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DOCKET OF BUSINESS

August 11, 2025

Klamath Falls City Schools Lucile O'Neill Education Center Boardroom

1336 Avalon Street

Klamath Falls, Oregon 97603

REGULAR MONTHLY MEETING AND EXECUTIVE SESSION OF THE KFCS BOARD OF EDUCATION

For questions about accessibility or accommodations for persons with disabilities, or to request a translator, interpreter, or other communication aids, please contact Tara Bosse at (541) 883-4700 ext. 7123 or bosset@kfalls.k12.or.us

The board welcomes you to its monthly meeting. Public input is welcome and encouraged during the Public Comment segment of this meeting. All those wishing to address the board have previously submitted their comments which have been added into the official record.

1. **PRELIMINARY BUSINESS**

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Public Welcome & Public Comment
4. Superintendent's Comments
5. Gifts to the District

2. **CONSENT AGENDA**

1. Approval of Previous Month's Meeting Minutes (7-14-25)

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Minutes of Regular Board Meeting Klamath Falls City Schools Board of Education

A Regular and Executive Board Meeting of the Board of Education of the Klamath Falls City Schools was held Monday, July 14, 2025, at 6:00 PM in the LOEC Boardroom and via a public digital Zoom meeting.

1. PRELIMINARY BUSINESS

1.1. Call to Order and Pledge of Allegiance – 6:00 PM

Presenter: Trina Perez, Board Chair

1.2. Swearing in New Board Members

Presenter: Trina Perez, Board Chair

Nicole Trejo, Kelsey Bitzer, and Vanessa Bennett each took the Oath of Office for the role of Klamath Falls City School District Board Member.

- Board Chair led each oath, administered individually.
- Each member pledged to support the Constitutions of the United States and Oregon, state laws, and the policies of the Klamath Falls City School District.
- All pledged to faithfully and impartially discharge the duties of their office to the best of their abilities.
- Family members were invited to join the new board members at the front during the ceremony.
- Signatures for official records to be completed following the meeting.
- Board Chair congratulated and welcomed all members to the team.

1.3. Roll Call

Presenter: Trina Perez, Board Chair

Board Members Present: Trina Perez, Andrea Jensen, Andrew Biggs, Kathy Hewitt, Kelsey Bitzer, Nicole Trejo and Vanessa Bennett

Cabinet Members Present: Keith Brown, Renee Clark and Daymond Monteith

Absent: Fred Bartels and Dena Haudenschild

Others: Rod Heyen, Terry Bennett, and Lisa Danskin

Zoom: Brett Lemieux, Sara Monteith, Sara Johnson, Heidi Biggs and Nick Collins

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1.4. Welcome & Public Comment Presenter: Trina Perez, Board Chair

The board welcomes you to its monthly meeting. Public input is welcome and encouraged during the Public Comment segment of this meeting. All those wishing to address the board have previously submitted their comments electronically or submitted their requests to speak prior to the start of this meeting which will be read into the official record.

No public comment

1.5. Superintendent's Comments Presenter: Keith Brown, Superintendent

Mr. Brown congratulated and welcomed the new board members and thanked Vanessa for her continued service.

- Reported that the district successfully concluded the previous school year.
- Noted that preparations are underway for the upcoming school year.
- Mentioned ongoing work in July related to legislative matters, with plans to update the board as information becomes available.
- Expressed optimism and anticipation for a great school year ahead.

2. BOARD ORGANIZATION Presenter: Trina Perez, Board Chair

2.1. Nominations & Elections of the 2025-2026 KFCS Board of Education Chair Presenter: Trina Perez, Board Chair

- The board opened nominations for the position of 2025-2026 Board Chair.
- Andrea nominated Andrew Biggs for board chair; Kelsey seconded.
- Kathy nominated Trina Perez for board chair; Vanessa seconded.
- Both nominees, Andrew Biggs and Trina Perez, confirmed they were willing to serve.
- The board proceeded to vote first on the nomination for Andrew Biggs.
- Andrew Biggs was elected board chair with four votes in favor (Kelsey, Andrew, Andrea, and Nicole).
- Andrew Biggs will serve as the new board chair for the 2025-2026 school year.

