



MISSION: EMPOWERING EVERY STUDENT, ENRICHING EVERY MIND, TRANSFORMING EVERY FUTURE

VISION: TO BE A WORLD-CLASS EDUCATIONAL COMMUNITY WHERE ALL STUDENTS ARE PREPARED FOR FUTURE SUCCESS IN COLLEGE, CAREER, AND LIFE

DOCKET OF BUSINESS

November 10, 2025

Klamath Falls City Schools Lucile O'Neill Education Center Boardroom

1336 Avalon Street

Klamath Falls, Oregon 97603

REGULAR MONTHLY MEETING 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

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Ponderosa Middle School

2554 Main Street
Klamath Falls, Or 97601-2724
Phone 541.883.4740
Fax 541.885.4286



Brett Lemieux
Principal

Katey
Assistant Principal

Sam McCormick
Dean of Students

Britt Clark
School Counselor

October 16, 2025

Walmart Store Manager
3600 Washburn Way
Klamath Falls, OR 97601

Dear Walmart Manager,

On behalf of Ponderosa Middle School, I am writing to kindly request a donation of candy to support our student attendance incentive program.

At Ponderosa Middle School, we are committed to encouraging positive student behavior and academic success. One of the key areas we focus on is attendance, as regular school attendance is directly linked to improved academic outcomes and overall student well-being.

To help reinforce the importance of being present and on time, we have launched a new incentive program that rewards students for achieving perfect or improved attendance. One of the most effective and immediate rewards we've implemented is a simple "candy-on-the-spot" treat, given to students who meet attendance goals during specific days or class periods. These small gestures go a long way in motivating our students and making them feel recognized and valued.

We would be incredibly grateful if Walmart would consider donating individually wrapped candy or small treat items to help support this program. Your generous contribution would directly impact our students and promote a culture of responsibility and achievement.

Ponderosa Middle School is a public school and qualifies as a nonprofit organization. Our Tax ID number is **93-6000545** for your reference.

Thank you for considering our request and for your continued support of education in our community. If you have any questions or need additional information, please feel free to contact me at 541-883-4740 or garciaa@kfalls.k12.or.us.

Sincerely,

Angela Garcia
Secretary - Vice Principal
Ponderosa Middle School
2554 Main Street
Klamath Falls, OR 97601
Phone: 541-883-4740
Email: garciaa@kfalls.k12.or.us

Give us feedback @ survey.walmart.com
Thank you! ID #:7VR115M6266



WM Supercenter
541-885-6890 Mgr:WILLIAM
3600 WASHBURN WAY
KLAMATH FALLS OR 97603
ST# 01772 OP# 006239 TE# 93 TR# 07767
ITEMS SOLD 23
TCH 0580 5437 5457 4105 1262 5



HSY/HAR 100P	003400094552 F	14.96 N
CHOC 200CT	002200029769 F	24.96 N
DDSMARTIE400	003080017900 F	19.97 N
MNSTR BAND	004000059980 F	19.97 N
SUG WIZ 80CT	002200029739 F	14.96 N
SUG WIZ 80CT	002200029739 F	14.96 N
MD SNT 160CT	004000060014 F	24.96 N
SN GHLH 35CT	004000060125 F	9.94 N
SN GHLH 35CT	004000060125 F	9.94 N
CORE VTY 95	007920008624 F	14.96 N
HSY NC 310CT	003400046026 F	29.97 N
HSY 320CT	001070053460 F	24.82 N
PEZ PUMPKIN	003400045837 F	14.96 N
HSY 250CT	003400095394 F	24.82 N
HSYAST335CT	003400046103 F	29.97 N
SPK TRT40 CT	007046201452 F	14.96 N
HSY 320CT	001070053460 F	24.82 N
HSY 250CT	003400095394 F	24.82 N
CHOCO SUGAR	009990071922 F	19.97 N
CHOC 190CT	002200030175 F	29.97 N
CHOC 195CT	004000060028 F	24.96 N
CORE MIX 180	007920008554 F	24.96 N
SPK TRT40 CT	007046201452 F	14.96 N
	SUBTOTAL	473.54
	TOTAL	473.54
	CASH TEND	473.54
	CHANGE DUE	0.00

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Low Prices You Can Trust. Every Day.
10/17/25 10:14:11

2. **CONSENT AGENDA**

1. Approval of Previous Month's Meeting Minutes (10-13-25)

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Minutes of Regular and Executive 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, October 13, 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: Andrew Biggs, Board Chair

1.2. Roll Call

Presenter: Andrew Biggs, Board Chair

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

Absent: Kelsey Bitzer and Andrea Jensen

Cabinet Members Present: Keith Brown, Renee Clark, Fred Bartels, Daymond Monteith, and Dena Haudenschild

Others: Rod Heyen, Maureen Lundy, Brett Lemieux, Sara Johnson, Terry Bennett, Mindi Waggoner, Noah Clayton, Talan Chancellor, Lisa Danskin, Aiden Jimenez, Leona Higgins, Wyatt Sargent, and Braydon Henderson

Zoom: Gretchen Knutson, Jane Cole, Joaquin Aguilar-Flores, Jon Chenjeri, and Kyle Baird

1.3. Welcome & Public Comment

Presenter: Andrew Biggs, 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

1.4. Superintendent's Comments

Presenter: Keith Brown, Superintendent

Superintendent Brown shared a few uplifting highlights from around the district:

- **Student Appreciation for Leadership Program:**

He received several handwritten notes from students thanking him for implementing the

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LeadWorthy program at Ponderosa. The students expressed gratitude for the opportunity to learn leadership skills and shared their excitement about participating in the program. *LeadWorthy* is a leadership and character education curriculum for students in grades 5–12, focused on building confidence, communication, and responsibility.

- **Celebrating Growth in Music Programs:**
Superintendent Brown also shared a short video clip from a recent morning choir event at Klamath Union. He highlighted the exciting growth of the school’s choir program and praised the students’ enthusiasm and participation.
- **Closing Remarks:**
He concluded by expressing pride in the students and appreciation for the positive energy across schools, noting that programs like *LeadWorthy* and expanding music opportunities are helping students grow as leaders and learners.

1.5. Gifts to the District

Presenter: Andrew Biggs, Board Chair

- **McKinney-Vento Program:**
Received a generous donation from Bombas of 1,300 T-shirts and assorted underwear for both men and women. These items will directly support students experiencing housing insecurity, helping to meet essential needs and promote dignity for all learners.
- **Conger Elementary:**
Received a \$50 cash donation from a new parent to support student needs.

The board expressed sincere gratitude to all individuals and community partners who continue to support Klamath Falls City Schools through their generosity and commitment to students.

2. **CONSENT AGENDA**

Presenter: Andrew Biggs, Board Chair

- 2.1. Approval of Previous Months Regular Board Meeting Minutes (9-8-25)
- 2.2. Approval of Current Agenda
- 2.3. Approval of Personnel Agenda

During the review of the Consent Agenda the board engaged in brief discussion and clarification on several items:

- **Correction to Previous Minutes:**
A board member noted a typographical error in the prior month’s minutes where “Superintendent Ryan” was referenced instead of “Superintendent Brown.” The correction was acknowledged and will be updated in the official record.

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- **PE Waiver Clarification:**
Board Member Jensen raised a follow-up question to Board Chair (prior to the meeting) regarding PE exemptions for student-athletes. The concern centered around the current policy or procedure, whether it allows high school students of all grades to receive PE exemptions for participation in sports, or only juniors and seniors. Superintendent Brown confirmed this issue would be reviewed and clarified at a future meeting.
- **Procedural Clarifications:**
Board member Kathy, who was not present at the previous meeting, inquired whether their question on the minutes required the item to be pulled from the consent agenda. The chair explained that the question could be addressed before proceeding to a vote.

UNANIMOUS VOTE: Trina Perez, Kathy Hewitt, Andrew Biggs, Nicole Trejo, and Vanessa Bennett voted in the affirmative. There were no dissensions. After discussion, and with no further objections, the board **approved the consent agenda** as presented.

3. **REPORTS**

Presenter: Andrew Biggs, Board Chair

3.1. **Klamath Union High School Student Report**

Presenter: Leona Higgins and Talan Chancellor, KUHS students

Students from Klamath Union High School provided an update highlighting recent activities, achievements, and upcoming events.

School Highlights

- **Homecoming Week:**
Homecoming was a major success, with strong student participation and spirit throughout the week. Despite a tough football game, morale was high, and the dance was well-attended and enjoyable for students.
- **Teacher and Staff Appreciation:**
During parent-teacher conferences, KU hosted a barbecue for families and staff, serving burgers and hot dogs on both nights.
- **Choir Program:**
Mr. Dean is leading efforts to expand KU's choir program, which has been growing rapidly. The men's octet, humorously called *The Testosterones*, recently performed for staff, including Principal Heyen.
- **Freshman On-Track Team:**
Ninth-grade teachers are focusing on supporting student transitions into high school as the first quarter progresses.
- **Mountain Biking Team:**
KU's mountain biking team achieved a victory in Newport, qualifying for the Oregon

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State meet on October 18. The program, established last year, continues to grow in size and competitiveness.

CTE (Career & Technical Education)

- **Health Occupations:**
Hosted a joint tour with Sky Lakes Medical Center to showcase how funds from the \$444,000 Future Ready Oregon grant have been used. The tour included new labs and equipment both at KU and the new Regional CTE Center at the Sky Lakes Community Education Center.
- **Ready, Set, Innovate! (November 7, Oregon Tech):**
KU will send 25 students from all five CTE programs to compete in interdisciplinary teams to design innovative solutions to real-world problems.
- **Business & DECA:**
KU will host the first regional DECA competition of the year on November 14 at Oregon Tech. Community members are invited to volunteer as judges.
- **Culinary Program:**
Culinary III students are partnering with Sky Lakes Medical Center to intern in the hospital cafeteria, gaining hands-on experience in large-scale meal preparation and food service operations.

Counseling Department

- **Testing and Academic Support:**
PSAT and Pre-ACT testing for sophomores and select juniors will take place over the next several weeks. Counselors are reviewing transcripts, starting with upperclassmen, to ensure all students are on track for graduation and post-secondary goals.

Athletics

- **Volleyball:** Currently tied for second in league play and pushing for a playoff spot.
- **Boys & Girls Soccer:** Both teams are ranked in the Top 10 statewide and competing for the Skyline Conference title.
- **Cross Country:** Both teams are performing strongly, with the girls' team a top contender for the State Championship at Lane Community College on November 8.
- **Mountain Biking:** Continuing momentum from last season, the team has attracted new participants and transfers.

Closing Remarks

Students concluded their presentation by expressing pride in KU's growing programs and student engagement. They invited board members and community members to attend upcoming games and events, emphasizing that KU athletics, academics, and CTE programs are thriving.

3.2. Eagle Ridge New Tech High School Student Report Presenter: Noah Clayton and Aiden Jimenez; ERNTHS students

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Eagle Ridge New Tech High School students shared an update highlighting recent events, CTE projects, academic programs, and student successes.

School Events and Community Engagement

- **Open House:**

Eagle Ridge hosted a successful open house welcoming students and families for an evening of food and connection. Student Ambassadors, FFA officers, and freshmen led tours and activities.

 - CTE programs showcased their work:
 - **Construction (David Parker):** Demonstrated projects in the woodworking lab.
 - **Agriculture Manufacturing (Dylan Houser):** Displayed design and manufacturing demonstrations.
 - **Agricultural Science and Technology (Kathy Smith):** Shared examples of current and upcoming agricultural projects.
 - **Business, Marketing, and Broadcasting (Jackie Lancaster):** Students presented their work and program goals.
- **Game Night:**

The second annual Game Night brought students together for video, board, and group games, pickleball, and camaraderie across all grade levels.

CTE and Academic Highlights

- **Construction Program:**
 - Freshmen are building an 8x16 fully finished cottage as a foundational project.
 - Intermediate students are completing campus improvements, including a 500 sq. ft. concrete sidewalk.
 - Advanced students are in the design phase for several large-scale projects pending approval.
- **Agriculture and FFA:**

Ten FFA students competed in the Southeastern District Soils Evaluation, earning top honors in both beginning and advanced divisions.

 - **Beginning Division:** 1st – Aiden Jimenez; 2nd – Noelle Perez; 3rd – Madison Pennington.
 - **Advanced Division:** 1st – Rose Purkhiser; 2nd – Ella King.
Eagle Ridge teams placed first in both divisions.

College and Career Readiness

- **FAFSA Nights:**

Eagle Ridge and Klamath Learning Center co-hosted a FAFSA Night to help seniors prepare for college and career goals. Nearly all Eagle Ridge seniors participated, with follow-up sessions scheduled to ensure completion.
- **Night School Program:**

A new credit recovery and academic support program has launched, led by Mr. Michael Myers. Currently, 17 students: including several from Klamath Union are enrolled.

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Future plans include tutoring, homework help, and partnerships with OIT for math support.

- **College Coursework:**

About 40% of Eagle Ridge seniors are enrolled in dual-credit college classes through Klamath Community College's College Now program. Many are taking multiple courses.

Younger students are also showing interest in the CTE exploratory wheel, accelerating college and technical preparation.

Career Partnerships

- **Klamath Learning Center Collaboration:**

Students are gaining hands-on experience in instruction and retail while earning paychecks. To remain eligible, students must stay engaged academically.

Upcoming seminars and field trips through Klamath Works will help students develop job readiness skills and explore career paths in the Klamath Basin.

Closing Remarks

Eagle Ridge emphasized its focus on maintaining academic momentum, strengthening community partnerships, and preparing students for college, career, and life success.

Board members commended the students for their presentation and achievements, particularly their FFA competition wins and growing CTE programs.

3.3. Ponderosa Middle School Student Report

Presenter: Braydon Henderson and Wyatt Sargent, Ponderosa 8th grade students

Braydon and Wyatt, students from Ponderosa Middle School, presented highlights and upcoming events for the 2025–26 school year.

September Highlights

- **Open House (Sept. 11):**

Families met teachers, toured classrooms, and learned about school programs. The event had a strong turnout and helped launch a positive start to the school year.

- **Picture Day (Sept. 19):**

Students showed their school pride by dressing their best for pictures.

- **Playworks Visit (Sept. 25):**

Representatives from *Playworks* visited to support improvements to recess and outdoor spaces, focusing on structure, safety, and inclusion.

Sports Updates

- **Volleyball:**

Coach Mr. Woodley praised the team as one of the best he's seen, crediting coaches for aligning with KU's program and using group rotations effectively.

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- **Cross Country:**
Students are breaking personal records and showing strong team spirit, complete with karaoke on bus rides. Ponderosa hosted a meet at Moore Park (Sept. 25) and held the *Midnight Mile* event on Sept. 27.
- **Pop Warner Football:**
Players are proudly representing Ponderosa on Fridays by wearing their jerseys to school.

Professional Development & Instruction

- **STEM and Literacy Training:**
 - *Sept. 17:* Teachers participated in Dyad Reading Training to support reading fluency and confidence.
 - Math teachers worked with consultant Jason Bragg to strengthen instructional strategies and problem-solving.
 - *Sept. 24:* Staff reviewed schoolwide data to set improvement goals focused on engagement, positive interactions, and academic vocabulary.
- **Parent-Teacher Conferences (Oct. 8–9):**
Provided families the opportunity to discuss student progress and goals for the year.

Upcoming Events

- **Oct. 15:** Math team and ELA staff will continue professional development with Jason Bragg and Dyad Reading practice; teachers will also complete the *Capturing Kids' Hearts (CKH)* survey.
- **Oct. 16:** *Active Threat Training* with KFCS Police and School Resource Officers.
- **Oct. 22:** All-staff professional development focusing on student engagement, writing, and reading comprehension.
- **Oct. 23: Band Concert** — students invited board members to attend, sharing that both presenters are band members (trombone and percussion).
- **Oct. 24: Fall Dance** — a reward for students demonstrating positive behavior.
- **Oct. 29: CKH Meet** — Capturing Kids' Hearts Ambassadors will help lead activities to strengthen school culture and relationships.

Closing Remarks

Braydon and Wyatt expressed pride in the hard work of Ponderosa's students, staff, and teachers, emphasizing the school's strong start to the year and dedication to positive culture and student achievement.

Board members thanked the students for their presentation and congratulated them on their enthusiasm and participation in band and athletics.

