~ **district shall deny**, ~~may, based on district criteria deny~~, for at least one calendar year from the date of the expulsion, regular school admission to a student who has become a resident student and who is under expulsion from another school district for a weapons policy violation.
9. The ~~Board~~ **district** may, based on district criteria, provide alternative programs of instruction to a student ~~expelled~~ **who has become a resident student and who is under expulsion from another district** for a weapons policy violation.

END OF POLICY

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**Legal Reference(s):**

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

# North Wasco County School District 21

Code: GCBDC/GDBDC  
Adopted: 6/13/19; 2/27/25  
Orig. Code: GCBDC/GDBDC

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

### Definitions

1. ~~“Covered employer” means an employer who employs six or more individuals in the state of Oregon for each working day through each of 20 or more calendar workweeks in the year in which the eligible employee takes leave to address domestic violence, harassment, sexual assault or stalking, or in the year immediately preceding the year in which an eligible employee takes leave for domestic violence, harassment, sexual assault or stalking.~~
2. ~~“Eligible employee” means an employee who is a victim of domestic violence, harassment, sexual assault or stalking or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault or stalking.~~
3. ~~“Protective order” means an order authorized by Oregon Revised Statute (ORS) 30.866, 107.095(1)(c), 107.700–107.735, 124.005–124.040 or 163.730–163.750 or any other order that restrains an individual from contact with an eligible employee or the employee’s minor child or dependent.~~
4. ~~“Victim of domestic violence” means an individual who has been a victim of abuse as defined by ORS 107.705; or any other individual designated as a victim of domestic violence by rule adopted under ORS 659A.805.~~
5. ~~“Victim of harassment” means an individual against whom harassment has been committed as described in ORS 166.065 and any other individual designated as a victim of harassment by rule adopted under ORS 659A.805.~~
6. ~~“Victim of sexual assault” means an individual against whom a sexual offense has been committed as described in ORS 163.467 or 163.525; or any other individual designated as a victim of sexual assault by rule adopted under ORS 659A.805.~~
7. ~~“Victim of stalking” means an individual against whom stalking has been committed as described in ORS 163.732; or an individual designated as a victim of stalking by rule adopted under ORS 695A.805; or an individual who has obtained a court’s stalking protective order or a temporary court’s stalking protective order under ORS 30.866.~~
8. ~~“Victim services provider” means a prosecutor-based victim assistance program or a nonprofit program offering safety planning, counseling, support or advocacy related to domestic violence, harassment, sexual assault or stalking.~~

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

A The district (covered employer<sup>1</sup>) shall allow an (eligible) employee<sup>2</sup> to take reasonable leave from employment for any of the following reasons:

1. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault, bias, or stalking;
2. To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to, or harassment or stalking of, or the commission of a bias crime against the eligible employee or the employee's minor child or dependent;
3. To obtain, or to assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault, bias, or stalking;
4. To obtain services from a victim services provider for the eligible employee or the eligible employee's minor child or dependent; or
5. To relocate<sup>3</sup> or take steps to secure an existing home to ensure health and safety of the eligible employee or the employee's minor child or dependent.

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

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

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

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

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

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

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

<sup>3</sup> "Relocate" is described in OAR 839-009-0345 (5).

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

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

Sufficient certification to support a request for such leave includes:

1. A copy of a report from law enforcement indicating the eligible employee or the employee's minor child or dependent was a victim of domestic violence, harassment, sexual assault, bias, or stalking;
2. A copy of a protective order or other evidence from a court, administrative agency, or attorney that the eligible employee appeared in or was is preparing for a civil, or criminal or administrative proceeding related to domestic violence, harassment, sexual assault, bias, or stalking; or
3. Documentation from an attorney, law enforcement officer, health care professional, licensed mental professional or counselor, member of the clergy, employee of the Department of Justice division providing victim and survivor service or a victim services provider that the eligible employee, or the employee's minor child or dependent was undergoing treatment or counseling, obtaining services or relocating as a result of domestic violence, harassment, sexual assault, bias, or stalking.

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

The employee may use any accrued paid leave, including ~~personal~~, sick leave, or ~~accrued~~ vacation leave or any other paid leave offered by the district.

## Definitions

1. "Protective order" means an order authorized by ORS 30.866, 107.095 (1)(c), 107.700 to 107.735, 124.005 to 124.040, 163.730 to 163.750 or 163.760 to 163.777 or any other order that restrains an individual from contact with an eligible employee or the employee's minor child or dependent.
2. "Victim of bias" means an individual who has been a victim of a bias crime as defined in ORS 147.380; or any other individual designated as a victim of bias by rule adopted under ORS 659A.805.
3. "Victim of domestic violence" means an individual who has been a victim of abuse, as defined in ORS 107.705; or any other individual designated as a victim of domestic violence by rule adopted under ORS 659A.805.
4. "Victim of harassment" means an individual against whom harassment has been committed as described in ORS 166.065; or any other individual designated as a victim of harassment by rule adopted under ORS 659A.805.
5. "Victim of sexual assault" means an individual against whom a sexual offense has been committed as described in ORS 163.305 to 163.467, 163.472 or 163.525; or any other individual designated as a victim of sexual assault by rule adopted under ORS 659A.805.