MOTION: Andrea Jensen made a motion to nominate Andrew Biggs as board chair, Kelsey Bitzer seconded the motion.

DISCUSSION: Andrew Biggs recognizing the motion and second called for discussion, seeing none he called for the vote.

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VOTE: Andrea Jensen, Andrew Biggs, Nicole Trejo, and Kelsey Bitzer voted in the affirmative. Vanessa Bennett, Trina Perez, and Kathy Hewitt oppose. **The motion carried.**

MOTION: Kathy Hewitt made a motion to nominate Trina Perez as board chair, Vanessa seconded the motion.

DISCUSSION: Andrew Biggs recognizing the motion and second called for discussion, seeing none he called for the vote.

VOTE: Vanessa Bennett, Trina Perez, and Kathy Hewitt voted in the affirmative. Andrea Jensen, Andrew Biggs, Nicole Trejo, and Kelsey Bitzer oppose. **The motion failed.**

2.2. Nominations & Elections of the 2025-2026 KFCS Board of Education Vice Chair

Presenter: Andrew Biggs, Board Chair

- The board opened nominations for the position of 2025-2026 Board Vice Chair.
- Andrea Jensen was nominated for vice chair by Nicole Trejo and the nomination was seconded by Andrew Biggs.
- Trina Perez was also nominated for vice chair by Kathy Hewitt, and the nomination was seconded by Vanessa Bennett.
- Both nominees, Andrea Jensen and Trina Perez, accepted their nominations.
- A vote was held for Andrea Jensen as vice chair, receiving votes from herself, Nicole and Andrew.
- A vote was then held for Trina Perez as vice chair. Trina received four votes in favor (herself, Kathy, Vanessa, and Kelsey).
- Trina Perez was elected vice chair of the board for the 2025-2026 school year.

MOTION: Nicole Trejo made a motion to nominate Andrea Jensen, Andrew Biggs seconded the motion.

DISCUSSION: Andrew Biggs recognizing the motion and second called for discussion, seeing none he called for the vote.

VOTE: Andrea Jensen, Andrew Biggs, and Nicole Trejo, voted in the affirmative. Vanessa Bennett, Trina Perez, Kelsey Bitzer, and Kathy Hewitt oppose. **The motion failed.**

MOTION: Kathy Hewitt made a motion to nominate Trina Perez as board vice chair, Vanessa seconded the motion.

DISCUSSION: Andrew Biggs recognizing the motion and second called for discussion, seeing none he called for the vote.

VOTE: Vanessa Bennett, Trina Perez, Kelsey Bitzer, and Kathy Hewitt voted in the affirmative. Andrea Jensen, Andrew Biggs, and Nicole Trejo oppose. **The motion carried.**

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2.3. Approval of Resolution #26-01, Legislative Service Year 2025-2026

Presenter: Andrew Biggs, Board Chair

- Mr. Monteith explained Resolution 26-01, which outlines board delegations, roles of the chair and vice chair, procedures for handling absences, and guidelines for forming committees outside regular meetings.
- He noted this resolution sets the board's operational rules for the 2025-2026 school year, as required at the first board meeting each year.
- Mr. Monteith shared that, in past years, these items were handled as separate motions but have now been consolidated into one resolution for efficiency.
- A comment was made to have the option to conduct this organizational business in July or potentially wait until August next year.

MOTION: Trina Perez made a motion to approve Resolution #26-01, Legislative Service Year 2025-2026 as presented, Kathy Hewitt seconded the motion.

DISCUSSION: Andrew Biggs recognizing the motion and second called for discussion, seeing none he called for the vote.

VOTE: Andrea Jensen, Andrew Biggs, Nicole Trejo, Vanessa Bennett, Trina Perez, Kelsey Bitzer and Kathy Hewitt voted in the affirmative. There were no dissentions. **The motion carried.**

2.4. Approval and Adoption of the 2025-2026 Board Operating Agreement

Presenter: Andrew Biggs, Board Chair

- The board reviewed the 2025-26 Board Operating Agreement, which outlines procedures and expectations for how the board functions and collaborates with the superintendent and district.
- No comments or questions were raised.
- Signatures for official records to be completed following the meeting.