3.4. Monthly Financial

Presenter: Daymond Monteith, Director of Operations

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Daymond presented the monthly financial report summarizing all district transactions through the end of September. He noted that September marks the district's first full payroll month of the fiscal year, a key checkpoint where any major budget irregularities would typically appear.

He reported that no issues occurred, and the district's financial position is stable and trending as expected. Revenue and expenditures are aligned with projections, and all accounts are performing within anticipated parameters.

Discussion and Clarifications

- **Budget Status:**
The district's revenue and expenditures remain on track. Although there appears to be a budgeted shortfall of approximately \$200,000, this is not a concern at this stage of the year. The forecast is based on actual expenditures to date, which naturally fluctuate early in the fiscal year.
- **Supply and Payroll Trends:**
Daymond explained that supply budgets are often front-loaded and schools are encouraged to make early purchases so students have materials available at the start of the school year, rather than delaying until spring.
Payroll trends will balance out over time as staffing costs and adjustments stabilize through subsequent months.
- **Monitoring and Oversight:**
The business office will continue to monitor financial trends and forecasts closely. If a shortfall persists into the spring (May), it would warrant deeper review, but current indicators show no financial red flags.

Board Comments

- Board members appreciated the clarity and transparency of the report.
- One member noted the importance of early financial awareness, particularly with ongoing union negotiations and budget adjustments.
- Daymond affirmed that the district's financial systems are functioning as intended and commended the board for its attentive oversight.

Conclusion

The report concluded with reassurance that the district's budget remains healthy, expenses are within normal patterns, and there are no significant concerns at this point in the fiscal year.

"At this point, no news is good news," Monteith remarked, emphasizing that this is one area where it's good to be boring.

3.5. 2024-2025 Integrated Plan Report (includes SIA, M98, and Early Literacy Grants) Presenter: Fred Bartels, Director of School Improvement

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Overview of the Integrated Plan

Fred Bartels presented an update on the Integrated Programs Report, which combines several state-funded grants designed to improve student outcomes.

- Previously, the Integrated Plan included three grants:
 1. Measure 98 (High School Success) – approximately \$800,000 annually to support on-time graduation.
 2. Student Investment Account (SIA) – about \$2.8 million to improve student performance across the district.
 3. Early Intervention/Integrated Systems Grant – a smaller \$5,000 grant focused on identifying and addressing student needs early.
- Beginning this year, a fourth grant—the Early Literacy Grant—has been added to the integrated plan, though it is not part of this year’s report.

Bartels noted that the Oregon Department of Education (ODE) requires districts to provide an annual update addressing three specific questions: progress made, barriers encountered, and performance toward long-term goals.

1. Progress Made

The district has focused heavily on improving Tier I instruction—the core classroom teaching provided to all students.

- Teachers received targeted, ongoing professional development, rather than one-time trainings.
- Implementation Teams at each school use data on adult behaviors and instructional practices to guide improvement.
- Notable success was seen in elementary literacy, particularly with the UFLI reading curriculum.
 - Initially, progress data did not show expected gains, leading the district to refine how it measured instructional quality.
 - After adjusting professional learning to focus on how well teachers implemented lessons, significant student growth was observed by year’s end.

2. Barriers Encountered

The main challenge continues to be teacher adaptation to new curriculum models.

- The newer programs require teachers to adhere closely to structured instructional materials, limiting flexibility and creative lesson design.
- This shift represents a major cultural change in teaching practice.
- Despite initial resistance, many teachers have successfully adjusted, and the district continues to support staff through coaching and professional development.

3. Longitudinal Performance Growth Targets (LPGTs)

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When the district developed its seven-year plan two years ago, it established long-term goals for academic growth in partnership with ODE.

- ODE reviewed these goals and requested that the district scale them back, noting they were more ambitious than typical statewide growth patterns.
- Current results show that:
 - Elementary English Language Arts and Math performance is on track to meet the seven-year goals.
 - High school measures—such as 9th grade on track and graduation rates—are lagging behind targets.

The district will continue focusing on Tier I instruction and sustained teacher support to drive improvement in these areas.

Board Questions and Responses

- Question: Why did ODE consider the goals too ambitious?
Response: ODE compared KFCS projections to typical growth rates for similar districts statewide and advised adjusting expectations to align with standard progress metrics.
- Follow-up: The district is two years into the seven-year plan and remains optimistic about achieving its targets with continued progress.

Conclusion

Bartels concluded that the district is making measurable progress, especially at the elementary level, through consistent professional development and refined instructional practices. Challenges remain around maintaining fidelity to structured curricula and improving secondary performance metrics, but overall, the integrated programs are positively impacting student achievement and strengthening instructional quality districtwide.

3.6. 2024-2025 Division 22 Report

Presenter: Fred Bartels, Director of School Improvement

Overview

Fred Bartels presented the annual Division 22 Standards Report, as required by Oregon law. Each year, all Oregon school districts must report their compliance status with Division 22 administrative rules, which govern how public schools are operated across the state.

Bartels emphasized that these standards encompass a wide range of laws and regulations related to curriculum, instruction, student safety, staffing, and school operations. While he does not personally oversee all areas covered, he reviewed each statute to ensure the district's compliance and can refer technical questions to the appropriate department leaders if needed.

Compliance Status

- Full Compliance Achieved:
KFCS is currently in compliance with all Division 22 standards.

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- **Previous Noncompliance Resolved:**
Last year, the district was out of compliance in two areas—elementary and middle school physical education requirements. Both areas have now been fully addressed and corrected.

Bartels noted that achieving compliance required implementing a corrective action plan to meet PE instructional time and program standards. That plan has now been fully executed.

Discussion

- **Board Feedback:**
Board members commended the district for returning to full compliance after last year’s corrective actions.
- **Questions Raised:**
A board member asked about the state’s progress in revising or reinstating the Essential Skills diploma requirement, which was paused during the pandemic. Bartels explained that while there are ongoing discussions, the state has not yet finalized a decision. He believes the Oregon Department of Education plans to reconvene a committee to review the issue but could not confirm a timeline.
- **Clarification:**
Compliance is measured as a binary status—districts are either *in compliance* or *not in compliance* with each standard, rather than being scored on levels of performance.

Additional Announcements

Bartels concluded by inviting board members and families to the upcoming Capturing Kids’ Hearts Parent Night:

- **Date:** October 29
- **Location:** James Ivory Arts Center, Klamath Union High School
- **Purpose:** To provide families with tools to support leadership, connection, and communication skills at home.
 - He noted that every KFCS employee who interacts with students—from teachers to cafeteria staff—has received Capturing Kids’ Hearts training.

Conclusion

The district is fully compliant with all Division 22 standards for the current year. The successful resolution of previous deficiencies demonstrates strong administrative follow-through and a commitment to maintaining excellence in meeting state education requirements. The board expressed appreciation for Bartels’ thorough review and the district’s continued attention to compliance and student well-being.

3.7. District Equity Committee Presenter: Keith Brown, Superintendent

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Overview

The Superintendent provided an update on the establishment of the District Equity Committee (DEC), a requirement under Oregon law designed to promote educational equity and inclusion within public schools. The committee's purpose is to identify and address barriers that affect student access, engagement, and achievement, ensuring all students receive equitable educational opportunities.

Purpose and Function

The District Equity Committee will:

- **Identify Barriers:** Examine disparities in educational access, outcomes, and experiences across student groups.
- **Develop Strategies:** Recommend solutions and equity-focused actions to improve policies, programs, and practices.
- **Engage the Community:** Include diverse voices — educators, parents/guardians, students, and community members — in discussions about equity and inclusion.
- **Monitor Progress:** Review and advise on district efforts to ensure measurable improvement toward equitable outcomes.

The overarching goal is to foster a more inclusive learning environment that supports the success of every student, particularly those from historically underserved backgrounds.

Committee Structure and Meetings

- The committee will meet monthly with the Superintendent.
- The first meeting is planned for later this fall, with meeting details and participation instructions to be shared publicly via Facebook, the district website, and email.
- The district will invite parents/guardians, students, staff, and community members to apply for committee membership.
- Selection will ensure that members represent a range of backgrounds and perspectives within the Klamath Falls City Schools community.

Discussion and Clarifications

- A board member confirmed that three vacancies remain on the Budget Committee, and one appointee from that group will also serve on the DEC, as required by law.
- Another board member asked if the committee would report back to the board; the Superintendent confirmed that updates will be provided.
- Monthly meetings will likely be scheduled on Wednesdays.

Conclusion

The creation of the Klamath Falls City Schools District Equity Committee reflects the district's ongoing commitment to transparency, community involvement, and ensuring that every student, regardless of background, has the opportunity to thrive. Public invitations to participate will be announced shortly.

4. NEW BUSINESS/ACTION ITEMS

Presenter: Andrew Biggs, Board Chair

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4.1. Approval of the Amended Budget Resolution

Presenter: Daymond Monteith, Director of Operations

Overview

Daymond presented the amended 2024–25 budget resolution for board approval. The amendment addressed a clerical error discovered in the section of the budget, which had caused a discrepancy between revenues and expenses among district funds.

Explanation of the Amendment

- The district routinely moves funds between accounts. For example, from the General Fund to the Capital Improvement Fund — through board-approved interfund transfers.
- Upon review, the Oregon Department of Education (ODE) identified that the totals for interfund transfer revenues and expenses did not balance as required.
- The district corrected this calculation error so that revenues and expenditures now align, maintaining compliance with ODE’s accounting standards.

Key Clarifications

- The amendment does not change the overall budget total or affect program or staffing allocations.
- The adjustment only redistributes figures between categories to accurately reflect fund transfers.
- The amendment must be approved by the board so that the district can resubmit the corrected budget resolution to ODE.

Conclusion

The board was asked to approve the amended budget resolution to ensure accurate reporting and compliance with state financial requirements. The amendment was procedural in nature, correcting internal fund balance discrepancies without impacting the district’s total budget or financial operations.

MOTION: Vanessa Bennett made a motion to approve the amended budget resolution as presented, Trina Perez seconded the motion.

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

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

4.2. Policy Update for JFCEB and JFCEB-AR, Personal Electronic devices

Presenter: Renee Clark, Director of Human Resources

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Overview

District staff presented revisions to the Personal Electronic Devices Policy (*JFCEB*) and its corresponding administrative regulation (*JFCEB-AR*). These updates are in response to Governor Tina Kotek’s executive order requiring all Oregon school districts to implement restrictions on student cell phone use during instructional time.

The new policy must be adopted by October 31 and fully implemented by January 1, in compliance with state expectations.

Key Points of Discussion

- **Purpose of Update:**
The policy aligns with the Governor’s directive and is largely based on Oregon School Boards Association (OSBA) model language to ensure legal consistency across districts.
- **Implementation Timeline:**
 - *First Reading:* Conducted at this meeting.
 - *Adoption:* Could be adopted today or planned for the following month’s meeting to stay on track with state deadlines.
 - OSBA confirmed that performing the first reading by October satisfies the “in progress” requirement.
- **Policy Details:**
The revised policy clarifies the limits on student use of personal electronic devices, such as cell phones—during class time, supporting a more focused and distraction-free learning environment.

MOTION: Kathy Hewitt made a motion to approve policy JFCEB and JFCEB-AR 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: Trina Perez, Andrew Biggs, Nicole Trejo, Vanessa Bennett and Kathy Hewitt voted in the affirmative. There were no dissensions. **The motion carried.**

5. OLD BUSINESS/ACTION ITEMS

Presenter: Andrew Biggs, Board Chair

No old business

6. BOARD MEMBER COMMENTS

Presenters: 2025-2026 Board Members

Board Member Comment — Vanessa

- Attended Ponderosa Middle School’s parent-teacher conferences.

Minutes of Regular and Executive Board Meeting

Klamath Falls City Schools

Board of Education

- Commended Ms. Limb for excellent organization and coordination of the event.
- Noted that the teachers were kind, professional, and supportive.
- Shared appreciation for how teachers helped address specific concerns regarding her child.
- Expressed overall satisfaction with the school’s communication, staff engagement, and student support.
- Concluded by recognizing the positive environment and great work happening at Ponderosa Middle School.

Board Member Comment — Kathy

- Referenced the Eagle Ridge student presentation and expressed appreciation for the programs shared.
- Praised the FAFSA nights, noting their importance and success at both Eagle Ridge and KU.
- Commended the inter-campus collaboration between schools, highlighting the benefit of shared classes and events.
- Appreciated community partnerships that provide students with hands-on learning experiences and even paid opportunities.
- Concluded by commending Eagle Ridge staff and the district for expanding student opportunities and fostering real-world learning.

Board Member Comment — Trina

- Attended KFCS parent-teacher conferences, sharing that it was great to reconnect with staff after being away for a year.
- Praised the teachers’ strong relationships with students, noting they described her son accurately and recognized his strengths.
- Highlighted Ms. Davis, a new communications and writing teacher, for her engaging, hands-on approach and commitment to challenging students.
- Thanked Mr. Heyen and staff for organizing a successful event and the barbecue provided during conferences.
- Shared a story about a neighboring Ponderosa student taking classes at Eagle Ridge, expressing joy over how excited and motivated the student felt about new learning opportunities.
- Emphasized the importance of offering diverse and challenging educational experiences that help all students reach their potential.
- Encouraged maintaining high academic standards and ambitious goals, disagreeing with the notion that the district’s goals could be “too ambitious.”
- Applauded the KU choir program’s growth, noting its improvement from “mediocre to excellent” and thanking Principal Hein and Superintendent Brown for their leadership.

Board Member Comment — Nicole

- Expressed appreciation for the district’s commitment to providing a world-class education for students, noting that the phrase appears consistently in district materials and communications.

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

- Commended Principal Heyen and Superintendent Brown for their leadership and support of the choir program at KU.
- Praised the KU choir teacher, highlighting the program’s transformation from “mediocre to excellent” in a short time.
- Noted that this improvement represents the district’s broader vision for academic and artistic excellence.
- Concluded by expressing enthusiasm and gratitude for the positive changes and high-quality instruction taking place at KU.

7. CLOSING COMMENTS FROM THE CHAIR

Presenter: Andrew Biggs, Board Chair

Board Chair Comment — Andrew

- Thanked all presenters, especially the students, noting that hearing directly from them about school activities is always inspiring and motivating.
- Shared that he recently attended a presentation on KU’s Health Occupations CTE program, which was conducted in partnership with Sky Lakes Medical Center.
- Highlighted how the program not only creates valuable career opportunities for students but also meets critical healthcare needs in the Klamath Basin community.
- Praised the collaboration between schools and community partners, describing the presentation as impressive and impactful.
- Concluded by expressing appreciation for Mr. Randall’s leadership and professionalism, noting that his presentation was particularly strong.

8. ANNOUNCE EXECUTIVE SESSION AND RECESS PUBLIC MEETING

Presenter: Andrew Biggs, Board Chair

The Klamath Falls City Schools Board of Education will meet in Executive Session which is being held pursuant to ORS 192.660(2)(d) To conduct deliberations with persons you have designated to carry on labor negotiations.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room.

Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced.

No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

Andrew recessed at 7:01 pm

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

9. EXECUTIVE SESSION

Presenter: Andrew Biggs, Board Chair

Started at 7:05 pm

Attendees: Andrew Biggs, Trina Perez, Nicole Trejo, Kathy Hewitt, Vanessa Bennett, Keith Brown, Daymond Monteith and Renee Clark

ORS 192.660(2)(d) To conduct deliberations with persons you have designated to carry on labor negotiations.

- Renee and Daymond both provided brief updates on current labor negotiations with KFEA and KFACE groups.
- Initial meetings had some challenges, but both sides have since agreed to continue with the Interest-Based Decision process.
- Discussions are now more productive, with progress made on most items and only a few major issues remaining.
- The district continues to work toward a collaborative resolution with all employee groups.