6. “Victim of stalking” means an individual against whom stalking has been committed as described in ORS 163.732; an individual designated as a victim of stalking by rule adopted under ORS 659A.805; or an individual who has obtained a court’s stalking protective order or a temporary court’s stalking protective order under ORS 30.866.
7. “Victim services provider” means a prosecutor-based victim assistance program or a nonprofit program offering safety planning, counseling, support or advocacy related to domestic violence, harassment, sexual assault, bias or stalking.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.355\(38\)](#)

[ORS 659A.270 - 659A.290](#)

[OAR 839-009-0325 - 0365](#)

**RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET  
AND MAKING APPROPRIATIONS WITHIN THE  
CAPITAL IMPROVEMENTS FUND**

**RESOLUTION 24-25-10**

**Whereas**, When the budget of North Wasco County School District 21 for the 2024-25 school year was adopted additional revenues were not anticipated;

**Whereas**, the District anticipates receiving contributions to offset the cost of certain **improvements** that were included in the original budget;

**Whereas**, the District did not budget sufficient revenue nor expenditures to recognize the effect of these transactions

**Therefore, be it resolved**, that the additional amounts for the fiscal year beginning July 1, 2024, for the purposes shown below are hereby adopted and appropriated:

**Within the Internal Services Fund**

401 - CAPITAL IMPROVEMENTS FUND REVENUE

Contributions	\$ 25,000
Total Revenue	<u>\$ 25,000</u>

401 - CAPITAL IMPROVEMENTS FUND EXPENDITURES

Facility acquisition	\$ 25,000
Total Expenditures	<u>\$ 25,000</u>

**Adopted this 27th day of February, 2025.**

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David Jones, Board chair

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Randal Anderson, CFO

**RESOLUTION TRANSFERRING APPROPRIATIONS  
LOCAL GRANTS FUND**

**RESOLUTION 24-25-11**

**Whereas**, actual expenditures within certain funds of North Wasco County School District 21 occurred in areas other than those originally budgeted; and

**Whereas**, the District did not provide spending authority for these increases when the budget for fiscal year 2024-25 was created;

**Therefore, be it resolved**, that the appropriations for the fiscal year beginning July 1, 2024, are adjusted as shown below:

230 - LOCAL GRANTS FUND APPROPRIATION TRANSFER

	<u>Existing</u>	<u>Changes</u>	<u>Adjusted</u>
Instruction	\$ 60,179	\$ 5,000	\$ 65,179
Support services	<u>\$ 41,650</u>	<u>\$ (5,000)</u>	<u>36,650</u>
Total	<u>\$ 101,829</u>	<u>\$ -</u>	<u>\$ 101,829</u>

**Adopted this 27th day of February, 2025.**

\_\_\_\_\_  
David Jones, Board Chair

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Randal Anderson, CFO

**RESOLUTION TRANSFERRING APPROPRIATIONS  
LOCAL GRANTS FUND**

**RESOLUTION 24-25-11**

**Whereas**, actual expenditures within certain funds of North Wasco County School District 21 occurred in areas other than those originally budgeted; and

**Whereas**, the District did not provide spending authority for these increases when the budget for fiscal year 2024-25 was created;

**Therefore, be it resolved**, that the appropriations for the fiscal year beginning July 1, 2024, are adjusted as shown below:

230 - LOCAL GRANTS FUND APPROPRIATION TRANSFER

	<u>Existing</u>	<u>Changes</u>	<u>Adjusted</u>
Instruction	\$ 60,179	\$ 5,000	\$ 65,179
Support services	<u>\$ 41,650</u>	<u>\$ (5,000)</u>	<u>36,650</u>
Total	<u>\$ 101,829</u>	<u>\$ -</u>	<u>\$ 101,829</u>

**Adopted this 27th day of February, 2025.**

\_\_\_\_\_  
David Jones, Board Chair

\_\_\_\_\_  
Randal Anderson, CFO

**NORTH WASCO COUNTY SCHOOL DISTRICT**

**Balance Sheet**  
**January 31, 2025**

Balance Sheet	General Fund	Reserve Funds	Federal Grants Fund	All State Grant Funds	Local Grants Fund	Special Revenue Funds	Nutrition Services Fund	Debt Service Funds	Capital Projects Fund	Internal Services Fund	District Totals
<b>ASSETS:</b>											
Cash & Investments	8,193,372	358,893	(817,620)	(228,183)	76,791	288,010	56,541	1,411,512	35,242	126,966	9,501,524
Accounts Receivable	497,960	-	-	-	-	-	-	-	-	-	497,960
Inventory/Prepaid expense	102,497	-	-	-	-	-	15,135	-	-	-	117,632
<b>Total Assets</b>	<b>8,793,829</b>	<b>358,893</b>	<b>(817,620)</b>	<b>(228,183)</b>	<b>76,791</b>	<b>288,010</b>	<b>71,676</b>	<b>1,411,512</b>	<b>35,242</b>	<b>126,966</b>	<b>10,117,116</b>
<b>LIABILITIES:</b>											
Accounts Payable	79,810	-	-	-	-	-	-	-	-	-	79,810
Payroll Liabilities	(122,951)	-	-	-	-	-	-	-	-	-	(122,951)
Deferred Revenue	466,894	-	-	-	-	-	16,201	-	-	-	483,095
<b>Total Liabilities</b>	<b>423,753</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,201</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>439,954</b>
<b>FUND BALANCE:</b>											
<b>Total Fund Balance</b>	<b>8,370,076</b>	<b>358,893</b>	<b>(817,620)</b>	<b>(228,183)</b>	<b>76,791</b>	<b>288,010</b>	<b>55,475</b>	<b>1,411,512</b>	<b>35,242</b>	<b>126,966</b>	<b>9,677,162</b>
<b>Revenues &amp; Expenditures: 2023-24 Year to Date</b>											
Beginning Fund Balance	(1,064,334)	350,396	58,246	138,609	112,043	516,664	41,687	14,567	26,661	98,276	292,815
Year to Date Revenues	28,821,291	563,066	939,012	3,020,181	5,635	454,037	830,283	1,998,215	77,549	356,410	37,065,679
Year to Date Expenditures	19,386,881	554,569	1,814,878	3,386,973	40,887	682,691	816,495	601,270	68,968	327,720	27,681,332
Year to Date Net Income (Loss)	9,434,410	8,497	(875,866)	(366,792)	(35,252)	(228,654)	13,788	1,396,945	8,581	28,690	9,384,347
<b>Ending Fund Balance</b>	<b>8,370,076</b>	<b>358,893</b>	<b>(817,620)</b>	<b>(228,183)</b>	<b>76,791</b>	<b>288,010</b>	<b>55,475</b>	<b>1,411,512</b>	<b>35,242</b>	<b>126,966</b>	<b>9,677,162</b>