MOTION: Kelsey Bitzer made a motion to approve the 2025-2026 Board Operating Agreement as presented, Kathy Hewitt seconded the motion.

DISCUSSION: Andrew Biggs recognizing the motion and second called for discussion, seeing none he called for the vote.

VOTE: Andrea Jensen, Andrew Biggs, Nicole Trejo, Vanessa Bennett, Trina Perez, Kelsey Bitzer and Kathy Hewitt voted in the affirmative. There were no dissentions. **The motion carried.**

3. **CONSENT AGENDA**

Presenter: Andrew Biggs, Board Chair

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3.1. Approval of Previous Months Regular Board Meeting Minutes (6-9-25)

3.2. Approval of Budget Approval Meeting Minutes (6-9-25)

3.3. Approval of Current Agenda

3.4. Approval of Personnel Agenda

- The board reviewed the consent agenda, which included:
 - Approval of the previous month's meeting minutes
 - Approval of June executive session minutes
 - Approval of the current agenda
 - Approval of the personnel agenda
- A discussion was held about whether the district conducts exit interviews when staff resign. Administration confirmed exit interviews are offered but not consistently conducted, and participation is limited. Board members expressed interest in potentially improving this process to better understand staff turnover.

MOTION: Kelsey Bitzer made a motion to approve the consent agenda items as presented, Vanessa Bennett seconded the motion.

DISCUSSION: Andrew Biggs recognizing the motion and second called for discussion, seeing none he called for the vote.

VOTE: Andrea Jensen, Andrew Biggs, Nicole Trejo, Vanessa Bennett, Trina Perez, Kelsey Bitzer and Kathy Hewitt voted in the affirmative. There were no dissentions. **The motion carried.**

4. NEW BUSINESS/ACTION ITEMS

Presenters: Andrew Biggs, Board Chair

4.1. Approval of the Students Rights and Responsibilities Handbook: 2025-2026 Code of Conduct

Presenter: Renee Clark, Human Resources Director

Summary – Approval of 2025-2026 Code of Conduct

- **Presentation & Purpose:**
 - The 2025-2026 Code of Conduct was presented for approval. It contains updates based on board-approved policies revised over the past year.
- **Cell Phone Policy Discussion:**
 - Board members raised questions about the new state mandate prohibiting cell phone use in schools.
 - Currently, the district's policy has not changed; updates are pending further directives from ODE.

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- The new policy must be adopted by October 31, 2025, with full implementation by January 1, 2026.
- Discussion occurred around potentially updating handbooks now to avoid conflicting guidance next year. It was clarified that handbooks typically update annually, but any significant mid-year changes could be communicated separately to families.
- **Communication & Clarity of the Document:**
 - A board member suggested creating a simpler, one-page summary of student and parent rights and responsibilities to accompany the longer, legally detailed Code of Conduct, so expectations are clearer for families.
- **Discussion on Flag Etiquette Instruction:**
 - Concerns were shared regarding students' behavior during the national anthem at events, despite the Code stating instruction would be provided on flag respect.
 - Administration confirmed principals have been reminded to include such instruction, although implementation varies by school and setting. The schools will strengthen their procedures for teaching students how to properly prepare for reciting the Pledge of Allegiance and singing the National Anthem.

MOTION: Vanessa Bennett made a motion to the Students Rights and Responsibilities Handbook: 2025-2026 Code of Conduct as presented, Kelsey Bitzer seconded the motion.

DISCUSSION: Andrew Biggs recognizing the motion and second called for discussion, seeing none he called for the vote.

VOTE: Andrea Jensen, Andrew Biggs, Nicole Trejo, Vanessa Bennett, Trina Perez, Kelsey Bitzer and Kathy Hewitt voted in the affirmative. There were no dissentions. **The motion carried.**

4.2. Approval of the Elementary Student/Parent 2025-2026 Handbook Presenter: Renee Clark, Director of Human Resources

Summary – Approval of Elementary Student/Parent Handbook

- The board reviewed the elementary student/parent handbook for 2025-26.
- Updates include revised policies, dates, and new sections on the ROOMS program (communication platform), the Raptor visitor system, and Medicaid parental notifications.
- A suggestion was made to add footer labels to printed pages of all school handbooks (elementary, middle, and high school) for clarity.
- A discussion arose about the state's policy allowing students with head lice to attend school. Board members and staff shared concerns and experiences, noting that the district follows Oregon Health Authority (OHA) guidance and handles situations individually. There's potential to explore creating a district-specific policy.