10. ADJOURNMENT OF EXECUTIVE SESSION AND RETURN TO PUBLIC MEETING

Presenter: Andrew Biggs, Board Chair

Andrew adjourned the executive at 8:39 PM

12. ADJOURNMENT

Presenter: Andrew Biggs, Board Chair

Adjournment Time: 8:39 PM

Approved by: _____

Date: _____

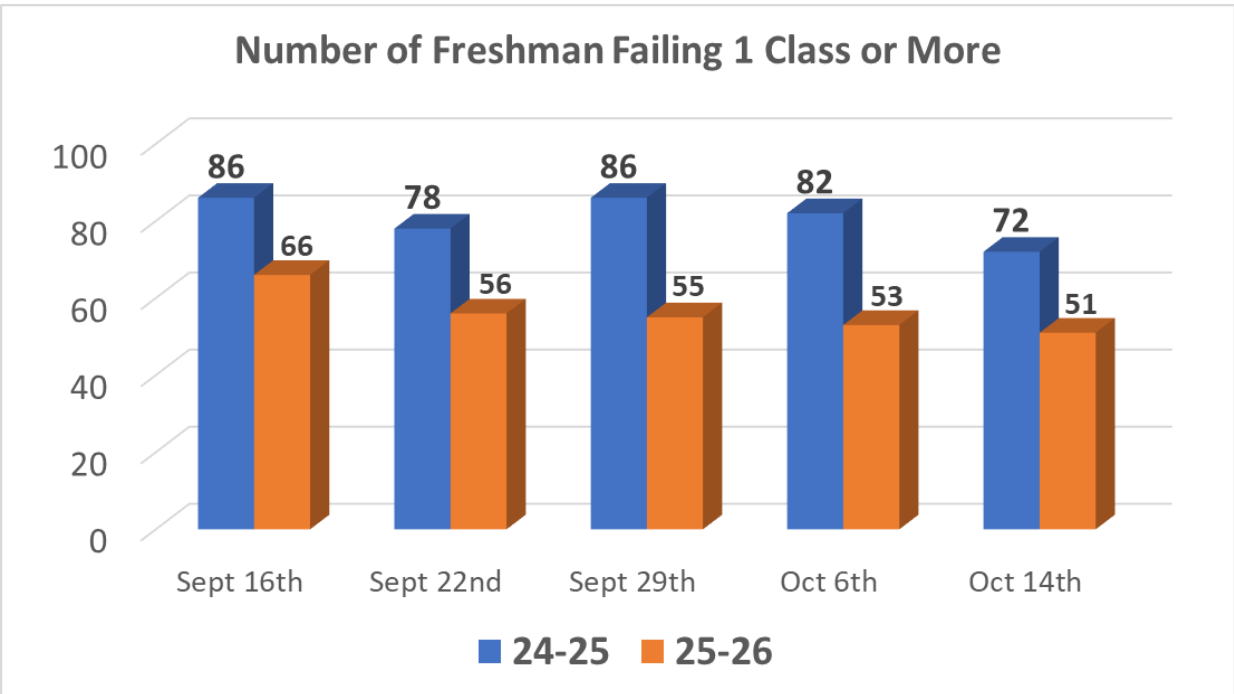
- 2. Approval of Current Agenda
- 3. **REPORTS**
 - 1. Klamath Union High School Student Report

23

KU Board Report November 10, 2025

KU Highlights presented by Talan Chancellor and Aria Miller

- First, we would like to highlight qualifying candidates for All State Band, Orchestra, and Choir.
 - Seattle Trejo - Choir
 - Thomas Biggs - Band
 - Daisy Kupitz - Orchestra
- 1st Quarter progress reports were emailed out last week.
- DECA will have their first local competition on November 14th.
- Ready, Set, Innovate will be hosted at Oregon Tech. KU will send students from all 5 CTE disciplines.
- KU received a \$30,000 grant for our partnership with the Downtown Association.
- Emily Maynard Say represented KU in the Klamath Basin Potato Festival. She was awarded \$750 in scholarships.



CTE:

- Adam Randall and Carly Lynch presented extensively at the Tri-County YouScience FutureFWD Summit on Tuesday 11/4/25. The presentations focused on:
 - Expanded access to Work Based Learning for KU students.
 - KU is the first school in the state of Oregon to pilot the work base learning management software provided by YouScience.
 - The expanding partnership between local schools and Sky Lakes being led by KU.
 - How we are using the regional workforce needs data combined with student interests and aptitude metadata to invest in the correct CTE programs needed in KFCS to expand economic vitality in Klamath Falls.

Counseling:

- Rotary Foreign Youth Exchange Program - 28 students attended information session
- PSAT - 68 students tested
- PreACT - 10th grade (Class of '28) students
- ASVAB - Test scheduled for 11/18/25 (may be deferred due to government shutdown)
- Common APP - 23 seniors created account
- Senior credit checks completed
- Meeting with students having "Ds" and "Fs"

Athletics:

- Both the KU boys and girls cross country teams will compete at State this weekend at Lane Community College in Eugene.
- Girls Soccer hosted a first round playoff game on Tuesday against North Bend. We won 1-0. Next game @ The Dalles on Saturday.
- Boys soccer also hosted a first round playoff game vs Marshfield on Wednesday. We won 7-0. KU will host a quarterfinal game on Saturday.
- The first day of winter sports is November 17th. The Winter Sports Information Night & Team Meetings are on Wednesday, November 12th at 7pm. GO PELS!!

Draft Proposal

Physical Education credit through sports participation:

Student-athletes participating in OSAA sanctioned sports can receive Klamath Union High School PE credit. The credit will be awarded in the manner of a **Pass/No Pass** grade. In order to earn credit students must meet the following criteria below:

- Start the sports season within the first week of scheduled practices
- Finish the sports season
- Be academically eligible the entire season
- Attend at least 80% of the practices and competitions

Students will NOT need to officially register for a class with their counselor. The administration and counselors will add an 8th period, "Team Sports" to the student's schedule if they choose to try to earn the credit. This 8th period class will NOT count towards the OSAA enrollment rule of being enrolled and will NOT count towards passing a minimum of 5 classes.

Students can earn .25 credits per sports season.

Eagle Ridge New Tech High School



Board Meeting Student Report - November 10, 2025

Leadership Events and Activities

Haunted House - On October 25th, we had our haunted house where we spent the whole month of October preparing. Our leadership group worked very hard to build and set up the haunted house. It included two classrooms and the whole school and it went from 7 to 9 pm on Saturday the 25th. Many people attended and there were lots of scares and fun with students who were actors. People who attended commented on how well the haunted house ran, were impressed with all the work the students did, and enjoyed their scary experience.

Assembly - Spirit Week Assembly

- **Dress Up Days**
 - **Monday - Crazy Shirt Day**
 - **Tuesday - Favorite Character**
 - **Wednesday - Face Paint**
 - **Thursday - Costume**
- **Rising Stars awards were given to by staff for students who have made a significant turnaround over the course of the 1st Quarter.**
- **Costume dress awards were also given.**

Student of the Month

- **Jessica Shei**
- **Rose Purkhiser**

Perfect Attendance - No absences or Tardies (excused/unexcused)

- **Noah Peoples - September**

Career Technical Education (CTE)

Business -

- **FBLA was reinstated this year. Our chapter's officers are President - Silas Perez, Vice President - Seamus Flincher, Treasurer - Kaylenen McCool, Secretary - Gabriel Webb, Reporter -William Taylor - Support Officer - Noah Clayton**

Eagle Ridge New Tech High School



- **Entrepreneurship:** Our chapter is working to develop a Drink Cart that will be called the Eagle's Nest. The plan is to provide a mobile cart that can be open in the morning and available to the students and the parents. In addition the cart would be used for outside events such as Third Thursday and Farmers Market.
- Our marketing class has been approached by Sky Lakes to develop a Marketing Plan for the Farmers Market. Our class will be working with Renee Woods on this task.
- The FBLA Chapter will also begin the process to prepare for competition. Some of the areas that students will be competing in are Sales Presentation, Public Speaking and Game Design. One of our Business CTE Advisory Board members, Amy Diasog, a former Eagle Ridge FBLA student, has agreed to meet with the students and help them prepare for the events.
- Finally the Business CTE program has fully established its Advisory Board. The board includes individuals from many areas of the community: KCC Linda Williamson, Manufacturing Pam Dutton, Distribution Anne Ganong Taylor, Sky Lakes Renee Woods, Finance Amy Daison, Education Patty Case, and Retail Gary Clayton.

CTE Construction Program Update – November

This month is heavily focused on design, planning, and pre-construction development across every level of the program. Students have been applying measurement, drafting, AutoCAD skills, problem-solving, and material estimating to real, district-benefiting builds.

- Skills 1 students have been drafting and designing a 10' × 8' playground equipment barn-roof shed for Pelican Elementary, as well as A-frame No Parking signage for transportation safety.
- Additional Skills 1 work includes developing storage solutions under the main staircase but did get a chance to install new outdoor basketball hoops.
- Our 8th-grade exploratory group is now designing a giant dog house (6-dog shelter) as a scaled build challenge focused on joint selection, structural bracing, and roof geometry.

Eagle Ridge New Tech High School



- **Skills 2 (Advanced) students are moving into procurement — they are receiving lumber and preparing to begin construction of a large pavilion they designed to expand outdoor seating and eating space for Eagle Ridge.**

Overall, November is a design-intensive month, with multiple projects transitioning from concept to final plans. December will begin heavy fabrication and build execution stages as lumber and materials arrive and approvals are finalized.

Agriculture:

- **Animal Science classes just finished their unit on the skeletal system and had to create an accurate scale replica of an animal used in the agriculture skeletal system. They are now studying the respiratory systems of livestock, poultry, and rabbits.**
- **Ag Mechanics classes are completing the installation of new welding booths this week and will begin instruction in foundational welding skills.**
- **Our advanced design students are completing a project focused on developing earthquake-resistant picture frame mounting solutions for Pelican Elementary School. The initiative emphasizes practical engineering design, safety considerations, and community collaboration.**
- **Students have been designing and fabricating custom stainless-steel nameplates for each teacher. Designs are created in Fusion and then produced on the CNC plasma table, integrating computer-aided design with precision manufacturing processes.**
- **FFA members competed in Soils Evaluation at the State Level with the Advanced team placing 14th and the B team placing 9th.**
- **Agriculture Classes are finishing units on Sales and Food Science. The students will be attending District Food Science and District Ag Sales within the next week.**
- **Students attended a state level regional Greenhand Leadership Conference in Jackson County.**

Eagle Ridge New Tech High School



College and Career Counseling

- We are hosting a third FAFSA Night the week following Thanksgiving to continue supporting students and families with the financial aid process.
- Winter Term registration for Klamath Community College (KCC) is now open, and we are proud to share that many of our students are actively enrolled in college-level coursework. Current dual credit and college courses include:
 - Writing 121
 - Math 105: Math in Society
 - Math 111: Precalculus I
 - History 101: Western Civilization
 - Spanish
 - Digital Game Development
 - College Survival
- These opportunities reflect our continued commitment to expanding college and career readiness through early college access and ongoing support.

Klamath Learning Center

- KLC has eight students participating in the YouthBuild program at Klamath Works. KLC has a strong relationship with Klamath Works, as both programs help support one another to promote student academics and employment.
- The KLC homeschool program has seen a tremendous improvement in our overall attendance, up 10% in October.
- We had a GED student who recently graduated after having worked solely on his last subject, Math, for one and a half school years.
- As of October 31st, our passing rate for official GED tests continues to be strong at 92%. A number of additional tests are currently taking place.
- All students and staff are making daily use of many CKH components.

Along with Eagle Ridge, we also have students at Klamath Learning Center (KLC) completing their first term of KCC coursework. This fall, KLC students took:

- Early Childhood Education
- Math 105: Math in Society
- Writing 121

As Fall Term wraps up, Winter Term registration is now underway at both sites, and we are working with students to continue their progress toward college and career goals.

Eagle Ridge New Tech High School



We're proud of the participation and achievement we're seeing across both Eagle Ridge and KLC, and we remain committed to expanding access to early college credit, financial aid support, and individualized planning for all students.

Upcoming Events

Snowflake Parade - Our leadership group is currently working on finishing a design and moving on to getting it all set in play to start building our float for the snowflake parade.

Bowling Team Signups - We also have a bowling team that is starting up signups w the due date is December 1st it is \$100 dollars to join we will be doing competitions against other schools in town.

Ponderosa Middle School - Student Presentation to the Klamath Falls City Schools Board of Education

November 2025

Opening

Good evening, members of the Klamath Falls City Schools Board of Education.

My name is _____, and this is _____. We are proud to represent Ponderosa Middle School tonight and share some of the great things happening with our students and staff this fall.

Music Program

At Ponderosa, there's a lot to celebrate! We'll start with our music program.

Our Band performed their first concert on October 23rd, and our Orchestra and Choir followed on October 28th. The performances were outstanding and showed how much talent and effort our students bring to the stage.

We're especially proud of Lilly Jannicelli, who was selected for the OMEA All-State Middle School Choir. That's an incredible accomplishment, and we're very proud of her hard work and dedication to music.

Our Pondo Jazz Band will be participating in the North Medford Jazz Festival, where they will perform and have the opportunity to listen to several outstanding groups, including the University of Oregon's top jazz band.

Sports

Our sports programs also had great success this season. Volleyball, Cross Country, and Pop Warner Football all finished strong, showing excellent teamwork, sportsmanship, and school pride. Our athletes represented the Bobcats well both on and off the field.

We're also excited that our Girls Basketball season has just begun! The full schedule is available on the Ponderosa Calendar and school website, and we'd love to see everyone come out and support our teams.

School Culture & Events

We also hosted our first school dance on October 24th, and it was a Halloween-themed dance.

Students showed up in some amazing costumes, danced all night, and had an incredible time.

Mr. Lemieux said it was the most electric dance he's been to in the past 10 years—and there were no drama or behavior issues!

It was a great example of how Capturing Kids' Hearts is helping transform our school culture.

Students are showing respect for themselves, each other, and our staff, which has created a fun, safe, and positive environment at Ponderosa.

Capturing Kids' Hearts

Speaking of Capturing Kids' Hearts, our students had a really special experience on November 4th. The students in Mrs. Glidden's class were able to Zoom with Flip Flippen, the founder of CKH, and ask him questions directly. Students asked thoughtful questions like "How did you overcome your disability?", "What do you think about social media?", and "How can we stay motivated in classes we don't like?" It was an amazing opportunity to learn from him, and a huge success thanks to Mrs. Shari Glidden for setting it up and making it happen.

Our Process Champions have also been busy. On Thursday, October 30th, Kent Broussard visited with staff and hosted a Q&A session where teachers could ask questions and share successes around implementing Capturing Kids' Hearts in their classrooms. Then, on October 31st, he met again with the Process Champions team at the district office to continue growing and refining our CKH practices.

In-School Suspension (ISS)

Another area of growth for Ponderosa is our new In-School Suspension (ISS) process. It's based on the book 'The Art of In-School Suspension' by Johnathan Cranford. We now have a dedicated ANCHOR paraeducator who helps students complete their work and build social-emotional skills. Our Child Development Specialist and community partners from Citizens for Safe Schools also help provide restorative and SEL support each day.

Recently, the Ponderosa administration team and the ANCHOR paraeducator met with Mr. Johnathan Cranford himself via Zoom to ask questions and ensure we are implementing the program with fidelity and staying true to his model. This meeting gave the team valuable feedback and affirmed that the work being done aligns with the program's purpose—to help students reset, reflect, and return to class ready to learn.

Safety Training

Our teachers have also focused on safety and preparedness. They recently completed Active Shooter and Imminent Danger training led by Officer Alex Davenport from the Klamath Falls Police Department. Officer Davenport provided strategies and guidance on how to respond quickly and effectively in emergency situations. This training helps ensure that Ponderosa remains a safe and supportive environment for all students and staff.

After-School Programs

We also want to highlight our CLCC Grant After-School Program. This program provides daily homework help for students and sports tutoring for athletes who need extra academic support.

The program offers STEM and Art activities each week—two days focused on STEM projects and two days dedicated to creative art experiences. On Wednesdays, they partner with Klamath Works, who provide two additional staff members to help supervise and lead activities for extra students. Our student-athletes also use Wednesdays for homework help and enrichment, since maintaining passing grades is required to participate in sports.

This year, the CLCC program is also coordinating our After-School Literacy Program, which begins on November 17th. It will give students additional support in reading and writing through fun, engaging activities.

We're also excited that Oregon Battle of the Books is starting up again this year! Our ELA teacher, Alex Hernandez, will be leading the group. The books are already ordered and on their way, and we can't wait to see students diving into great stories and competing together.

Clubs & Staff Highlights

Outside of our CLCC programs, several staff members have stepped up to volunteer their own time and talents to create even more opportunities for students. Due to high interest, our Dungeons & Dragons Club has expanded and now meets two days a week instead of one.