# NORTH WASCO COUNTY SCHOOL DISTRICT

## Expenditure Status Report

For the seven months ending January 31, 2025

DESCRIPTION	Budget	Year to Date Expenditures	Encumbrances	Balance	% Budget Expende
<b>100 General Fund</b>					
1000 - Instruction	22,674,992	10,041,480	11,302,894	1,330,618	44.28%
2000 - Support Services	15,052,757	8,375,683	6,574,190	102,884	55.64%
5000 - Debt Service & Fund Transfers	2,505,000	969,718	-	1,535,282	38.71%
6000 - Contingency	300,000	-	-	300,000	0.00%
7000 - Unappropriated Ending Fund Balance	500,000			500,000	0.00%
<b>Totals</b>	<b>41,032,749</b>	<b>19,386,881</b>	<b>17,877,084</b>	<b>3,768,784</b>	<b>47.25%</b>
<b>105 Technology Fund</b>					
2000 - Support Services	325,000	248,318	32,171	44,511	76.41%
7000 - Unappropriated Ending Fund Balance				-	
<b>Totals</b>	<b>325,000</b>	<b>248,318</b>	<b>32,171</b>	<b>44,511</b>	<b>76.41%</b>
<b>107 - Textbook Replacement Fund</b>					
1000 - Instruction	400,000	237,120	71,177	91,703	59.28%
2000 - Support Services	25,000	22,200	785	2,015	88.80%
7000 - Unappropriated Ending Fund Balance	-	-	-	-	
<b>Totals</b>	<b>425,000</b>	<b>259,320</b>	<b>71,962</b>	<b>93,718</b>	<b>61.02%</b>
<b>110 - Vehicle Replacement Fund</b>					
2000 - Support Services	50,000	46,931		3,069	93.86%
7000 - Unappropriated Ending Fund Balance	-			-	
<b>Totals</b>	<b>50,000</b>	<b>46,931</b>	<b>-</b>	<b>3,069</b>	<b>93.86%</b>
<b>210 - Federal Programs Fund</b>					
1000 - Instruction	2,454,360	1,593,865	1,124,520	(264,025)	64.94%
2000 - Support Services	872,171	200,471	55,607	616,093	22.99%
3000 - Enterprise & Community Services	98,263	20,542	-	77,721	20.91%
4000 - Capital Outlay	300,000	-	-	300,000	0.00%
7000 - Unappropriated Ending Fund Balance	-			-	0.00%
<b>Totals</b>	<b>3,724,794</b>	<b>1,814,878</b>	<b>1,180,127</b>	<b>729,789</b>	<b>48.72%</b>
<b>220 - State Grant Funds</b>					
1000 - Instruction	1,707,436	753,644	381,768	572,024	44.14%
2000 - Support Services	514,728	211,348	19,871	283,509	41.06%
3000 - Enterprise & Community Services	66,626	55,204	-	11,422	82.86%
4000 - Capital Outlay	2,234,060	90,627	-	2,143,433	4.06%
7000 - Unappropriated Ending Fund Balance				-	0.00%
<b>Totals</b>	<b>4,522,850</b>	<b>1,110,823</b>	<b>401,639</b>	<b>3,010,388</b>	<b>24.56%</b>
<b>230 - Local Grants</b>					
1000 - Instruction	60,179	30,565	31,027	(1,413)	50.79%
2000 - Support Services	41,650	10,381	-	31,269	24.92%
3000 - Enterprise & Community Services	-	(59)		59	
5000 - Debt Service & Fund Transfers	-	-		-	
<b>Totals</b>	<b>101,829</b>	<b>40,887</b>	<b>31,027</b>	<b>29,915</b>	<b>40.15%</b>
<b>240 - Vocational Education Fund</b>					
1000 - Instruction	30,000	-	-	30,000	0.00%
<b>Totals</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>0.00%</b>