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- Board members discussed consistency among school handbooks, suggesting common elements like strategic priorities, and aligning rules (e.g., cell phones, energy drinks, dress code) to avoid confusion as students move between schools.
- Dress code enforcement was a major topic.
 - Members stressed the need for consistent enforcement, especially in elementary and middle school, to prepare students for high school expectations.
 - Administrators acknowledged challenges, including student defiance, teacher discomfort in addressing dress code violations, and balancing discipline with maintaining students in class.
 - Ideas included creating clear, simplified summaries of key rules for parents and students to sign, and producing educational videos that could be shared across grade levels.
 - Principals shared efforts to enforce dress codes, especially regarding items like pajama pants and revealing clothing, with noted improvements at Ponderosa Middle School.
- Additional discussion addressed differences in rules like hats in school, with administrators explaining the rationale for relaxing some prohibitions while still addressing respect and professional standards.
- The conversation emphasized the importance of consistency, clear communication, and proactive education around expectations, especially for dress code and personal conduct.

MOTION: Kelsey Bitzer made a motion to approve the 2025-2026 Elementary Student/Parent Handbook as presented, Nicole Trejo seconded the motion.

DISCUSSION: Andrew Biggs recognizing the motion and second called for discussion, seeing none he called for the vote.

VOTE: Andrea Jensen, Andrew Biggs, Nicole Trejo, Vanessa Bennett, Trina Perez, Kelsey Bitzer and Kathy Hewitt voted in the affirmative. There were no dissentions. **The motion carried.**

4.3. Approval of the Secondary Student/Parent 2025-2026 Handbooks Presenter: Renee Clark, Director of Human Resources

Summary – Approval of Secondary Student/Parent Handbooks

- The board reviewed the secondary student/parent handbooks for KUHS, Eagle Ridge, KLC, and Ponderosa.
- Extensive discussion focused on updates and revisions, including:
 - **Weighted GPA and Valedictorian Criteria:**
 - New weighted GPA system to start with incoming freshmen.
 - Honors/AP courses to carry higher weight; clarification requested on labeling AP vs. honors classes.
 - Questions were raised about how outside AP courses should count toward honors credit and GPA calculations.
 - **Grade Scale Changes:**

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- Discussion on including “A+” designations and whether to simplify grading scale.
- **Valedictorian Calculation Details:**
 - Clarification provided on handling pass/no pass grades, transfer credits, and the impact of different credit loads on rankings.
- **Athletics Handbook Revisions:**
 - Debate over removal of explicit references to theft, vandalism, and cheating as athletic violations; board members favored keeping these infractions explicitly listed to ensure consistent standards across student activities.
 - Discussion about uniformity of rules across different sports teams, rather than allowing each coach to maintain separate discipline policies.
 - Discussion about academic eligibility requirements for student-athletes and ensuring clear communication to parents and students.
- **Truancy Notifications:**
 - Members requested restoring parent contact for first truancy offenses rather than waiting until a second incident.
- **Cell Phone Policy:**
 - Consensus to implement a bell-to-bell cell phone ban, aligning with anticipated state requirements, but allowing use off-campus during open lunch periods.
- **Dress Code Enforcement:**
 - Ongoing concerns about consistency, challenges enforcing dress code at the high school level, and the importance of reinforcing standards in elementary and middle school to set expectations for high school.
 - Discussion about hats being allowed in school but emphasizing removal during national anthem or Pledge of Allegiance as a sign of respect.
- **Communication Suggestions:**
 - Interest in adding footers identifying the specific school to printed handbook pages.
 - Suggestions to create clear summary documents of key rules (e.g. cell phones, dress code, expectations) for families to sign and acknowledge, to complement the longer handbooks.
 - Encouragement to produce educational videos for consistency across grade levels.
- **Energy Drinks:**
 - Noted discrepancy in rules prohibiting energy drinks at Ponderosa while they’re available at KU, suggesting the need for alignment across schools.
- **Agreed Changes:**
 - Add explicit references to academic dishonesty, theft, and vandalism back into the athletic policy.
 - Clarify language distinguishing AP and honors courses and criteria for external AP credits.
 - Implement bell-to-bell cell phone prohibition on campus.