We've also added a new Glee Club called the Popcats, led by Liz Eubanks. The Popcats provide students with a meaningful outlet for creative expression through music, teamwork, and performance. Glee Club gives students a safe space to build confidence, foster friendships, and celebrate individuality—all while experiencing the joy and discipline that come from making music together.

We want to give a huge thank-you and kudos to these staff members for going above and beyond to support students, build connections, and make school a place where kids feel like they belong.

School-Wide Initiatives & Community

We've also started a 'No Tardy' reward opportunity for classes. Each class works together to earn ten cumulative days with no tardies, and when they reach that goal, they earn a reward as a group.

This has been a fun way to build teamwork, accountability, and responsibility among students while reinforcing positive habits.

In addition, we recently added a beautiful new mural at the front of the school, painted by Ashley Spivey. We replaced some old, overgrown bushes with the mural to bring more color and personalization to Ponderosa. It's now one of the first things visitors see when they arrive—and it truly reflects the pride and creativity of our school community.

And finally, our PTO has scheduled a Family BINGO Night on November 20th. We're looking forward to welcoming families, building community, and having some fun together outside the classroom.

Closing

Looking ahead, we're excited to give back to our community through two big events.

Our Ponderosa Clothing Drive runs from November 10–14, and our annual Food Drive starts later this month.

Both are great opportunities for students and families to help others and show their Bobcat pride.

We're proud of the growth happening at Ponderosa—academically, socially, and within our culture. Thank you for your continued support of our students, staff, and programs. We are proud to be Ponderosa Bobcats!

100 General fund | Revenue & Expense Summary
Fiscal Year 2025 - 2026
For the Period Ending October 31, 2025

	Period 1 Actual Jul '25	Period 2 Actual Aug '25	Period 3 Actual Sept '25	Period 4 Actual Oct '25	Period 5 Projected Nov '25	Period 6 Projected Dec '25	Period 7 Projected Jan '26	Period 8 Projected Feb '26	Period 9 Projected Mar '26	Period 10 Projected Apr '26	Period 11 Projected May '26	Period 12 Projected Jun '26	Projected 2025-26 Totals	Adopted 2025-26 BUDGET
REVENUES														
STATE SCHOOL FUND FORMULA:														
Local Taxes	69,117	46,868	35,519	21,208	5,751,330	610,943	100,438	65,558	102,602	58,152	40,119	163,100	7,064,953	7,100,000
County School Funds	-	13,042	19,594	-	259	39	-	9,712	4,666	256	758	15,959	64,284	35,000
State School Fund	4,918,173	2,458,598	2,458,766	2,457,274	2,377,205	2,378,454	1,372,127	2,445,831	3,433,970	2,342,106	2,964,581	104,966	29,712,051	29,361,993
Common School Fund	-	-	-	-	31,120	31,137	17,963	32,019	44,955	30,661	38,810	1,374	228,038	384,382
State Managed Timber	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SSF Formula Total	4,987,290	2,518,507	2,513,879	2,478,482	8,159,915	3,020,572	1,490,528	2,553,119	3,586,193	2,431,176	3,044,267	285,399	37,069,327	36,881,375
Local Sources (1000)	39,715	42,632	86,246	31,398	45,727	91,224	57,215	52,878	126,971	57,886	72,733	173,933	878,557	902,200
Intermediate Sources (2000)	-	-	-	-	2,959	444	-	110,993	53,327	2,928	8,660	182,389	361,699	400,000
State Sources (3000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Sources (4000)	-	-	-	2,414	-	-	-	-	-	17,176	17,824	-	37,414	35,000
Other Sources (5000)	-	-	-	-	318	664	-	-	-	439	1,080	440,144	442,644	752,500
Total Operating Revenue	5,027,005	2,561,139	2,600,125	2,512,293	8,208,919	3,112,904	1,547,744	2,716,989	3,766,491	2,509,604	3,144,563	1,081,865	38,789,642	38,971,075
Beginning Fund Balance (5400)	-	-	-	-	-	-	-	-	-	-	-	-	-	3,437,402
Total Monthly Revenues	5,027,005	2,561,139	2,600,125	2,512,293	8,208,919	3,112,904	1,547,744	2,716,989	3,766,491	2,509,604	3,144,563	1,081,865	38,789,642	42,408,477
CUMULATIVE RESOURCES	5,027,005	7,588,144	10,188,269	12,700,563	20,909,482	24,022,386	25,570,129	28,287,119	32,053,609	34,563,214	37,707,777	38,789,642		
EXPENDITURES BY OBJECT														
Salaries (100)	555,116	621,230	1,849,804	1,780,554	1,834,181	1,833,226	1,862,337	1,332,462	1,752,707	1,720,736	1,848,294	3,393,647	20,384,293	20,232,010
Employee Benefits (200)	345,448	388,131	1,081,792	1,056,567	1,158,507	1,112,248	1,135,014	828,360	1,058,549	1,065,313	1,133,363	2,163,631	12,526,925	12,578,086
Purchased Services (300)	284,051	215,017	253,807	350,411	327,686	329,540	361,276	380,664	424,087	336,183	414,891	487,511	4,165,123	4,323,562
Supplies & Materials (400)	303,038	138,240	225,267	140,295	117,075	90,048	95,665	124,021	113,049	129,972	163,758	106,223	1,746,651	1,536,271
Capital Outlay (500)	-	52,381	42,849	51,801	232,824	11,408	10,507	62,560	14,340	435,581	73,923	(299,567)	688,607	581,634
Insurance/Other (600)	86,905	713,124	73,759	29,195	9,806	14,046	10,241	1,683	16,791	9,436	31,089	9,696	1,005,771	1,031,160
Interfund Transfers (700)	-	-	-	-	-	-	-	-	-	2,106	4,102	2,119,546	2,125,754	2,125,754
Total Operating Expenditures	1,574,558	2,128,123	3,527,277	3,408,823	3,680,078	3,390,517	3,475,040	2,729,750	3,379,524	3,699,328	3,669,419	7,980,687	42,643,126	42,408,477
Contingency (810)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Unapprop. Ending Fund (820)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Monthly Expenditures	1,574,558	2,128,123	3,527,277	3,408,823	3,680,078	3,390,517	3,475,040	2,729,750	3,379,524	3,699,328	3,669,419	7,980,687	42,643,126	42,408,477
CUMULATIVE EXPENDITURES	1,574,558	3,702,682	7,229,959	10,638,782	14,318,861	17,709,377	21,184,418	23,914,168	27,293,691	30,993,019	34,662,438	42,643,126		
Month-end Fund Balance	3,452,447	3,885,463	2,958,310	2,061,780	6,590,621	6,313,008	4,385,712	4,372,951	4,759,918	3,570,194	3,045,338	(3,853,484)		
EXPENDITURES BY FUNCTION														
Instruction (1000)	262,245	272,723	2,058,253	1,863,389	2,143,605	2,090,872	2,137,414	1,609,112	2,039,540	2,001,731	2,207,850	3,909,852	22,596,587	23,765,152
Support Services (2000)	1,292,935	1,841,356	1,451,251	1,481,475	1,531,106	1,295,795	1,333,469	1,116,119	1,335,207	1,688,078	1,435,993	1,945,985	17,748,770	16,304,382
Enterprise & Comm Svc (3000)	6,400	-	-	-	3,184	2,768	2,916	3,401	3,659	3,545	4,529	2,957	33,358	42,363
Facilities Acq & Constr (4000)	-	120	609	49,050	-	-	-	-	-	-	-	-	49,779	-
Other Uses (5000)	12,979	13,924	17,164	14,909	2,184	1,082	1,242	1,118	1,118	3,991	17,189	127,734	214,632	296,580
Total Operating Expenditures	1,574,558	2,128,123	3,527,277	3,408,823	3,680,078	3,390,517	3,475,040	2,729,750	3,379,524	3,697,346	3,665,560	5,986,528	40,643,126	40,408,477
Contingencies (6000)	-	-	-	-	-	-	-	-	-	1,982	3,859	1,994,159	2,000,000	2,000,000
Unapprop. Ending Fund (7000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Monthly Expenditures	1,574,558	2,128,123	3,527,277	3,408,823	3,680,078	3,390,517	3,475,040	2,729,750	3,379,524	3,699,328	3,669,419	7,980,687	42,643,126	42,408,477
CUMULATIVE EXPENDITURES	1,574,558	3,702,682	7,229,959	10,638,782	14,318,861	17,709,377	21,184,418	23,914,168	27,293,691	30,993,019	34,662,438	42,643,126		
Month-end Fund Balance	3,452,447	3,885,463	2,958,310	2,061,780	6,590,621	6,313,008	4,385,712	4,372,951	4,759,918	3,570,194	3,045,338	(3,853,484)		



2025-2026 Klamath Falls City Schools
General Fund
YTD Overview - Revenue October 2025

YTD Local Sources

4.66% of Budget

Prior Year YTD: 8.81% of Actuals

YTD State Sources

41.33% of Budget

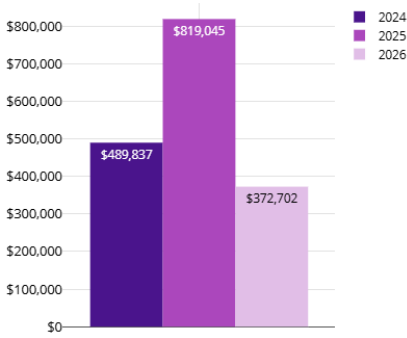
Prior Year YTD: 40.66% of Actuals

YTD All Sources (except 5400s)

32.59% of Budget

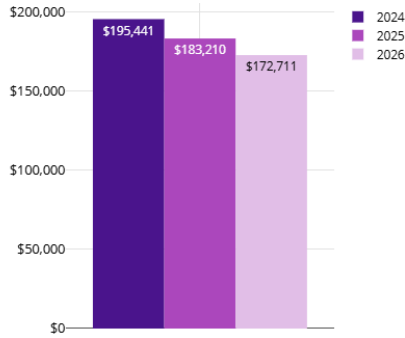
Prior Year YTD: 32.48% of Actuals

Local Sources (1000s)



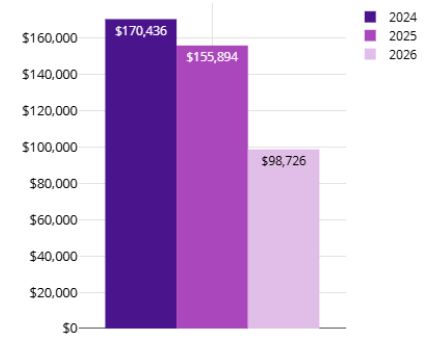
For the Period JUL - OCT

Property Taxes (1100s)



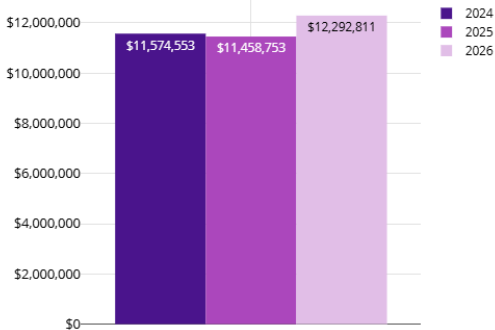
For the Period JUL - OCT

Interest Earnings (1500s)



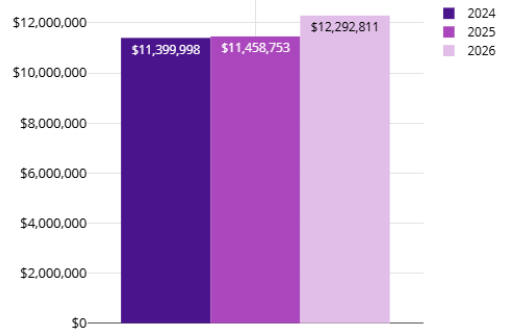
For the Period JUL - OCT

State Sources (3000s)



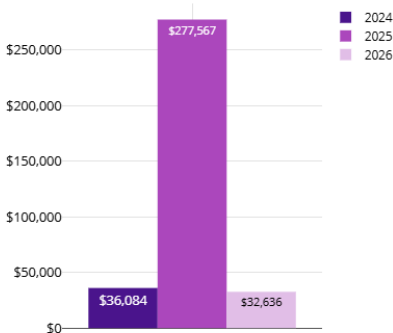
For the Period JUL - OCT

State School Fund (3101)



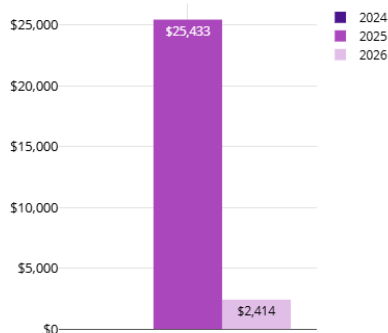
For the Period JUL - OCT

Intermediate Sources (2000s)



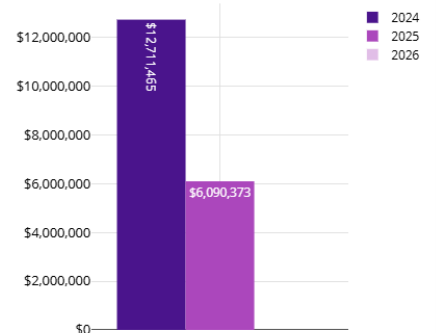
For the Period JUL - OCT

Federal Sources (4000s)



For the Period JUL - OCT

Other Sources (5000s)



For the Period JUL - OCT



2025-2026 Klamath Falls City Schools
General Fund
YTD Overview - Expense October 2025

YTD Salary and Benefits

23.40% of Budget

Prior Year YTD: 20.73% of Actuals

YTD Purchased Services

25.52% of Budget

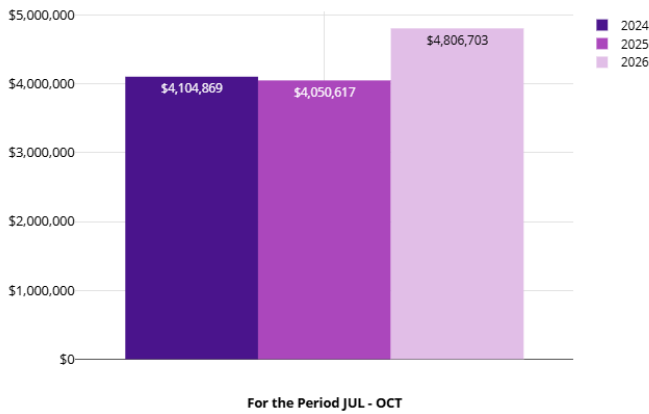
Prior Year YTD: 26.33% of Actuals

YTD Other Expenses

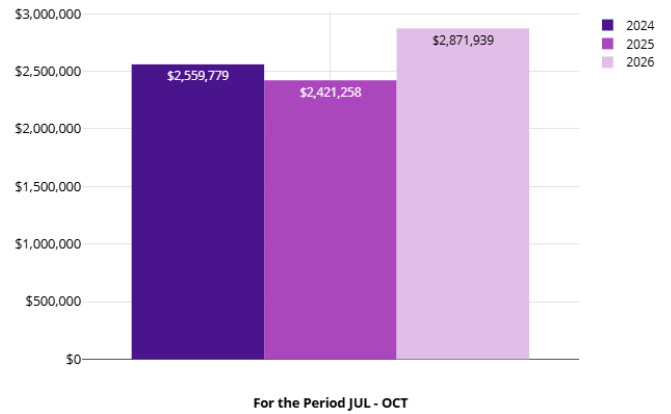
35.20% of Budget

Prior Year YTD: 49.50% of Actuals

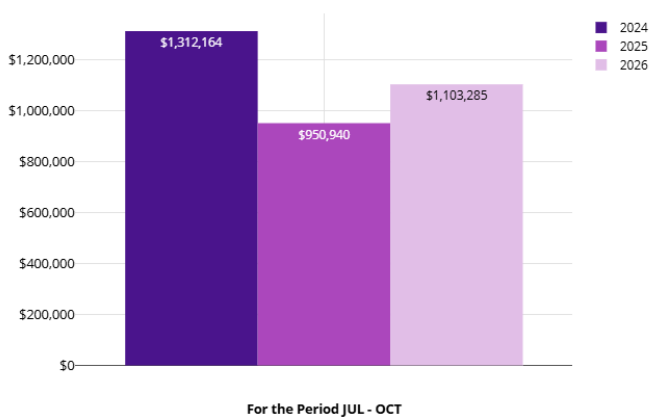
Salaries (100s)