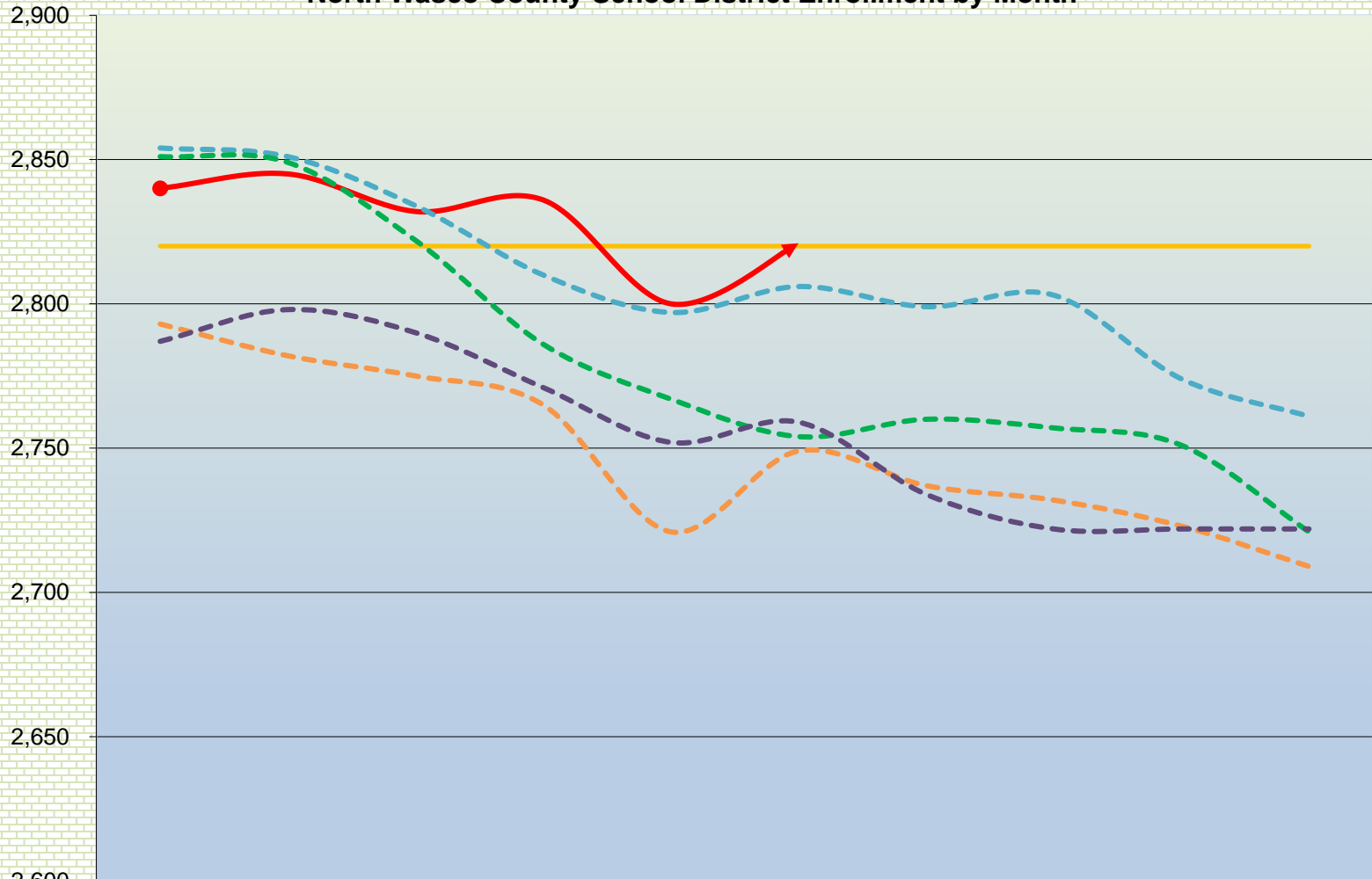
## NORTH WASCO COUNTY SCHOOL DISTRICT

### Expenditure Status Report (continued)

For the seven months ending January 31, 2025

DESCRIPTION	Budget	Year to Date Expenditures	Encumbrances	Balance	% Budget Expended
<b>242 - Enterprise Zone Funds</b>					
1000 - Instruction	-	-	-	-	
2000 - Support Services	540,000	499,691	-	40,309	92.54%
4000 - Capital Outlay	-	-	-	-	
<b>Totals</b>	<b>540,000</b>	<b>499,691</b>	<b>-</b>	<b>40,309</b>	<b>92.54%</b>
<b>251 - Student Investment Account</b>					
1000 - Instruction	1,269,215	604,176	406,823	258,216	47.60%
2000 - Support Services	2,428,155	1,276,588	1,239,384	(87,817)	52.57%
3000 - Enterprise & Community Services	27,993			27,993	0.00%
4000 - Capital Outlay				-	0.00%
<b>Totals</b>	<b>3,725,363</b>	<b>1,880,764</b>	<b>1,646,207</b>	<b>198,392</b>	<b>50.49%</b>
<b>252 - High School Success Account</b>					
1000 - Instruction	657,479	339,775	294,807	22,897	51.68%
2000 - Support Services	93,349	55,611	27,434	10,304	59.57%
4000 - Capital Outlay				-	
<b>Totals</b>	<b>750,828</b>	<b>395,386</b>	<b>322,241</b>	<b>33,201</b>	<b>52.66%</b>
<b>295 - Bus Replacement Fund</b>					
2000 - Support Services	385,000	183,000	-	202,000	47.53%
3000 - Enterprise & Community Services	-		-	-	
<b>Totals</b>	<b>385,000</b>	<b>183,000</b>	<b>-</b>	<b>202,000</b>	<b>47.53%</b>
<b>299 - Nutrition Services Fund</b>					
2000 - Support Services	2,500	193		2,307	7.72%
3000 - Enterprise & Community Services	1,883,611	816,302	521,153	546,156	43.34%
<b>Totals</b>	<b>1,886,111</b>	<b>816,495</b>	<b>521,153</b>	<b>548,463</b>	<b>43.29%</b>
<b>303 - OSBA PERS Bonds</b>					
5000 - Debt Service & Fund Transfers	2,019,484	184,742		1,834,742	9.15%
7000 - Unappropriated Ending Fund Balance	-	-		-	
<b>Totals</b>	<b>2,019,484</b>	<b>184,742</b>	<b>-</b>	<b>1,834,742</b>	<b>9.15%</b>
<b>304 - Full Faith &amp; Credit Obligation</b>					
5000 - Debt Service & Fund Transfers	379,063	69,531	-	309,532	18.34%
7000 - Unappropriated Ending Fund Balance	5,937			5,937	0.00%
<b>Totals</b>	<b>385,000</b>	<b>69,531</b>	<b>-</b>	<b>315,469</b>	<b>18.06%</b>
<b>305 - Bus Purchase Fund</b>					
5000 - Short term debt service	348,000	346,997		1,003	99.71%
7000 - Unappropriated Ending Fund Balance					
<b>Totals</b>	<b>348,000</b>	<b>346,997</b>	<b>-</b>	<b>1,003</b>	<b>99.71%</b>
<b>401 - Capital Improvements</b>					
2000 - Support Services	10,000	4,149	-	5,851	
4000 - Capital Outlay	273,100	64,819	212,776	(4,495)	23.73%
<b>Totals</b>	<b>283,100</b>	<b>68,968</b>	<b>212,776</b>	<b>1,356</b>	<b>24.36%</b>
<b>601 - Internal Services</b>					
2000 - Support Services	462,146	327,720	122,103	12,323	70.91%
5000 - Debt Service & Fund Transfers	465,000			465,000	0.00%
<b>Totals</b>	<b>927,146</b>	<b>327,720</b>	<b>122,103</b>	<b>477,323</b>	<b>35.35%</b>
<b>Total All Funds</b>	<b>61,462,254</b>	<b>27,681,332</b>	<b>22,418,490</b>	<b>11,362,432</b>	