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- Restore first-offense parent notification for truancy.
- Clarify GPA calculation rules in handbook text.

MOTION: Trina Perez made a motion to approve the 2025-2026 Secondary Student/Parent Handbooks with the requested changes as presented, Kelsey Bitzer seconded the motion.

DISCUSSION: Andrew Biggs recognizing the motion and second called for discussion, seeing none he called for the vote.

VOTE: Andrea Jensen, Andrew Biggs, Nicole Trejo, Vanessa Bennett, Trina Perez, Kelsey Bitzer and Kathy Hewitt voted in the affirmative. There were no dissentions. **The motion carried.**

5. OLD BUSINESS/ACTION ITEMS

Presenters: Andrew Biggs, Board Chair

No old business

6. BOARD MEMBER COMMENTS

Presenters: 2025-2026 Board Members

Vanessa- Welcome to the new board members

Trina- Summary of comment:

- Welcome and Gratitude:
 - Welcomed and expressed appreciation to new board members and Mr. Ryan for his strong work during the meeting.
- Superhero Summer Literacy Program:
 - Shared that her daughter is helping with the program at Pelican and is enjoying the experience.
 - Noted the kids in the program are energetic and keeping staff on their toes.
- Concern About Attendance:
 - Highlighted that student attendance is a challenge, even in summer programs—especially for students who need support the most.
 - Acknowledged staff efforts to reach out and engage families, and encouraged continued commitment.
- Importance of Showing Up:
 - Stressed that consistent attendance is vital for student success, and that it takes both staff and families showing up and doing their part.
 - Encouraged and thanked all staff, directors, and administrators supporting students who need extra help.

Nicole- Happy to be here.

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7. CLOSING COMMENTS FROM THE CHAIR

Presenter: Andrew Biggs, Board Chair

Board Chair Andrew's Comments – Summary

- **Welcome and Acknowledgment:**
 - Welcomed new board members and congratulated the re-elected member.
 - Expressed appreciation for the strong and capable board team working on behalf of students and the district.
- **Gratitude to Trina:**
 - Thanked Trina for her past, present, and continued service to the district.
- **Confidence in the Board and District Direction:**
 - Shared confidence and optimism in the board's composition and the direction the district is heading.
 - Concluded by saying the board can head into the remainder of the summer feeling good about their progress.

8. ADJOURNMENT

Presenter: Andrew Biggs, Board Chair

Adjournment Time: 8:10 PM

Approved by: _____

Date: _____

2. Approval of Current Agenda
3. Approval of Personnel Agenda
3. **REPORTS**
 1. CTE Summer School Report
 2. Monthly Financial Report

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Revenue and Expenditure Summary/Projection