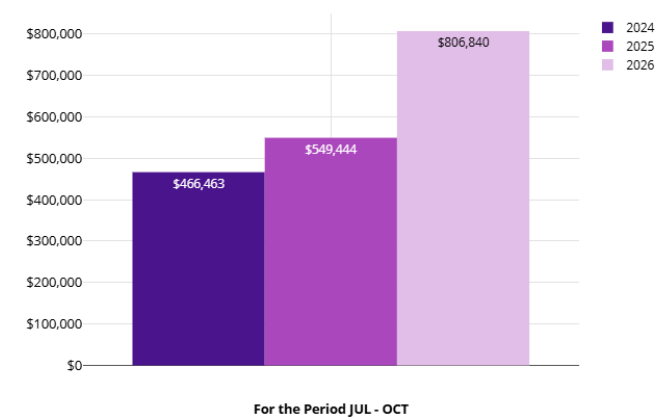
Benefits (200s)



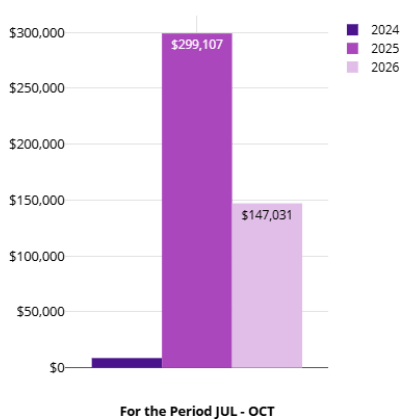
Purchased Services (300s)



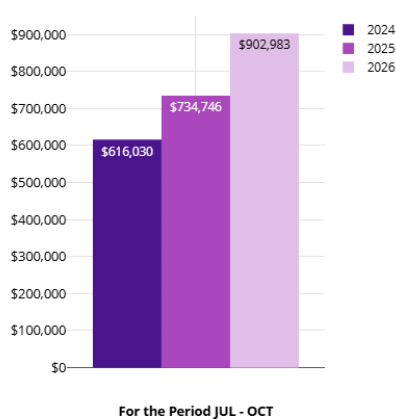
Supplies (400s)



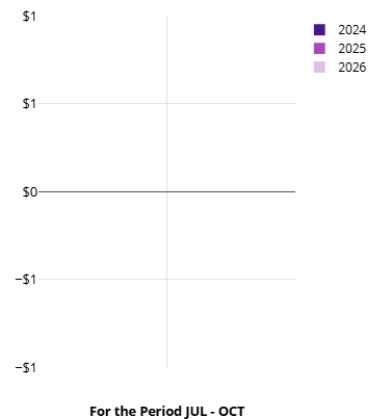
Capital Outlay (500s)



Other Objects (600s)



Transfers (700s)



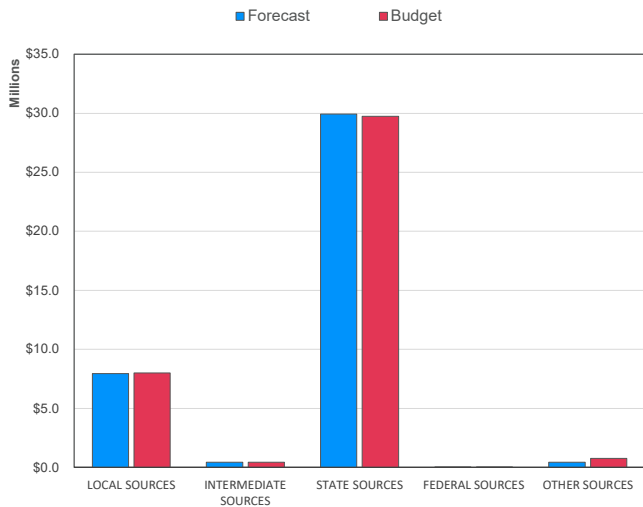
100 General fund | Financial Projection by Object

For the Period Ending October 31, 2025

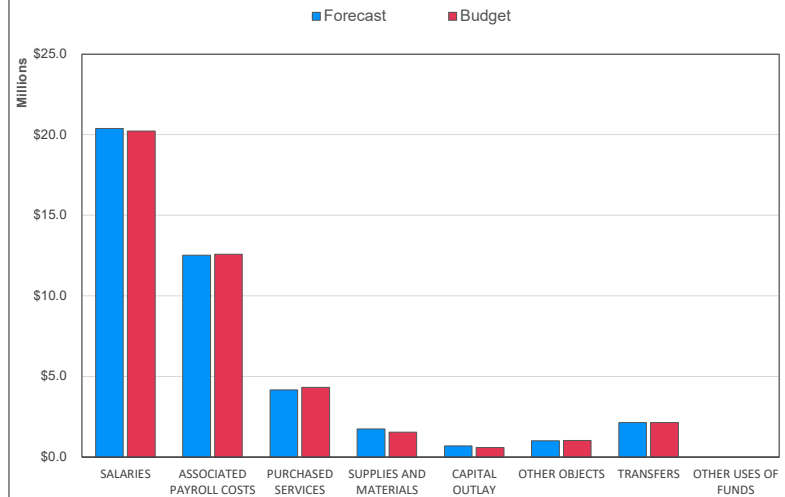
	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$ 6,090,248	\$ -	\$ -	\$ -	\$ 3,437,402	\$ (3,437,402)
REVENUES						
Local Sources	819,045	372,702	7,570,809	7,943,511	8,002,200	(58,689)
Intermediate Sources	277,567	32,636	393,348	425,984	435,000	(9,016)
State Sources	11,458,753	12,292,811	17,647,278	29,940,089	29,746,375	193,714
Federal Sources	25,433	2,414	35,000	37,414	35,000	2,414
Other Sources	125	-	442,644	442,644	752,500	(309,856)
TOTAL REVENUE	\$ 12,580,923	\$ 12,700,563	\$ 26,089,079	\$ 38,789,642	\$ 38,971,075	\$ (181,433)
EXPENDITURES						
Salaries	\$ 4,050,617	\$ 4,806,703	\$ 15,577,590	\$ 20,384,293	\$ 20,232,010	\$ (152,283)
Associated Payroll Costs	2,421,258	2,871,939	9,654,986	12,526,925	12,578,086	51,161
Purchased Services	950,940	1,103,285	3,061,837	4,165,123	4,323,562	158,439
Supplies and Materials	549,444	806,840	939,811	1,746,651	1,536,271	(210,380)
Capital Outlay	299,107	147,031	541,576	688,607	581,634	(106,973)
Other Objects	734,746	902,983	102,788	1,005,771	1,031,160	25,389
Transfers	-	-	2,125,754	2,125,754	2,125,754	-
Other Uses of Funds	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 9,006,112	\$ 10,638,782	\$ 32,004,343	\$ 42,643,126	\$ 42,408,477	\$ (234,649)
SURPLUS / (DEFICIT)	\$ 3,574,810	\$ 2,061,780	\$ (5,915,264)	\$ (3,853,484)	\$ (3,437,402)	
ENDING FUND BALANCE				\$ (3,853,484)		

41

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget



4. **NEW BUSINESS/ACTION ITEMS**

- 1. Election for OSBA Board of Directors, Steve Lowell for Position 4, Southeast Region

43

OSBA Board of Directors CANDIDATE QUESTIONNAIRE

Name: _____

Date: _____

Address: _____

City/Zip: _____

Business phone: _____

Residence phone: _____

Cell phone: _____

E-mail: _____

District/ESD/CC: _____

Term expires: _____ Years on board: _____

Region: _____

Position #: _____

Insert your high-resolution digital photo (head shot):
1) Open this PDF in Adobe
2) Click on Tools tab
3) Click Edit PDF
4) Click on Add Image
5) Navigate to where photo is
6) Position photo in this frame

I certify that if elected I will faithfully serve as a member of the OSBA Board of Directors. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.

Name

Date

Be brief; please limit your responses to 50 words per question.

1. Describe in your own words the mission and goals of OSBA.

2. What do you want to accomplish by serving on the OSBA board of directors?

3. What leadership skills do you believe you bring to the board of directors? Give an example of a situation in which you demonstrated these skills.

OSBA Board of Directors

CANDIDATE PERSONAL/PROFESSIONAL RESUME

Work or service performed for OSBA or local district (include committee name and if you were chair):

Other education board positions held/dates:

Occupation (Include at least the past five years):

Employers:

Dates:

Schools attended (Include official name of school, where and when):

High school:

College:

Degrees earned:

Education honors and/or awards:

Other applicable training or education:

Activities, other state and local community services:

Hobbies/special interests:

Business/professional/civic group memberships; offices held and dates:

Additional comments:

NOMINATION FORM OSBA BOARD OF DIRECTORS REGIONAL MEMBER

Date: August 21, 2025

TO: Dawn Watson, OSBA President-
Elect Oregon School Boards Association
1201 Court St NE, #400
Salem, OR 97301
Fax: 503-588-2813
E-mail: elections@osba.org

**Nominations are due by 5 pm,
September 30, 2025**

Return this form and all candidate information forms to the OSBA office by email at elections@osba.org, or mail to Oregon School Boards Association, 1201 Court St. NE, #400, Salem, OR 97301

Dear Dawn Watson:

With this letter, our board nominates the candidate named below to a position on the OSBA Board of Directors for the Southeast Region, Position # 4.

BOARD CANDIDATE INFORMATION

Name: Steve Lowell
District/ESD/Community College: Klamath County School District
Address: 1420 McClellan Ave.
City: Klamath Falls Oregon ZIP: 97603
E-mail: lowells@kcsd.k12.or.us Phone: 541-331-7742

**This nomination was approved by official action of our board of directors at a duly called meeting on August 21, 2025.
(date)**



(Board Chair signature)

Board Chair name: Brooke Kliewer
District: Klamath County School District
Address: 8245 Greensprings Drive
City, State, Zip: Klamath Falls, OR 97601

Klamath Falls City Schools

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Adoption and Revision of Policies	BFC
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The following symbol is used on some policies:

- ** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300-125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

Klamath Falls City Schools

Code: AC
Adopted: 12/13/21
Revised/Readopted: 7/08/24; 5/12/25
Orig. Code(s): AC

Nondiscrimination and Civil Rights

The district does not discriminate on any basis listed below and prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race¹, color, religion, sex², sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act and Americans with Disabilities Act Amendments Act (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

¹ Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. "Race" also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001.

² 34 CFR § 106.10 provides "discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity."

Any complaint alleging discrimination may be made to any civil rights coordinator and will be processed in accordance with administrative regulation AC-AR(1) - Discrimination or Civil Rights Complaint Procedure. Depending on the nature of the complaint, additional requirements may apply.

The district will document and track:

1. All reports of discrimination received by the district and all responses to those reports issued by the district, including any investigations completed and remedies provided; and
2. The training completed by each civil rights coordinator.

Civil Rights Coordinator

The human resources director is the district's civil rights coordinator.

The civil rights coordinator(s) will:

1. Be knowledgeable of the requirements in OARs 581-021-0038, 581-021-0045, 581-021-0046, and 581-021-0660;
2. Have the independence and authority necessary to carry out the provisions of OAR 581-021-0660;
3. Monitor, coordinate, and oversee district compliance with state and federal laws prohibiting discrimination in education, including ensuring the availability of, and providing to students and staff:
 - a. The notice of nondiscrimination³ required by OAR 581-021-0045; and
 - b. The district written complaint process for making reports of discrimination.
4. Oversee and ensure the resolution of district investigations of complaints alleging and substantiating discrimination, including the provision of remedies designed to restore or preserve equal access to an education program or activity;
5. Provide guidance to district staff on civil rights issues in the district;
6. Respond to questions and concerns about civil rights in the district;
7. Coordinate efforts to prevent civil rights violations from occurring in the district; and
8. ~~Satisfy the training requirements in OAR 581-021-0660 (2) (3)~~ Satisfy the following training requirements:
 - a. Upon initial designation, a civil rights coordinator must receive the following training in accordance with a schedule established by the Oregon Department of Education (ODE):
 - (1) The meaning of discrimination under state and federal nondiscrimination law, including ORS 659.850, Title VI of the Civil Rights Act of 1964 Title IX of Education

³ The notice of nondiscrimination will include the name or title, work address, email address, and phone number of each civil rights coordinator.

Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990;

- (2) The duties of districts under state and federal nondiscrimination law, including ORS 342.700 to 342.708, ORS 659.850 and 659.855, Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American’s with Disabilities Act of 1990, those statutes’ implementing rules and regulations, and determinations made by the Oregon Department of Education and the United States Department of Education’s Office for Civil Rights;
 - (3) The coordinators required by Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and those coordinators’ duties;
 - (4) Identifying discrimination and reports of discrimination;
 - (5) Responding to reports of discrimination;
 - (6) Conducting civil rights investigations, including identifying conflicts of interest, and using strategies to mitigate conflicts of interest;
 - (7) Preventing discrimination in public school programs and activities;
 - (8) Identifying retaliation taken in response to reports of discrimination, responding to reports of such retaliation, and preventing such retaliation in public school programs and activities;
 - (9) Tracking and documenting reports of discrimination.
- b. In years subsequent to being designated a civil rights coordinator, a civil rights coordinator must annually receive the following training in accordance with a schedule established by ODE:
- (1) The meaning of discrimination under state and federal nondiscrimination law, including ORS 659.850, Title VI of the Civil Rights Act of 1964 Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990;
 - (2) The duties of districts under state and federal nondiscrimination law, including ORS 342.700 to 342.708, ORS 659.850 and 659.855, Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American’s with Disabilities Act of 1990, those statutes’ implementing rules and regulations, and determinations made by the Oregon Department of Education and the United States Department of Education’s Office for Civil Rights;
 - (3) The coordinators required by Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and those coordinators’ duties;
 - (4) Reporting discrimination, and responding to reports of discrimination, including through complaint processes and investigations.⁴

END OF POLICY

⁴ Training must first be completed by June 30, 2025.

Legal Reference(s):

ORS 174.100	ORS 659A.006	OAR 581-021-0045
ORS 192.630	ORS 659A.009	OAR 581-021-0046
ORS 326.051(1)(e)	ORS 659A.029	OAR 581-021-0047
ORS 332.505	ORS 659A.030	OAR 581-021-0650 - 0665
ORS 408.230	ORS 659A.040	OAR 581-022-2310
ORS 659.805	ORS 659A.103 - 659A.145	OAR 581-022-2370
ORS 659.815	ORS 659A.230 - 659A.233	OAR 581-075-0001 - 075-0005
ORS 659.850 - 659.860	ORS 659A.236	OAR 581-075-0901
ORS 659.865	ORS 659A.309	OAR 839-003
ORS 659A.001	ORS 659A.321	
ORS 659A.003	ORS 659A.409	

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2018); 29 C.F.R Part 1626 (2019).

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

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

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018); 29 C.F.R. § 1601 (2019).

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

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

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2019).

Corrected 5/20/25; Corrected 8/11/25

Klamath Falls City Schools

Code: AC-AR
Adopted: 12/13/21
Revised/Readopted: 7/10/23
Orig. Code(s): AC-AR

Discrimination Complaint Procedure

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

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

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

The principal or direct supervisor shall investigate and determine the action to be taken, if any, and reply, in writing, to the complainant within ~~ten~~ (10) school days of receipt of the complaint.

Step 2: If the complainant wishes to appeal the decision of the principal or direct supervisor, the complainant may submit a written appeal to the personnel director of human resources within five school days after receipt of the principal's or supervisor's response to the complaint.

The ~~personnel director~~ director of human resources shall review the principal's decision in the previous step within ~~five~~ 10 (5) school days and may meet with all parties involved. The personnel director of human resources will review the merits of the complaint and the principal's decision. The personnel director of human resources will respond, in writing, to the complainant within ~~ten~~ (10) school days.

Step 3: If the complainant wishes to appeal the decision of the director of human resources, the complainant may submit a written appeal to the superintendent within five school days after receipt of the response to the complaint from Step 2.

The superintendent shall review the decision from Step 2 within 10 school days and may meet with all parties involved. The superintendent will review the merits of the complaint and the decision. The superintendent will respond in writing to the complainant within 5 school days.