### North Wasco County School District Enrollment by Month



	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
— ODE est.	2,820	2,820	2,820	2,820	2,820	2,820	2,820	2,820	2,820	2,820
●→ 2024-25	2,840	2,845	2,832	2,836	2,800	2,821				
- - - 2023-24	2,854	2,851	2,834	2,810	2,797	2,806	2,799	2,803	2,774	2,761
- - - 2022-23	2,851	2,849	2,822	2,786	2,767	2,754	2,760	2,757	2,751	2,721
- - - 2021-22	2,793	2,782	2,775	2,765	2,721	2,749	2,737	2,732	2,723	2,709
- - - 2020-21	2,787	2,798	2,790	2,771	2,752	2,759	2,734	2,722	2,722	2,722

### Enrollment Summary by Building and Grade - 2/03/2025

Name	K	1	2	3	4	5	6	7	8	9	10	11	12	Totals
Chenowith Elementary	56	80	73	74	79	57	-	-	-	-	-	-	-	<b>419</b>
Colonel Wright Elementary	45	42	52	45	56	56	-	-	-	-	-	-	-	<b>296</b>
Dry Hollow Elementary	51	69	78	77	79	69	-	-	-	-	-	-	-	<b>423</b>
Innovations Academy	-	-	-	-	-	-	-	-	21	26	26	27	13	<b>113</b>
Innovations Virtual	-	-	1	-	5	2	6	20	8	18	29	45	33	<b>167</b>
Mosier Community School	13	17	21	25	17	23	17	16	16	-	-	-	-	<b>165</b>
The Dalles High School	-	-	-	-	-	-	-	-	-	193	197	188	159	<b>737</b>
The Dalles Middle School	-	-	-	-	-	-	172	156	173	-	-	-	-	<b>501</b>
<b>Totals</b>	<b>165</b>	<b>208</b>	<b>225</b>	<b>221</b>	<b>236</b>	<b>207</b>	<b>195</b>	<b>192</b>	<b>218</b>	<b>237</b>	<b>252</b>	<b>260</b>	<b>205</b>	<b>2,821</b>



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

**Board Motion for Action Item**

**BOARD ACTION**

**Date:** February 27<sup>th</sup>, 2025

**Action Requested:** Approve Resident Release & Nonresident Attendance Slot Requests for the 2025-2026 school year.

**DISCUSSION**

NWCSD School Board Policy JECB (Admission of Nonresident Students) requires the Board to determine ‘district transfers’, to and from the district for the following school year, annually by March 1<sup>st</sup>.

If the School Board decides to open slots for transfer requests, the District is required to provide written notification to families by May 1<sup>st</sup>.

**ACTION**

**Motion to grant consent for up to 15 nonresidents students to attend school in the North Wasco County School District starting the 2025-2026 school year.**

**Motion to grant consent for up to 15 resident students to be released to attend another school district in Oregon starting the 2025-2026 school year, with the understanding that all consent is subject to district policy and administrative rule.**

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.”*

# Request for Approval: Cooperative Agreement with Dufur School District - Baseball

## Coop Information - The Dalles / Dufur

**Activity:** Baseball      **Duration:** 1 years      **School Years:** 2024-25 through 2024-25

**Reason:** *This is the reason for creating this cooperative sponsorship.*  
Lack of athletes, geographic isolation.

**Practice Location:** The Dalles High School  
*This is where practices will be held.*

**Contest Location:** The Dalles High School  
*This is where home contests will be held.*

## Placement

**Combined ADM:** 590  
*Sum of both school's ADM numbers from the selected starting school year.*

**Coop Classification:** 4A  
*Based on the combined ADM, this coop would compete in this classification.*

**Coop League:** 4A-2 (2022-2025) Tri-Valley Conference  
*The selected league in which this coop will join and compete.*

### Host School

**The Dalles**  
Classification: 4A, ADM: 535  
League: 4A-2 Tri-Valley Conference

### School 2

**Dufur**  
Classification: 1A, ADM: 55  
League: 1A-6 Big Sky League

## League Approval

*Cooperative sponsorship applications must obtain approval from the regular league or special district in which the proposed cooperative team will participate.*

### League/Special District Representative for 4A-2 Tri-Valley Conference

**Name:**  \*

*Please type in your name.*

**League:**  \*

*What league or special district do you represent?*

**Email:**  \*

*Please type in your email address.*

**School:**  \*

*What school are you associated?*

**Decision:**  \*

*Select your decision from the drop-down list to indicate if your league approves of this coop or not.*

**Role:**  \*

*What is your role or title at your school?*

**Signature:** /s/  \*

**Date Decided:** 1/27/2025

## Host School Information - The Dalles

### Activity Participation - Baseball - The Dalles

*The Dalles Baseball participants, by school year and grade*

Participation	12th Grade	11th Grade	10th Grade	9th Grade
Last Year				
Current Year				
Next Year				

### Superintendent Approval

**Superintendent Name:** Carolyn Bernal

**Signature:** *Not Yet Signed*

**Date Signed:** --

### School Enrollment - The Dalles

*Students enrolled at The Dalles, by school year and grade*

Enrollment	12th Grade	11th Grade	10th Grade	9th Grade
Last Year				
Current Year				
Next Year				

### School Board Approval - North Wasco County School District 21

**Date School Board Approved:**

## School 2 Information - Dufur

### Activity Participation - Baseball - Dufur

*Dufur Baseball participants, by school year and grade*

Participation	12th Grade	11th Grade	10th Grade	9th Grade
Last Year	6	2	1	4
Current Year	0	0	0	2
Next Year	0	0	2	1

### Superintendent Approval

**Superintendent Name:** Jack Henderson

**Signature:** *Not Yet Signed*

### School Enrollment - Dufur

*Students enrolled at Dufur, by school year and grade*

Enrollment	12th Grade	11th Grade	10th Grade	9th Grade
Last Year	18	22	24	27
Current Year	18	18	27	29
Next Year	18	27	29	29