	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	2025-2026
	July '25	August '25	Sept., 2025	Oct., 2025	Nov., 2025	Dec., 2025	Jan., 2026	Feb., 2026	March, 2026	April, 2026	May, 2026	June, 2026	Totals	BUDGET
REVENUES														
LOCAL SOURCES:														
Current year's levy*	50019	579167	579167	579167	579167	579167	579167	579167	579167	579167	579167	579167	6420856 *	6950000
Prior years' taxes*	19098	12500	12500	12500	12500	12500	12500	12500	12500	12500	12500	12500	156598 *	150000
Prior years' Local Option Levy	0	33	33	33	33	33	33	33	33	33	33	33	363	400
Investment earnings	27231	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	302231	300000
Misc. local sources	1221	50150	50150	50150	50150	50150	50150	50150	50150	50150	50150	50150	552871	601800
Subtotal	97569	666850	666850	666850	666850	666850	666850	666850	666850	666850	666850	666850	7432919	8002200
INTERMEDIATE SOURCES:														
County School Funds*	0	2917	2917	2917	2917	2917	2917	2917	2917	2917	2917	2913	32083 *	35000
SOESD Funds	0	0	0	0	0	0	0	200000	0	0	0	200000	400000	400000
Revenue from Klamath County	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Revenue for/on Behalf of District	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal	0	2917	2917	2917	2917	2917	2917	202917	2917	2917	2917	202913	432083	435000
STATE SOURCES:														
SSF- Current Year*	4918173	2446833	2446833	2446833	2446833	2446833	2446833	2446833	2446833	2446833	2446833	2446830	31833333 *	29361993
SSF- Prior Year	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Common School Fund*	0	32032	32032	32032	32032	32032	32032	32032	32032	32032	32032	32030	352350 *	384382
State Managed Co Timber*	0	0	0	0	0	0	0	0	0	0	0	0	0 *	0
Equity Aid Funds	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Restricted Grants-in-Aid	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal	4918173	2478865	2478865	2478865	2478865	2478865	2478865	2478865	2478865	2478865	2478865	2478860	32185683	29746375
FEDERAL SOURCES:														
Restricted Rev. from Fed. Gov.														0
Federal Forest Fees*	0	2917	2917	2917	2917	2917	2917	2917	2917	2917	2917	2917	32087 *	35000
Subtotal	0	2917	2917	2917	2917	2917	2917	2917	2917	2917	2917	2917	32087	35000
OTHER RESOURCES:														
Beginning fund balance	3437402												3437402	3437402
Interfund Transfer	0	0	0	0	0	0	0	0	0	0	0	750000	750000	750000
Lease Purchase Receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sale of Fixed Assets						2500							2500	2500
Subtotal	3437402	0	0	0	0	2500	0	0	0	0	0	750000	4189902	4189902
Total, monthly revenues	5015742	3151549	3151549	3151549	3151549	3154049	3151549	3351549	3151549	3151549	3151549	4101540	44272674	42408477
CUMULATIVE RESOURCES	5015742	8167291	11318840	14470389	17621938	20775987	23927536	27279085	30430634	33582183	36733732	40835272		
EXPENDITURES														
Salaries	555131	1686001	1686001	1686001	1686001	1686001	1686001	1686001	1686001	1686001	1686001	1686001	19101140	20232010
Employee benefits	345454	1048174	1048174	1048174	1048174	1048174	1048174	1048174	1048174	1048174	1048174	1048174	11875366	12578086
Purchased services	255783	360297	360297	360297	360297	360297	360297	360297	360297	360297	360297	360297	4219048	4323562
Supplies	294244	128023	128023	128023	128023	128023	128023	128023	128023	128023	128023	128023	1702492	1536271
Capital outlay	0	48470	48470	48470	48470	48470	48470	48470	48470	48470	48470	48470	533165	581634
Insurance/Dues/Other	85178	85930	85930	85930	85930	85930	85930	85930	85930	85930	85930	85930	1030408	1031160
Interfund Transfers	0	10480	10480	10480	10480	10480	10480	10480	10480	10480	10480	10480	115275	125754
Contingency	0	0	0	0	0	0	0	0	0	0	0	0	0	2000000
Total, monthly expend.	1535790	3367373	3367373	3367373	3367373	3367373	3367373	3367373	3367373	3367373	3367373	3367373	38576894	42408477
CUMULATIVE EXPENDITURES	1535790	4903163	8270536	11637909	15005282	18372655	21740029	25107402	28474775	31842148	35209521	38576894		
Month-end Fund Balance	3479952	3264128	3048304	2832480	2616656	2403332	2187508	2171683	1955859	1740035	1524211	0	5695780	

4. **ANNOUNCE EXECUTIVE SESSION AND RECESS PUBLIC MEETING**
5. **EXECUTIVE SESSION**
 1. Level III Grievance ORS 192.660(2)(d)
6. **ADJOURNMENT OF EXECUTIVE SESSION**
7. **RETURN TO PUBLIC MEETING**
 1. Board Decision Regarding Level III Grievance
8. **NEW BUSINESS/ACTION ITEMS**
9. **OLD BUSINESS/ACTION ITEMS**
10. **BOARD MEMBER COMMENTS**
11. **CLOSING COMMENTS FROM THE CHAIR**
12. **ADJOURNMENT**