Step 3⁴: If the complainant is not satisfied with the decision of the superintendent, personnel director, a written appeal may be filed with the Board within ~~five~~ (5) school days of receipt of the personnel director's response to Step 2. The Board may decide to hear or deny the request

¹ ~~{For district information. The district's timeline established by each step of the district's complaint procedure must be within 30 days 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. The district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)}.~~

for appeal at a Board meeting. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within ~~thirty~~ (30) days of receipt of the appeal by the Board.

If the principal is the subject of the complaint, the ~~individual complainant~~ may start at Step 2 and should file a complaint with the ~~personnel~~ director of human resources.

If the superintendent is the subject of the complaint, the complainant may start at Step ~~4~~ 3 and should be referred to the Board chair. The Board may refer the investigation to a third party. ~~The Board may refer the investigation to a third party.~~

Complaints against the Board as a whole or against an individual Board member, may start at Step ~~4~~ 3 and should be submitted to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at Step ~~3~~ 4 and be referred directly to the Board vice chair.

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

The complainant, if a person who resides in the district, ~~or~~ a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal² the district's final decision ~~in writing~~ to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules ~~Rule~~ (OAR) 581-002075-0001 - 581-002075-002345.

Charter Schools of which the District Board is a Sponsor

The district Board, through this administrative regulation, will not review an appeal of a decision reached by the Board of EagleRidge High 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 EagleRidge High 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 581-002075-0001 - 581-002075-00230045.

² An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

Klamath Falls City Schools

Code: ACA
Adopted: 12/06/10
Readopted: 3/06/17
Orig. Code(s): ACA

Americans with Disabilities Act

The district, in compliance with the Americans with Disabilities Act (~~ADA~~) and the Americans with Disabilities Act Amendments Act (~~ADAAA~~), is committed to maintaining employment practices, services, programs and activities that provide equity to qualified individuals with disabilities.

The district will provide reasonable accommodations for the known disabilities of all applicants and current employees in all employment application procedures; hiring, advancement or discharge; employee compensation; job training; other terms, conditions and privileges of employment upon request and ~~with appropriate~~ advance notice.

A reasonable accommodation must not present an undue hardship for the district; be unduly costly, extensive or disruptive; nor present a direct threat to the health ~~and~~ safety of the individual or others in the workplace.

District services, programs and activities will be accessible and usable by qualified individuals with disabilities, consistent with Section 504 of the Rehabilitation Act of ~~1973~~ and the ADA. Accessibility may be achieved through nonstructural as well as structural methods.

In order to achieve equal access, the district will make available appropriate auxiliary aids and services that promote effective communications. Primary consideration will be given to the request of individuals with disabilities in the selection of appropriate aids and services. Final determination will be made by the Board. Auxiliary aids and services determinations will be based on availability, effectiveness and financial or administrative burden to the district.

The Board directs the superintendent to develop and implement an appropriate plan that provides for district compliance with the ~~ADA and ADAAA~~, including the appointment of an ADA compliance officer and the establishment of a process for the investigation and prompt ~~and~~ equitable resolution of any complaint regarding noncompliance.

Retaliation is prohibited against anyone who files a complaint of discrimination, participates in an Office of Federal Contract Compliance Program proceeding or otherwise opposes discrimination under federal or state laws.

END OF POLICY

Legal Reference(s):

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2010).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2010).
Chevron U.S.A. Inc. v. Echazabal, 536 U.S. 73 (2002).
Americans with Disabilities Act Amendments Act of 2008.

Klamath Falls City Schools

Code: ACA-AR
Revised/Reviewed: 3/06/17
Orig. Code(s): ACA-AR

ADA Complaint Procedure

The compliance officer is responsible for coordinating the district's efforts to comply with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA). The compliance officer shall be a neutral party having had no involvement in the complaint presented.

- Step 1 Any complaint shall be presented in writing to the compliance officer within 180 days from date of alleged discrimination. It must include the following:
- Name and address of the individual or the representative filing the complaint;
 - Description of the alleged discriminatory action in sufficient detail to inform the district of the nature and date of the alleged violation;
 - Signature by the complainant or by someone authorized to do so on their/his/her behalf;
 - Identification (by name, if possible) of the alleged victims of the discrimination for any complaint filed on behalf of classes or third parties.
- Step 2 The compliance officer shall thoroughly investigate the complaint, notify the person who has been accused of discriminating, permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within 10 working days after receipt of the written complaint, if deemed necessary. The compliance officer shall give a written answer to the complainant within 15 working days after receipt of the written complaint.
- Step 3 If the complainant is not satisfied with the answer of the compliance officer, they/he/she may submit a written appeal to the superintendent or designee indicating with particularity the nature and underlying reason of disagreement with the answer and reason underlying such disagreement received in Step 2. Such appeal must be filed within 10 working days after receipt of the compliance officer's answer. The superintendent or designee shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The superintendent or designee shall give a written answer to the complainant's appeal within 10 working days.
- Step 4 If the complainant is not satisfied with the answer, an appeal to the Board may be filed within 10 working days after receipt of the Step 3 answer. The Board shall, within 20 working days, conduct a hearing at which the complainant shall be given an opportunity to present the complaint. The Board shall give a written answer to the complainant within 10 working days following completion of the hearing.
- Step 5 If the complainant is not satisfied with the decision of the Board, a complaint may be filed with the Coordination and Review Section, Civil Rights Division, U.S. Department of Justice (student complaints) or the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries (employment complaints).

Individuals may initiate complaint procedures and/or civil actions with or without first complying with local complaint procedures.

Corrected 8/11/25

Klamath Falls City Schools

Code: ACB
Adopted: 12/14/20
Orig. Code(s): ACB

~~All Students Belong~~ Every Student Belongs

Equity Statement: The Klamath Falls City Schools Board of Education firmly believes that being anti-racist, and eliminating racial inequities, discrimination, and institutional bias will increase achievement and graduation rates for our students while closing achievement and opportunity gaps. We are committed to providing an environment for our students where dreams and goals are nurtured, history and cultural heritage are celebrated, love of learning is fostered, and educational, physical, emotional, and social needs are met.

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

All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin¹.

All visitors are entitled to participate in a school or educational~~an~~ environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin².

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

“Symbol of hate” means nooses, symbols of neo-Nazi ideology or the battle flag of the Confederacy. “Symbol of hate” ~~may also include~~ means a symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or national origin, ~~including, the noose, swastika, or confederate flag³,~~ and whose display:

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

¹ OAR 581-022-2312 does not include this list of classes for employees (only for students), but it can be added.

² OAR 581-022-2312 does not include this list of classes for visitors (only for students), but it can be added.

³ While commonly referred to as the “confederate flag,” the official name of the prohibited flag is the Battle Flag of the Armies of Northern Virginia.

The district prohibits the use or display of any symbols of hate on district and/or school property⁴ grounds or in any district or school sponsored or in an education program⁵, service, school or activity that is funded in whole or in part by monies appropriated by the Oregon Legislative Assembly, except where used in teaching curriculum that is aligned with state standards of education for public schools to the Oregon State Standards.

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

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

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

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

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 339.347](#)
[ORS 659.850](#)

[ORS 659.852](#)
[OAR 581-002-0005](#)
[OAR 581-022-2312](#)

[OAR 581-022-2370](#)

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

Corrected 8/11/25

⁴ “School property” means any property under the control of the district.

⁵ “Education program” includes any program, service, school or activity sponsored by the district.

Klamath Falls City Schools

Code: ACB-AR
Adopted: 12/14/20
Orig. Code(s): ACB-AR

Bias Incident Complaint Procedure

The term “bias incident” and “symbols of hate” are defined in policy. Persons impacted by a bias incident or display of a symbol of hate shall be defined broadly to include persons directly targeted by individuals at whom an act, incident was directed as well as students in the larger school community of students as a whole who are likely to be impacted by the act, incident.¹

Step 1²: When a staff member learns of a potential bias incident or display of a symbol of hate, the staff member will prioritize the safety and well-being of all persons impacted and promptly report the incident to the building or program administrator.

Step 2: The administrator or designee shall acknowledge receipt of the complaint, reduce the complaint to writing, and investigate any complaint of a bias incident. Responding staff will recognize the experience of all persons impacted, acknowledge the impact, commit to taking immediate action, and commit to preventing further harm against those persons impacted from taking place. Educational components and redirection procedures, if any, will include:

- Address educational components that address the history and impact of bias and hate;
- Advance procedural components to ensure the safety and, healing, and agency of those impacted by bias and hate;
- Promote accountability and transformation for people who cause harm; and
- Promote transformation of the conditions that perpetuated the harm.³

The administrator or designee must consider whether the behavior implicates other district policies or civil rights laws, and if so, respond accordingly⁴.

The administrator or designee will make a decision within 10 (ten) days of receiving the complaint.

¹ The term “complainant” in this administrative regulation includes persons filing formal complaints and persons reporting bias incidents, regardless of whether the complainant is a victim. Similarly, the term “complaint” includes any report, information or complaint.

² ~~These specific procedures are not required. The procedures must include all of the requirements listed in OAR 581-022-2312(6)(e).~~

³ ~~ODE will be releasing additional guidance to support administrators in these situations.~~

⁴ The nature of the behavior or act must determine the process used to respond; what rights and protections are available to the person(s) impacted by the behavior or act; and an individual’s right to appeal to the Oregon Department of Education or the U.S. Department of Education.

All persons impacted by the act will be provided with information⁵ relating to the investigation and the outcome of the investigation, including. ~~At a minimum, the information provided must include:~~

- ~~Notice that~~ an investigation has been initiated;
- ~~Notice when an~~ ~~When the~~ investigation has been completed;
- ~~Findings~~ ~~The findings~~ of the investigation and the final determination based on those findings; ~~and~~
- Actions taken ~~with the person or persons who committed the harassing behavior to~~ remedy a person's behavior and prevent reoccurrence; ~~and when the actions relate directly to a person impacted by the event.~~
- ~~When applicable, the legal~~ ~~If any of the above information cannot be shared,~~ a citation of ~~any~~ ~~to the~~ law prohibiting disclosure of any information described above, ~~release~~ and an explanation of how that law applies to the current situation, ~~will be provided.~~⁶

Step 3: If complainant or a respondent wishes to appeal the decision of the administrator or designee, the complainant or respondent may submit a written appeal to the superintendent within five school days after receipt of the administrator or designee's response to the complaint.

The superintendent or designee shall acknowledge receipt of the appeal and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the administrator or designee's decision. The superintendent or designee will respond in writing to the complainant within 10 school days.

The superintendent or designee will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 3, as appropriate.

Step 4: If the complainant or respondent 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 or designee's response to Step 3. The Board may decide to hear or deny the request for appeal at a Board meeting. The Board may use an executive session if the subject matter qualifies under Oregon law. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at a Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing within 10 days of this meeting.

The Board will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 4, as appropriate.

Complaints can be filed with or communicated directly to the administrator or designee, in which case Step 1 will be skipped. Complaints against the administrator can be directed to the superintendent or designee and will begin at Step 3. Complaints against the superintendent or a Board member(s) can be

⁵ For additional information regarding required notices, see OAR 581-022-2312(4)(e)(E).

⁶ Refer to policies GBL – Personnel Records, JOA – Directory Information and JOB – Personally Identifiable Information and district legal counsel for guidance in these situations. Possible laws include, but are not limited to, Title 34 C.F.R. § 99.31 and ORS 342.850.

directed to the Board and will begin at Step 4. If complaints begin later than Step 1, the individuals reviewing the complaint will ensure that all requirements are met.

The complainant, if a person who resides in the district, or a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal⁷ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002075-0001 – 581-002075-00230045.

Complaints may also be filed directly with the U.S. Department of Education Office for Civil Rights.⁸

District administration will develop and implement instructional materials to ensure that all school employees, and staff and students are made aware of the policy, this administrative regulation procedure and related practices. The materials will include reporting procedures, educational processes, and possible consequences.

When necessary, timelines may be adjusted by the district by communicating to all parties in writing. This communication must include a new timeline and an explanation of why the timeline must be adjusted.

Corrected 8/11/25

⁷ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

⁸ Complaints must meet criteria as established by law. For more information, visit <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

Klamath Falls City Schools

Code: AE
Adopted: 12/12/11
Readopted: 3/06/17
Orig. Code(s): AE

District Goals

The district shall maintain a coordinated valid and reliable data-driven K-12 program ~~that supports the physical and cognitive growth and development of students, is designed to improve student achievement, support students' academic growth beyond proficiency supports students becoming proficient in the knowledge and skills of the student's current grade level, encourage their and encourages the attainment of individual goals and-~~ successfully prepare students to function effectively in a rapidly changing world and for the futures they choose to pursue.

The district will work with staff, parents and community members to develop district goals that support the physical and cognitive growth and development of students. Goals will be adopted by the Board consistent with the goals adopted by the State Board of Education, and will be reviewed and revised as needed. Goals will utilize valid and reliable data for evaluating the success of curriculum, instruction, resource allocation and school improvement.

[(Does the board want to keep this list? Consider whether this is needed in policy.)] The district will develop a partnership with staff, parents and community members to identify and revise goals consistent with the goals adopted by the State Board of Education. To successfully prepare students to function effectively in a rapidly changing world and for the futures they choose to pursue, goals adopted by the district will:

1. Ensure that all students, regardless of linguistic background, culture, race, sex, sexual orientation, capability or geographic location, have access to a quality education in a safe, motivating environment;
2. Hold all students to rigorous academic standards and expect them to succeed;
3. Provide students with opportunities to demonstrate their achievement in knowledge and skills;
4. Encourage parental and community involvement in their student's education;
5. Develop in students lifelong academic skills to prepare them for an ever-changing world;
6. Develop in students the core ethical values that our diverse society shares and holds important, including but not limited to: respect, responsibility, caring, trustworthiness, justice, fairness, civic virtue and citizenship;
7. Equip students with the knowledge and skills necessary to pursue the future of their choice and to prepare students to function effectively in various life roles; and

8. Utilizes valid and reliable data for evaluating the success of curriculum, instruction, resource allocation and school improvement.]

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 192.630](#)
[ORS 329.015](#)
[ORS 329.025](#)

[ORS 329.485](#)
[ORS 332.107](#)
[ORS 659.850](#)
[ORS 659A.003](#)

[ORS 659A.006](#)
[ORS 659A.030](#)
[OAR 839-003](#)

Corrected 8/11/25

Klamath Falls City Schools

Code: BA
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): BA

Board Goals

The Board is responsible to the people for whose benefit the district has been established. Further, the Board's current decisions will influence the future course of education in the district's schools. By virtue of this responsibility, the Board and each of its members must look to the future and to the needs of all district patrons/citizens. This requires a comprehensive perspective and long-range plan in addition to addressing immediate problems.

The Board's primary responsibility is to establish policies, purposes and programs which will best produce educational achievement. The Board is charged with accomplishing this while also being responsible for wise management of available resources. The Board must fulfill these responsibilities by functioning primarily as a legislative body, which formulates and adopts policy, by selecting a chief executive officer to implement policy and by evaluating the results. Further, it must carry out its functions openly and seek the involvement of students, staff and the public during its decision-making processes.

In accordance with these principles, the Board, through its operations, will review and vote to adopt Board goals that align with the following:

1. Concentrate the Board's collective effort on policy-making and planning responsibilities;
2. Formulate Board policies that best serve each student's educational interests;
3. Provide the superintendent with sufficient and adequate guidelines for implementing Board policies;
4. Maintain effective communication with staff, students and the public to maintain awareness of attitudes, opinions, desires and ideas;
5. Conduct Board business openly, soliciting and encouraging broad-based involvement of the students, staff and the public in the Board's decision-making processes.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corrected 8/11/25

Klamath Falls City Schools

Code: BB
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): BB

Board Legal Status

The Constitution of the state of Oregon charges the Legislature with providing – by statute – for a uniform and general system of common schools. The Legislature enacts laws to delegate the immediate control of the schools to locally elected boards~~board~~ of directors; thus, the Board is the governing body of ~~the~~ Klamath Falls City Schools~~-school district~~.

Federal and state statutes and the State Board of Education rules define and outline the general powers and duties of the Board. The Oregon statutes authorize the Board to transact all business within the jurisdiction of the district, control the district schools and educate the children residing in the district. Oregon Administrative Rules establish further requirements and guidelines for the district. The Board’s duty is to carry out those statutes and rules that are mandatory, e.g., “The Board shall...;” where the laws are permissive, e.g., “The Board may...,” the Board is empowered to exercise judgment and discretion.