### School Board Approval - Dufur School District 29

**Date School Board Approved:** 01/06/2025

# Request for Approval: Cooperative Agreement with Dufur School District - Softball

## Coop Information - The Dalles / Dufur

**Activity:** Softball      **Duration:** 1 years      **School Years:** 2024-25 through 2024-25

**Reason:** *This is the reason for creating this cooperative sponsorship.*  
Lack of athletes, geographic isolation.

**Practice Location:** The Dalles High School  
*This is where practices will be held.*

**Contest Location:** The Dalles High School  
*This is where home contests will be held.*

## Placement

**Combined ADM:** 590  
*Sum of both school's ADM numbers from the selected starting school year.*

**Coop Classification:** 4A  
*Based on the combined ADM, this coop would compete in this classification.*

**Coop League:** 4A-2 (2022-2025) Tri-Valley Conference  
*The selected league in which this coop will join and compete.*

### Host School

**The Dalles**  
Classification: 4A, ADM: 535  
League: 4A-2 Tri-Valley Conference

### School 2

**Dufur**  
Classification: 1A, ADM: 55  
League: 1A-6 Big Sky League

## League Approval

*Cooperative sponsorship applications must obtain approval from the regular league or special district in which the proposed cooperative team will participate.*

### League/Special District Representative for 4A-2 Tri-Valley Conference

**Name:**  \*

*Please type in your name.*

**League:**  \*

*What league or special district do you represent?*

**Email:**  \*

*Please type in your email address.*

**School:**  \*

*What school are you associated?*

**Decision:**  \*

*Select your decision from the drop-down list to indicate if your league approves of this coop or not.*

**Role:**  \*

*What is your role or title at your school?*

**Signature:** /s/  \*

*Please add your digital signature by clicking on the red X icon.*

**Date Decided:** 1/27/2025

## Host School Information - The Dalles

### Activity Participation - Softball - The Dalles

*The Dalles Softball participants, by school year and grade*

Participation	12th Grade	11th Grade	10th Grade	9th Grade
Last Year				
Current Year				
Next Year				

### Superintendent Approval

**Superintendent Name:** Carolyn Bernal

**Signature:** *Not Yet Signed*

**Date Signed:** --

### School Enrollment - The Dalles

*Students enrolled at The Dalles, by school year and grade*

Enrollment	12th Grade	11th Grade	10th Grade	9th Grade
Last Year				
Current Year				
Next Year				

### School Board Approval - North Wasco County School District 21

**Date School Board Approved:**

## School 2 Information - Dufur

### Activity Participation - Softball - Dufur

*Dufur Softball participants, by school year and grade*

Participation	12th Grade	11th Grade	10th Grade	9th Grade
Last Year	0	0	0	1
Current Year	0	0	1	2
Next Year	0	1	2	1

### Superintendent Approval

**Superintendent Name:** Jack Henderson

**Signature:** *Not Yet Signed*

### School Enrollment - Dufur

*Students enrolled at Dufur, by school year and grade*

Enrollment	12th Grade	11th Grade	10th Grade	9th Grade
Last Year	18	22	24	27
Current Year	18	18	27	29
Next Year	18	27	29	29

### School Board Approval - Dufur School District 29

**Date School Board Approved:** 01/06/2025

# North Wasco County School District 21

Code: AC-AR  
Revised/Reviewed: 6/23/04; 10/22/15; 11/21/17;  
2/27/20; 10/28/21; 4/27/23  
Orig. Code: AC-AR

## Discrimination Complaint Procedure

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

- Step 1: Complaints may be oral or in writing and must be filed with the principal. Any staff member that receives a written or oral complaint shall report the complaint to the principal. The principal shall investigate and determine the action to be taken, if any, and reply in writing, to the complainant within 10 school days of receipt of the complaint.
- Step 2: If the complainant wishes to appeal the decision of the principal, they may submit a written appeal to the superintendent or designee within five school days after receipt of the principal's response to the complaint.

The superintendent or designee may review the principal's decision and may meet with all parties involved. The superintendent or designee will review the merits of the complaints and the principal's decision and respond in writing to the complainant within 10 school days.

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

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

If the superintendent is the subject of the complaint, the complaint may start at step 3 and should be referred to the Board chair. The Board may refer the investigation to a third party.

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

Timelines may be extended based upon mutual consent of both parties in writing. The overall timeline of this complaint procedure may be extended beyond 90 days from the initial filing of the complaint upon written mutual consent of the district and the complainant.

If the complainant, is a person who resides in the district, is a parent or guardian of a student who attends school in the district or is a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initialing filing of the complaint, may appeal<sup>1</sup> the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

### **Charter Schools of which the District Board is a Sponsor**

The district Board, through its charter agreement with Mosier Community School ~~and Riverbend Community School~~, will not review an appeal of a decision reached by the Board of the Mosier Community School ~~and Riverbend Community School~~ on a complaint alleging a violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or 581-021-0046 (Discrimination), for which the district Board has jurisdiction, and recognizes a decision reached by the Board of Mosier Community School ~~and Riverbend Community School~~ as the district Board's final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.

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

**Discrimination Complaint Form**

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

\_\_\_\_\_  
Name of Person Filing Complaint

\_\_\_\_\_  
Date

\_\_\_\_\_  
School or Activity

Student/Parent  Employee  Nonemployee  (Job applicant)  Other \_\_\_\_\_

Type of discrimination:

- Race
- Color
- Religion
- Sex
- Discriminatory use of a Native American mascot
- Gender identity
- Mental or physical disability
- Marital status
- Familial status
- Economic status
- National or ethnic origin
- Age
- Sexual orientation
- Pregnancy
- Veterans' status
- Other: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggested solution / resolution/outcome: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

# North Wasco County School District 21

Code: GBN/JBA-AR  
Adopted: 8/12/99  
Revised/Readopted: 3/31/04; 10/25/07; 12/15/16;  
8/23/18; 5/28/20; 10/22/20  
Orig. Code: GBN/JBA-AR

## Sexual Harassment Complaint Procedure

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

Position	Phone	Email
<u>Director of Human Resources</u>	541-506-3420	HR@nwasco.k12.or.us

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

**Step 1** The district official receiving the report or complaint shall promptly initiate an investigation using procedures and standards, including but not limited to, those identified in Board policy GBN/JBA - Sexual Harassment and will notify the complainant or reporting person, any impacted person who is not a reporting person (if appropriate), each reported person, and where applicable the parents of a reporting person, impacted person, or reported person, when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within 10 days working days after receipt of the report or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation shall be reduced to writing. The official conducting the investigation shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law within 30 days of receipt of the report or complaint.