This district will be known as the Klamath Falls City Schools.

The regular term of office for Board members will be four years. The terms of office will commence on the first day of July following regular district elections. The term of office for members appointed to fill a vacancy will be until June 30 following the next regular district election. The term of office for members elected~~appointed~~ to fill a vacancy will be the time remaining in the vacated Board position.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)
[ORS 332.018\(1\)](#)
[ORS 332.030\(4\)](#)

[ORS 332.072](#)
[ORS 332.075](#)
[ORS 332.105](#)

[ORS 332.107](#)
[ORS 335.505](#)

OR. CONST., art. VIII, § 3.

Corrected 8/11/25

Klamath Falls City Schools

Code: BBA
Adopted: 5/21/12
Readopted: 3/06/17
Orig. Code(s): BBA

Board Powers and Duties

The Legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of programs and services in the district. The general powers granted to the Board are:

1. Legislative or Rule-Making Authority

In regular or special public meetings, after open discussion and after members' votes are recorded, the Board will establish rules or policy to govern the conduct of its members and the proceedings of the Board.

The Board shall establish policies~~policy~~ for governing the programs and services of the district consistent with State Board of Education rules and with local, state and federal laws.

The Board is responsible for providing adequate and direct means for keeping informed about the needs and wishes of the public and for keeping local community patrons~~citizens~~ informed about the schools.

2. Judicial Authority

As provided by law, policy or contract, the Board acts as a fact-finding body or a court of appeal for staff members, students and the public when issues involve Board policies or agreements and their implementation, and when the Board must determine the rights, duties or obligations of those who address the Board.

3. Executive/Administrative Authority

The Board will appoint a superintendent delegated to establish administrative regulations to implement Board policy and goals. The Board will evaluate the superintendent's performance.

The Board may establish academic and financial goals for the district and evaluate the superintendent's implementation of those goals.

The Board will oversee the district's financial affairs by authorizing, appropriating and adopting budgets and by proposing local option or bond elections, when appropriate and as allowed by law, to provide for program operation and maintenance or acquisition of district property.

The Board will authorize the superintendent to approve payment on all contracts and business transactions of the district in accordance with Board policies on purchasing and budget requirements. The Board will provide for an annual audit of the district's assets.

The Board will employ the staff necessary to carry out the educational program and will provide for regular evaluation of staff.

The Board will direct the collective bargaining process to establish collective bargaining agreements with the district's personnel. The Board will establish, through the collective bargaining process where appropriate, salaries and salary schedules, other terms and conditions of employment, and personnel policies for districtwide application.

The Board will establish the days of the year and the hours of the day when school will be in session.

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)

[ORS 243.656](#)

[ORS Chapters 279A, 279B](#) and [279C](#)

[ORS 294.305 to -294.565](#)

[ORS 328.205 to -328.304](#)

[ORS 332.072](#)

[ORS 332.075](#)

[ORS 332.105](#)

[ORS 332.107](#)

[ORS Chapter 339](#)

[ORS 342.805 to -342.937](#)

[ORS Chapter 343](#)

Corrected 8/11/25

Klamath Falls City Schools

Code: BBAA
Adopted: 6/10/19
Revised/Readopted: 3/14/22
Orig. Code(s): BBAA

Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of ~~their~~his/her position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

When expressing personal opinions in public, the Board member ~~should~~must clearly identify the opinions as their own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent, gained through attendance at district activities and through professional Board activities.

Members of the Board will adhere to the following ~~procedures~~in carrying out the responsibilities of membership:

1. Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information, which require additional expense to the district, must be submitted to the Board for consideration.

2. Requests for Legal Opinions

A request for a legal advice or opinions by a Board member, that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. The Board chair is authorized to obtain legal advice or opinions if advantageous to do so prior to the next meeting (e.g. advice regarding an executive session or a decision to invite district legal counsel) without a need for Board approval. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When a Board member receives complaints or requests for action from a staff member, student or member of the public, the Board member will direct the staff, student or member of the public to the ~~appropriate~~complaint policy Board policy KL – Public Complaints. Such information ~~will~~is to be conveyed to the superintendent.

4. Board Member’s Relationship to Administration

Individual Board members will be informed about the district’s educational program, may visit schools or other facilities to gain information, and may request information from the superintendent. No individual Board member may direct the superintendent to action without Board authorization. Board members will not intervene in the administration of the district or its schools.

5. Contracts or Agreements

All contracts of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY

Legal Reference(s):

[ORS 332.045](#)
[ORS 332.055](#)

[ORS 332.057](#)
[ORS 332.075](#)

38 OR. ATTY. GEN. OP. 1995 (1978)
S. Benton Educ. Ass’n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

Corrected 8/11/25

Klamath Falls City Schools

Code: BBB
Adopted: 1/13/14
Readopted: 3/06/17
Orig. Code(s): BBB

Board Elections

1. Number of Directors

The Board will consist of seven members elected by zone and at-large, and will be known as the district school board. ~~District School Board~~. The term of office for each position shall be four years. Board members representing Zones No. 1, 3, 4 and 5 must reside within the established zone boundaries which they represent; Zones No. 2, 6 and 7 are elected at-large.

2. Designation of Board Positions

Board members' positions and their respective successors in office will be designated by zones as Zone No. 1, No. 2, No. 3, No. 4, No. 5, No. 6 and No. 7. In all proceedings for the nomination or election of candidates for or to the office of Board member, every petition for nomination, declaration of candidacy, certificate of nomination, ballot or other document used in connection with the nomination or election will state the position zone number to which the candidate aspires.

Individuals may seek more than one elected position such as school board and education service district board.

Re-elections for Board positions will occur at large as follows:

- Zone No. 1: Spring 20192027, and every four years thereafter – Roosevelt attendance area
- Zone No. 2: Spring 20192027, and every four years thereafter – At-Large (anywhere in City Schools boundary)
- Zone No. 3: Spring 20172029, and every four years thereafter – Conger attendance area
- Zone No. 4: Spring 20192027, and every four years thereafter – Mills attendance area
- Zone No. 5: Spring 20192027, and every four years thereafter – Pelican attendance area
- Zone No. 6: Spring 20172029, and every four years thereafter – At-Large (anywhere in City Schools boundary)
- Zone No. 7: Spring 20172029, and every four years thereafter – At-Large (anywhere in City Schools boundary)

END OF POLICY

Legal Reference(s):

[ORS 249.013](#)
[ORS 255.235](#)

[ORS 255.245](#)
[ORS 332.011](#)

[ORS 332.018](#)
[ORS 332.118 to -332.138](#)

Klamath Falls City Schools

Code: BBBA
Adopted: 3/06/17
Readopted: 8/14/23
Orig. Code(s): BBBA

Board Member Qualifications

A person is eligible to serve as a Board member if the person is a qualified elector¹ of the district, and has been a resident within the district for one year immediately preceding the election or appointment. If the district and the position sought is one elected or nominated by zone, the person must also reside in the zone from which the person is nominated except as authorized by law.

A person who is an employee of the district is not eligible to serve as a Board member while so employed. A person who is an employee of a public charter school may not serve as a member of the Board of the district in which the public charter school that employs the person is located.

END OF POLICY

Legal Reference(s):

[ORS 247.002](#)
[ORS 247.035](#)
[ORS 249.013](#)

[ORS 332.016](#)
[ORS 332.018](#)
[ORS 332.030](#)

[ORS 332.124](#)
[ORS 332.126](#)

OREGON CONSTITUTION, ARTICLE II, Section 2.

Corrected 8/11/25

¹ “Elector” means an individual qualified to vote under Article II, section 2, [Oregon Constitution](#).

Klamath Falls City Schools

Code: BBBB
Adopted: 10/09/06
Revised/Readopted: 3/06/17
Orig. Code(s): BBBB

Board Member Oath of Office

Any elected or appointed Board member must qualify by taking an oath of office before assuming the duties of office. The oath of office will be in the following form:

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the state of Oregon and the laws thereof, and the policies of the Klamath Falls City School District. During my term, I will faithfully and impartially discharge the responsibilities/duties of the Office of School Board Member to the best of my ability.

END OF POLICY

Legal Reference(s):

[ORS 332.005](#)

Corrected 8/11/25

Klamath Falls City Schools

Code: BBC
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): BBC

Board Member Resignation

The Board believes that any citizen who files and seeks election or appointment to the Board should do so with full knowledge of and appreciation for the investment in time, effort and dedication expected of all Board members, and that the citizen's intent is to serve a full term of office.

When a member decides to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan for the continuity of Board business. Resignations must be made in writing. Board members can resign the office effective at a future date. If the resignation is effective at a future date, the resignation is binding unless withdrawn in writing by the end of the third business day after the resignation is made.

The Board will announce the resignation and declare the vacancy at a Board meeting.

The Board will determine the procedures to be used in filling the vacancy.

~~The Board will determine the procedures to be used in filling the vacancy.~~ The Board may begin a replacement process and select a successor prior to the effective date of resignation; however, the actual appointment shall not be made before the resignation date.

END OF POLICY

Legal Reference(s):

[ORS 236.320](#)

[ORS 236.325](#)

[ORS 332.030](#)

Corrected 8/11/25

Klamath Falls City Schools

Code: BBD
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): BBD

Board Member Removal from Office

The Board shall declare the office of a director vacant upon any of the following:

1. The death or resignation of an incumbent;
2. When an incumbent ceases to be a resident of the district or zone if representing a specific area;
3. When an incumbent ceases to discharge the duties of office for two consecutive months unless prevented by sickness or unavoidable cause;
4. When an incumbent ceases to discharge the duties of office for four consecutive months for any reason;
5. When an incumbent is removed from office by judgment of ~~or their election is declared void by~~ any court;
6. When an incumbent has been recalled from office by district voters;
7. When an incumbent is elected by zone and moves from the zone to which ~~they were~~ ~~he/she was~~ elected. The incumbent shall continue to serve as director to June 30 next following the next regular district election. At that election, a successor shall be elected to serve the remainder, if any, of the unexpired term to which the director was elected. If the term to which the director was elected expires June 30 next following the election of the successor, the successor shall be elected to a full term.

Vacancies will be filled through appointment by the Board unless a majority of the positions are vacant at the same time. In that case, vacancies will be filled by the Southern Oregon Education Service District.

END OF POLICY

Legal Reference(s):

[ORS 249.865 to -249.877](#)

[ORS 332.030](#)

[ORS 408.240](#)

Corrected 8/11/25

Klamath Falls City Schools

Code: BBE
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): BBE

Vacancies on the Board

Vacancies will be filled through Board appointment. The Board appointee must be a legally registered voter and a resident within the district for one year immediately preceding the appointment, and if the vacancy occurs in a zone with geographical boundaries, must be a resident of the zone from which the vacancy has occurred.

If the vacancy occurs in a zone, the Board shall advertise the vacancy for a 20-day period to find an eligible resident from the same zone. If an eligible zone resident cannot be found, the Board shall appoint one of the eligible residents from the district.

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

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

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

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

The appointee will:

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

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

END OF POLICY

Legal Reference(s):

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

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

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

Corrected 8/11/25

Klamath Falls City Schools

Code: BBF
Adopted: 1/13/20
Revised/Readopted: 7/08/24
Orig. Code(s): BBF

Board Member Standards of Conduct

A Board member should:

1. Comply with ethics laws for public officials;
2. Understand that the Board sets the standards for the district through Board policy. Board members do not manage the district on a day-to-day basis;
3. Understand that the Board makes decisions by a quorum vote of the Board. Individual Board members may not commit the Board to any action;
4. Respect the right of other Board members to have opinions and ideas which differ;
5. Recognize that decisions made by a quorum vote are the final decisions of the Board. Such decisions should be supported by all Board members;
6. Make decisions only after the facts are presented and discussed;
7. Understand the chain of command and refer problems or complaints to the proper administrative office;
8. Recognize that the Board must comply with the Public Meetings Law and only has authority to make decisions at properly noticed Board meetings;
9. Insist that all Board and district business is ethical and honest;
10. Be open, fair and honest — no hidden agendas;
11. Understand that Board members will receive information that is confidential and cannot be shared;
12. Recognize that the superintendent is the Board's employee and designated as the chief executive officer of the district;
13. Take action only after hearing the superintendent's recommendations;
14. Refuse to bring personal or family problems into Board considerations;
15. Give district staff the respect and consideration due to skilled, professional employees;
16. Present personal criticism of district operations to the superintendent, when appropriate, not to district staff;
17. Respect the right of the public to attend and observe Board meetings;

18. Respect the right of the public to be informed about district decisions and school operations as allowed by law;
19. Remember that content discussed in executive session is confidential;
20. Use social media, websites, or other electronic communication judiciously, respectfully, and in a manner that does not violate Oregon’s Public Meetings Laws;
21. When posting online or to social media, Board members will treat and refer to other Board members, staff, students and the public with respect, and will not post confidential information about students, staff or district business;
22. A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately make a report to the Department of Human Services (DHS)¹ or to law enforcement within the county where the person making the report is located at the time of contact.

END OF POLICY

Legal Reference(s):

[ORS 162.015 - 162.035](#)
[ORS 162.405 - 162.425](#)
[ORS 192.610 - 192.710](#)

[ORS Chapter 244](#)
[ORS 332.055](#)
[ORS 419B.005](#)

[ORS 419B.010](#)
[ORS 419B.015](#)

Reviewed 8/11/25

¹ How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)

Klamath Falls City Schools

Code: BBFA
Adopted: 4/11/16
Readopted: 3/06/17
Orig. Code(s): BBFA

Board Member Ethics and Conflicts of Interest

No Board member will use their~~his/her~~ official position or office to obtain personal financial benefit or to avoid financial detriment for them~~self/him or herself~~, relatives or household members, or for any business with which the Board member, a household member or a relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by Oregon Revised Statute (ORS) 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the annual \$50 gift limit from one who has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. District-provided meals at board meetings are acceptable under the reimbursement of expenses exception.

I. Conflicts of Interest

“Business” means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual or any legal entity operated for economic gain. This definition excludes any income-producing tax exempt 501(c) not-for-profit corporation with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

“Business with which a Board member or relative is associated” means any private business or closely held corporation of which a Board member or relative is a director, officer, owner, employee or agent or any private business or closely held corporation in which a Board member or relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth \$1,000 or more at any point in the preceding year; any publicly held corporation in which a Board member or relative owns or has owned \$100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year; or any publicly held corporation of which a Board member or relative is a director or officer.

“Relative” means the spouse¹, parent, step-parent, child, sibling, step-sibling, ~~son-in-law or child~~ daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, ~~son-in-law or child~~ daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits² to the Board member, or who receives any benefit from the Board member’s public position.

“Member of the household” means any person who resides with the public official.

¹ The term spouse includes domestic partner.

² Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

No Board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member's vote, official action or judgment would be thereby influenced.

No Board member will attempt to use or use for personal gain any confidential information gained through their/his/her official position or association with the district. A Board member will respect individuals' privacy rights when dealing with confidential information gained through association with the district.

If a Board member participates in the authorization of a public contract, the Board member may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

Individual Board members and the Board as a public entity are bound by the ethics laws for public officials as stated in Oregon law.

Potential Conflict of Interest

"Potential conflict of interest" means any action or any decision or recommendation by a Board member that could result in a financial benefit or detriment for self or relatives or for a business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare a potential conflict of interest. A Board member may, after declaring their/his/her potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

Actual Conflict of Interest

"Actual conflict of interest" means any action or any decision or recommendation taken by a Board member that would result in a financial benefit or detriment to self or relatives or for any business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare an actual conflict of interest. The Board member may not vote lawfully if an actual conflict of interest exists unless a vote is needed to meet a minimum requirement of votes to take official action. Such a vote does not allow the Board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

II. Gifts

Board members are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. All gift related provisions apply to the Board member, their relatives, and members of their household. The \$50 gift limit applies separately to the Board member and to the Board member's relatives or members of the household, meaning that the Board member, each member of their household and relative can accept up to \$50 each from the same source/gift giver. "Gift" means something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

"Relative" means: the spouse³, parent, step-parent, child, sibling, step-sibling, ~~son-in-law~~ or ~~child~~ daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, ~~son-in-law~~ or ~~child~~ daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits⁴ to the Board member, or who receives any benefit from the Board member's public position.