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

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

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board will review the decision of the superintendent in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision. All parties involved, including the school administration, may be asked to attend a hearing for the purposes of making further explanations and clarifying the issues. The Board shall provide a written decision to the complainant within 30 working days following receipt of the appeal.

If the Board chooses not to hear the complaint, the superintendent's decision in Step 2 is final.

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

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

Complaints against the superintendent or a Board member (other than the Board chair) may start at Step 3 and should be referred to the Board chair on behalf of the Board. The Board chair will cause required notices to be provided. The Board chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 30 days, in open session what action, if any, is warranted. The Board chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Complaints against the Board chair may start at Step 3 and should be referred to the Board vice chair on behalf of the Board. The Board vice chair will cause required notices to be provided. The Board vice chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 30 days, in open session what action, if any, is warranted. The Board vice chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

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

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

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

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

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

**North Wasco County School District 21**  
**3632 West 10<sup>th</sup> Street**  
**The Dalles, Oregon 97058 - 541-506-3420**

## **SEXUAL HARASSMENT COMPLAINT FORM**

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser: \_\_\_\_\_

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

\_\_\_\_\_

Description of misconduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

**North Wasco County School District 21  
3632 West 10<sup>th</sup> Street  
The Dalles, Oregon 97058 - 541-506-3420**

**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: GBN/JBA-AR(2)

Adopted: 10/22/20

## Federal Law (Title IX) Sexual Harassment Complaint Procedure

### Additional Definitions

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the district’s Title IX Coordinator or any official of the district who has authority to institute corrective measures on behalf of the district, or to any employee of an elementary or secondary school.<sup>1</sup>

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

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent<sup>2</sup> and requesting that the district investigate the allegation of sexual harassment.<sup>3</sup>

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district’s educational environment, or deter sexual harassment.<sup>4</sup> The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures.

### Formal Complaint Procedures

Upon receipt of a formal complaint, the district will provide the parties<sup>5</sup> written notice of the following:

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

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<sup>1</sup> This standard is not met when the only official with knowledge is the respondent.

<sup>2</sup> “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

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

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

<sup>5</sup> Parties include the complainant and the respondent, if known.

2. Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details<sup>6</sup> known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility be made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. The parties may inspect and review evidence.
6. A reference to any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

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

### **Investigation**

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

1. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence.
2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties.<sup>7</sup>
3. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.<sup>8</sup> The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

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

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

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

6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint.<sup>9</sup> Prior to completion of the investigative report, the district must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;
8. Create an investigative report that fairly summarizes relevant evidence and is sent to each party and party's advisor in electronic format or hard copy at least 10 days prior to any hearing (if required or provided) or other time of determination of responsibility. The party and advisor will be allowed to review and provide a written response.

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

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

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

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

At no point in the process will the district, or anyone participating on behalf of the district, require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

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

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

## **Determination of Responsibility**

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

The standard to be used for formal complaints in determining whether a violation has occurred is the preponderance of the evidence<sup>11</sup> standard.

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

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the district’s code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
  - a. A determination regarding responsibility;
  - b. Any disciplinary sanctions the district imposes on the respondent; and
  - c. Whether remedies designed to restore or preserve equal access to the district’s education program or activity will be provided by the district to the complainant; and
6. The district’s procedures and permissible bases for the complainant and respondent to appeal.

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

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

## **Remedies**

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

The disciplinary sanctions may include:

1. Discipline up to and including suspension and expulsion;
2. Removal from various activities, committees, extra-curricular, positions, etc.
3. Disqualification for awards and honors;

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<sup>11</sup> A preponderance of the evidence standard is understood to mean concluding that a fact is more likely than not to be true. U.S. Department of Education, Title IX Regulations commentary, p. 1268, FN 1409.

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

Other remedies may include:

1. Educational programming.

### **Dismissal of a Formal Complaint**

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

1. Would not constitute sexual harassment, even if proved;
2. Did not occur in the district's education program or activity<sup>12</sup>; or
3. Did not occur against a person in the United States.

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

1. A complainant notifies the Title IX Coordinator in writing that the complaint would like to withdraw the formal complaint or any allegations therein;
2. The respondent is no longer enrolled or employed by the district; or
3. Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

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

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

### **Consolidation of Complaints**

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

### **Informal Resolution**

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

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<sup>12</sup> Includes locations, events, or circumstances over which the district exercised substantial control over both the respondent the respondent and the context in which the sexual harassment occurs[, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution]. (Title 34 C.F.R. §106.44(a))

1. Provides written notice to the parties disclosing:
  - a. The allegations;
  - b. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
  - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## **Appeals**

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

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
4. Additional bases may be allowed, if made available equally to both parties.

When an appeal is filed, the district must:

1. Notify the other party in writing;
2. Implement appeal procedures equally for both parties;
3. Ensure the decision-maker(s) for the appeal is not the same person as the decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
4. Ensure the decision-maker for the appeal is free from conflicts of interest and bias;
5. Give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and
7. Provide the written decision simultaneously to both parties.

## **Timelines**

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

1. General grievance process (from receipt of formal complaint to determination of responsibility): 90 days;
2. Appeals (from receipt of appeal): 60 days;
3. Informal resolution process: 60 days.

Temporary delays of the grievance process, or limited extensions of time will be allowed for good cause<sup>13</sup> with written notice to the parties.

## **Records**

Records will be created and maintained in accordance with the requirements in Title 34 C.F.R. §106.45(a)(10).<sup>14</sup>

## **Training**

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

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

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

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

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<sup>13</sup> Good cause may include considerations such as the absence of a party, a party's advisor or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. (Title 34 C.F.R. § 106.45(b)(1)(v))

<sup>14</sup> This includes creating a record for each investigation. This record must include:

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

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

## North Wasco County School District 21

Code: JECBD-AR  
 Revised/  
 Reviewed: 6/09/04; 1/19/17; 4/13/17; 4/27/25

**Homeless Students\*\*****Definitions**

1. “Enrollment” means attending classes and participating fully in school activities.
2. “School of origin” means the school that a student attended when permanently housed or the school in which the student was last enrolled.

When the student has completed the final grade served by the school of origin, the term “school of origin” shall include the designated receiving school at the next grade level for all feeder schools.

3. “Homeless student” means individuals who lack a fixed, regular and adequate nighttime residence and includes:
  - a. Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
  - b. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  - c. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
  - d. Migratory students who qualify as homeless because the students are living in circumstances described in a.-c.
4. “Unaccompanied student” includes a student not in the physical custody of a parent or guardian.

**Assignment to School**

The district shall, according to the student’s best interest, continue the student’s education in the school of origin for the duration of homelessness, or enroll the student in a district school that nonhomeless students who live in the attendance area in which the student is actually living are eligible to attend.

In determining the best interest of the student, the district shall:

1. Presume that keeping the student in their school of origin is in their best interest, unless doing so is contrary to the request of the student’s parent or guardian;
2. Provide a written explanation, including a statement regarding the right to appeal, if the district sends a homeless student to a school other than the school of origin or a school requested by the parent or guardian;
3. Ensure that the district’s liaison helps with placement or enrollment decisions for an unaccompanied

student and considers the request of the student and provides a notice of the right to appeal on placement and enrollment decisions.

## **Enrollment**

The district shall immediately enroll the student in the school selected even if the student is unable to produce records normally required for enrollment, such as academic records, medical records, proof of residency or other documentation.

The district shall immediately contact the school last attended to obtain relevant academic and other student records.

If the student needs to obtain immunizations, or immunization or medical records, the district shall immediately refer the parent or guardian to the district's liaison, who will help in obtaining necessary immunizations or records.

A student shall be granted enrollment even if he or she has missed application or enrollment deadlines during any period of homelessness.

## **Records**

Any records ordinarily maintained by the district, including immunization or medical records, academic records, birth certificates, guardianship records and evaluations for special services or programs, shall be maintained so that the records are available, in a timely fashion, when a homeless student enters a new school or district, consistent with state and federal law.

## **Enrollment Disputes**

If a dispute arises over school selection, enrollment or eligibility, the student shall be immediately admitted to the school requested, pending resolution of the dispute.

The student, parent or guardian shall be referred to the district's liaison, who shall [try to resolve the dispute and](#) ensure the resolution process is carried out as expeditiously as possible. In the case of an unaccompanied student, the district's liaison shall ensure the student is immediately enrolled in school pending the resolution of the dispute.

The [district's liaison will provide the](#) parent, ~~or guardian~~ [or student](#) ~~shall be provided~~ with a written explanation of the district's decision regarding school selection, [enrollment or eligibility](#). [This explanation shall include clear instructions and information about](#) the rights of the parent, guardian or student to appeal the decision [to the district through the McKinney-Vento Act dispute resolution and appeal process,](#) including final appeal to the Oregon Department of Education (ODE) State Coordinator.

[Appeals to the district must be submitted in writing within 15 business days of receiving notification of the liaison's decision. If an appeal is filed, the district will provide a written response within 7 business days that fully explains its decision and rationale, with relevant citations from the McKinney-Vento Act. The response will be presented in a language the parent, guardian, or student can understand and will include instructions for filing an appeal with the Oregon Department of Education \(ODE\).](#)

## **Services**

Each homeless student shall be provided with services comparable to services offered to other students,

Homeless Students\*\* - JECBD-AR

including the following:

1. Transportation services;
2. Education services for which the student is eligible, such as:
  - a. Title I<sup>1</sup>;
  - b. Special education;
  - c. Programs for English Learners;
  - d. Career and technical education;
  - e. Talented and gifted programs.
3. School nutrition programs.

### **Coordination**

The district shall coordinate the provision of services to homeless students with local social service agencies, and other agencies or programs providing services to homeless students and their families. Services will also be provided in cooperation with other districts on interdistrict issues such as transportation, transfer of school records and issues concerning appropriate credit for full or partial course work completed at a prior school to ensure that homeless students have access to available educational and related services.

### **District Liaison**

The district's liaison shall ensure that:

1. Homeless students are identified;
2. Homeless students enroll in and have a full and equal opportunity to succeed in district schools;
3. Homeless families and students have access to and receive educational services through Head Start, Early Intervention and preschool services;
4. Homeless families and students receive educational services for which they are eligible, and referrals to health care services, dental services, mental health service and other appropriate services;
5. Parents of homeless students are informed of the educational and related opportunities available to the students and are provided with meaningful opportunities to participate in the education of their students;
6. Public notice of the educational rights of homeless students is distributed where such students receive services (e.g., schools, shelters, public libraries and soup kitchens);
7. Enrollment disputes are mediated through McKinney-Vento Act dispute resolution procedures;
8. The parents of homeless students, or any unaccompanied student, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school selected;
9. School personnel, service providers and advocates working with homeless students and their

families are informed of the liaison's duties.

The district's liaison shall coordinate and collaborate with the ODE state coordinator, community and school personnel responsible for the provision of educational and related services to homeless students.

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<sup>1</sup>All homeless students are automatically eligible for Title I services, regardless of their current academic performance.