"Member of the household" means any person who resides with the Board member.

Determining the Source of Gifts

Board members should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the Board member's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the Board member need not keep track of it, although they are advised to do so anyway in case of a later dispute.

Determining Legislative and Administrative Interest

A "legislative or administrative interest" means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a Board member. For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative or administrative interest in the fire department that is distinct from the general public.

Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

"Fair market value" is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of

³ Ibid. p. 1

⁴ Ibid. p. 1

the gift if the Board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per-person cost at receptions or meals the payor of the Board member's admission or meal will include all costs other than any amount donated to a charity. For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the Board member is \$25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.
2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
 - a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
 - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
 - c. The source calculates the actual amount spent on the Board member.
3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.
4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale Value

Board members may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

Entertainment

Board members may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member unless:

1. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The Board member is acting in their official capacity for a ceremonial purpose. Entertainment is ceremonial when a Board member appears at an entertainment event for a "ceremonial purpose" at the invitation of the source of the entertainment who requests the presence of the Board member at a special occasion associated with the entertainment. Examples of an appearance by a Board member

at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts:

1. Campaign contributions are not considered gifts under the ethics rules;
2. Gifts from “relatives” and “members of the household” to the Board member members are permitted in an unlimited amount; they are not considered gifts under the ethics rules;
3. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties;
4. Contributions made to a legal expense trust fund if certain requirements are met;
5. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative or administrative interest, with the following exceptions:
 - a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member’s official capacity, for certain limited purposes:
 - (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
 - (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND
 - (i) The giver is a unit of a:
 - 1) Federal, state, or local government;
 - 2) An Oregon or federally recognized Native American Tribe; OR
 - 3) Nonprofit corporation.
 - (b) The Board member is representing the district:
 - (i) On an officially sanctioned trade-promotion or fact-finding mission; OR
 - (ii) Officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the Board.*
 - (2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.
6. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing the district. Again, this exception does not authorize private meals where the participants engage in discussion,;

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal;

7. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(7)(b)(I)(i);
8. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement;
9. A gift received by the Board member as part of the usual or customary practice of the Board member’s private business, employment or position as a volunteer that bears no relationship to the Board member’s holding of public office.

Honoraria

A Board member may not solicit or receive, whether directly or indirectly, honoraria for the Board member or any relative or member of the household of the Board member if the honoraria are solicited or received in connection with the official duties of the Board member.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the Board member or candidate.

END OF POLICY

Legal Reference(s):

[ORS 162.015 - 162.035](#)
[ORS 162.405 - 162.425](#)

[ORS 244.010 - 244.400](#)
[ORS 332.055](#)

[OAR 199-005-0001 - 199-010-0150](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

OR. ETHICS COMM’N, OR. GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Corrected 8/11/25

Klamath Falls City Schools

Code: BBFB
Adopted: 4/11/16
Readopted: 3/06/17
Orig. Code(s): BBFB

Board Member Ethics and Nepotism

In order to avoid both potential and actual conflicts of interests, Board members will abide by the following rules when a Board member's relative or member of the household is seeking and/or holds a position with the district:

1. A Board member may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or member of the household, unless the Board member complies with the conflict of interest requirements of Oregon Revised Statute (ORS) Chapter 244.;

This policy does not apply to decisions regarding unpaid volunteer positions unless it is a Board member position or another Board-related unpaid volunteer position (i.e., a Board committee position);

2. A Board member may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or member of the household. A Board member may still serve as a reference or provide a recommendation.

For the purposes of this policy:

“Member of the household” means any person who resides with the Board member.

“Relative” means: the spouse¹, parent, step-parent, child, sibling, step-sibling, ~~childson-in-law or daughter-in-law~~ of the Board member; or the parent, step-parent, child, sibling, step-sibling, ~~childson-in-law or daughter-in-law~~ of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits² to the Board member, or who receives any benefit from the Board member's public employment position.

¹ The term spouse includes domestic partner.

² Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class including the Board member's relative or ~~member of the household member~~. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential ~~differentia~~ for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

END OF POLICY

Legal Reference(s):

[ORS 244.010](#) to -244.400

[ORS 659A.309](#)

[OAR 199-005-0001](#) to -199-010-0150

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Corrected 8/11/25

Klamath Falls City Schools

Code: BBFC
Adopted: 1/13/20
Revised/Readopted: 7/08/24
Orig. Code(s): BBFC

Reporting of Suspected Abuse of a Child

A Board member is a mandatory reporter of child abuse¹. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately notify Oregon Department of Human Services (DHS) or law enforcement pursuant to Oregon Revised Statute (ORS) 419B.015.

The Board member making a report of child abuse, as required by ORS 419B.010, shall make a report through DHS² or to a law enforcement agency within the county where the Board member making the report is located at the time of the contact.

The report must contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for the care of the child, the child's age, the nature and extent of the abuse, including any evidence of previous abuse, the explanation given for the abuse, and any other information that the Board member making the report believes might be helpful in establishing the cause of the abuse and the identity of the perpetrator.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 419B.005](#)

[ORS 419B.010](#)
[ORS 419B.015](#)

Reviewed 8/11/25

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

² How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)

Klamath Falls City Schools

Code: BC/BCA
Adopted: 8/19/91
Readopted: 10/09/06; 3/06/17
Orig. Code(s): BC/BCA

Board Organization/Board Organizational Meeting

No later than ~~At the next~~ first regular meeting following ~~after~~ July 1, the Board will organize itself for the year. In a Board election year, the Board organizational meeting must be no later than July 31.

The organizational meeting will consist of, but not be limited to, the following actions:

1. Election of a Board chair;
2. Election of a vice chair;
3. Provision for a time and place for regular meetings;
4. Other organizational actions prescribed by law or by ~~the~~ Board practice.

The incumbent Board chair will preside until a successor is elected, whereupon the successor will assume the chair. In the event no incumbent chair or vice chair remains on the Board, or neither is able to continue to serve as an officer, the Board will select a temporary chair to conduct the election.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040 to -332.045](#)

[ORS 332.057](#)

Corrected 8/11/25

Klamath Falls City Schools

Code: BCB
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): BCB

Board Officers

At its first scheduled meeting after July 1, the Board will elect one of its members to serve as chair and one to serve as vice chair. No member of the Board may serve as chair more than four years in succession. If a Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following July.

The Board chair will:

1. Assist the superintendent in establishing the agenda for regular Board meetings;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the rules of order;
4. Sign the minutes and other official documents that require the signature of the chair;
5. Represent the district and the Board at official functions, unless this duty is delegated by the Board chair or the Board to another Board member;
6. Appoint all committees ~~(and will be an ex-officio member of all such committees)~~ unless otherwise ordered by the Board;
7. Have the right to discuss issues and ~~may vote on any issue.~~

In the absence, incapacitation or death of the chair, the vice chair will perform the duties of chair and, when so acting, will have the chair's powers. The vice chair will perform other functions as designated by the Board.

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the Board chair. These duties will include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considered action;
2. Prepare, ~~check~~ and distribute minutes in advance for approval at the next Board meeting;
3. Maintain properly authenticated official copies of the minutes;
4. Maintain the official record of Board policies;
5. Properly post all Board meetings.

Board or District Spokesperson

The Board may appoint one of its members, usually the chair, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the district's position should be articulated by a single voice. The spokesperson serves at the Board's direction and may be removed or replaced at any time by action of a majority of the Board.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)

[OAR 166-400-0010\(9\)](#)

Corrected 8/11/25

Klamath Falls City Schools

Code: BCD
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): BCD

Board-Superintendent Relationship

The superintendent shall be the chief executive officer and shall be responsible for the professional leadership necessary to translate the will of the Board into administrative action.

The superintendent shall be responsible for all aspects of district operation and, for such duties and powers pertaining thereto as directed or delegated by the Board, and to develop such procedures and regulations as the superintendent/he/she considers necessary to ensure efficient operation of the district/schools.

The Board expects/assumes the superintendent is professionally able and possesses outstanding qualities of leadership, vision and, administrative skill and will implement all Board policies in good faith.

The superintendent can expect/assume the Board will respect the superintendent's professional competence and extend to them/him/her full responsibility for implementation of Board policy decisions.

The Board holds the superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about district operations/operation.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)

[ORS 332.515](#)

Corrected 8/11/25

Klamath Falls City Schools

Code: BCF
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): BCF

Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for ~~community~~ ~~citizen~~ involvement, the Board may appoint advisory committees which include community members to consider matters of districtwide importance. Such committees will not be appointed on a permanent basis, but will be appointed to assist in a particular area of activity.

Recommendations of such committees will be given careful consideration by the Board, but such recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters.

All meetings of advisory committees shall follow the Public Meetings Law. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chair.

The composition of advisory committees to the Board will be broadly representative and will take into consideration the specific tasks assigned to the committee. The process for the appointment of community members to an advisory committee will be determined by the Board. ~~When requested and approved by the Board, appointment~~ ~~Appointment~~ of staff members, when appropriate, will be made by the superintendent.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's written charge which shall include, but not be limited to, a statement of purpose and responsibility;
2. The resources the Board will provide;
3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive the committee report(s).

Except as specifically provided by the Board, ~~citizen~~ advisory committees will cease to function when their reports have been received by the Board or when the purposes for which they were established have been accomplished.

The Board may be represented on lay and professional committees that serve the Board in an advisory capacity, with specific Board members appointed by the chair, ~~but normally such Board members~~ ~~generally~~ will function as ex-officio members of the committees.

END OF POLICY

Legal Reference(s):

[ORS 192.610](#)
[ORS 192.630](#)

[ORS 294.414](#)
[ORS 329.704](#)

[ORS 329.711](#)
[ORS 332.107](#)

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL.

Corrected 8/11/25

Klamath Falls City Schools

Code: BD/BDA
Adopted: 3/06/17
Readopted: 3/14/22
Orig. Code(s): BD/BDA

Board Meetings

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. “Meeting” means the convening¹ of a quorum of the Board as the district’s governing body to make a decision² or to deliberate³ toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board governing body, i.e., a work session. “Meeting” does not include any on-site inspection of any project or program or the attendance of members of the Board at any national, regional or state association to which the Board or its members belong.

The affirmative vote of the majority of members of the Board is required to transact any business.

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes. Information on how to give or submit public comment is outlined in Board policy BDDH – Public Comment at Board Meetings⁴.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law⁵. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business. No meeting will be held at any place where discrimination

¹ “Convening” means: (a) Gathering in a physical location; (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (c) Using serial electronic written communications among participants; or (d) Using an intermediary to communicate among participants.

² “Decision” means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.

³ “Deliberation” means discussion or communication that is part of a decision-making process.

⁴ When telephone or other electronic means of communication is used during a meeting open to the public, the Board shall make at least one place available to the public where, or at least one electronic means by which, the public can listen during the meeting. At all meetings of the Board open to the public, the public will be provided an opportunity, to the extent reasonably possible, to access and attend the meeting by telephone, video or other electronic or virtual means. If in-person oral testimony (or public comment) is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit oral testimony during the meeting at the designated portion of the agenda, by telephone, video or other electronic or other means. If in-person written testimony is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit written testimony including by email or other electronic means, so that the Board is able to consider the submitted testimony in a timely manner.

⁵ ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including the news media which have requested notice ~~those with disabilities~~, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they ~~are~~ were not included in the notice.

If ~~requested~~ required to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for hearing-impaired persons. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice.

If requested to do so no less than 72 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services⁶.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act.

The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property.

1. Regular, Special and Emergency Meetings

Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the annual ~~organizational~~ organization meeting and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

No later than the next regular meeting following July 1, the Board will hold the annual organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years, ~~(odd numbered years)~~, the first meeting will be held no later than July 31.

Special meetings can be convened by the Board chair, upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may ~~also~~ be scheduled if less than a quorum is present at a meeting, ~~or~~ additional business still needs to be conducted at the ending time of a meeting, ~~conducting business prior to the next regular meeting would be advantageous to the district or other reasons~~. At least 24 hours' notice must be provided to all Boardmembers, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

⁶~~Districts are encouraged to evaluate translation needs and resources prior to adding this language. A district may decide that translating the agenda, minutes or other documents, or public comment is sufficient.~~

2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic communication, video or telephonic communications, serial electronic communications among participants and using an intermediary to communicate among participants. Electronic Such communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Communications outside of a Board meeting Electronic communications may contain:

- a. Agenda item suggestions;
- b. Reminders regarding meeting times, dates and places;
- c. Board meeting agendas or information concerning agenda items;
- d. One way information from Board members or the superintendent to each Board member (e.g., an article on student achievement or to share a report on district progress on goals).
- e.a. Communications to, between or among members of a governing body that are:
 - (1) Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board (including agendas and information concerning agenda items);
 - (2) Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
 - (3) Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters; or
- f.b. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other Board members will have the following notice:

Important: Please do not reply or forward this communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body, which could be considered a public meeting. Electronic communications on district business are governed by ~~public records and meetings law~~ Public Meetings Law.

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by the Public Meetings Law.

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting conduct work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with state law on public meetings, including notice and minutes. Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.

5. Executive Sessions

Executive sessions may be held during regular, special or emergency meetings for a reason permitted by law (see Board policy BDC - Executive Sessions).

Complaints regarding public meetings laws can be filed with the Board in accordance with Board policy KL – Public Complaints. The Board will respond and provide a copy of the complaint and response to the Oregon Government Ethics Commission within 21 days in accordance with state law.⁷

Mandatory Training

Every member of the Board shall attend or view a training on public meetings law prepared or approved by the Oregon Government Ethics Commission (OGEC) at least once during the Board member's term of office and shall verify attendance in accordance with OGEC procedures.

END OF POLICY

Legal Reference(s):

[ORS Chapter 192](#)

[ORS 255.335](#)
[ORS 332.040 - 332.061](#)

[ORS 433.835 - 433.875](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

OR. ATTY. GEN. Public Records and Meetings Manual.

Corrected 8/11/25

⁷ See House Bill 2805 (2023) Section 5(2) for requirements of the response.

Klamath Falls City Schools

Code: BDC
Adopted: 3/06/17
Revised/Readopted: 1/13/20
Orig. Code(s): BDC

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of a student and students, matters pertaining to or examination of the confidential medical records of the student.

~~An executive session may be convened by the Board chair upon request of three Board members or by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660, during a regular, special or emergency meeting. The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session.~~

An executive session may be included as an agenda item of an existing meeting in accordance with Board policy BDDC - Board Meeting Agenda or held as its own meeting. Proper notice is required.

If open session is held prior to the executive session, the presiding officer will announce the executive session by identifying the authorization under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent.¹ (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer², employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))

¹ This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. Prior to holding an executive session under ORS 192.660(2)(a), the Board must ensure

- a. The vacancy has been advertised;
- b. Regular hiring procedures have been adopted;
- c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and
- d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

² To determine whether the individual involved is considered a public officer, consult with legal counsel.

4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))
10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))
11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
12. To review discuss matters pertaining to or examination of the confidential medical records of a student, including that student's educational program. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions. ~~Content discussed in executive sessions is confidential.~~

Content discussed in executive sessions is confidential except as provided by law. Board members and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required by law.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)

[ORS 332.045](#)

[ORS 332.061](#)

OR. ATTY. GEN. Public Records and Meetings Manual.

Oregon Government Ethics Commission, [Staff Advisory Opinion](#) No. 22-106S

Corrected 8/11/25

Klamath Falls City Schools

Code: BDD
Adopted: 10/09/06
Revised/Readopted: 3/06/17
Orig. Code(s): BDD

Board Meeting Procedures

1. Quorum

A quorum will consist of the majority of the Board members.

2. Vote Needed for Exercise of Powers

The affirmative vote of a majority of Board members will be necessary for exercising any of the Board's powers.

3. Board Member Voting

Each member's vote on all motions will be recorded in the minutes. Board members will make their vote known by stating aye, ~~may no~~ or stating that they abstain ~~in respective order and in unison~~.

4. Abstaining from Vote

If a Board member chooses to abstain from voting, and the abstention is due to a conflict of interest, the Board member will state the reason for the abstention and such abstention will be recorded.

5. Parliamentary Procedure

Official Board business will be transacted by motion or resolution at duly called regular, special or emergency meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised*, "Procedure in Small Boards" as modified by the Board will guide the Board in its deliberation. Modifications will include the following: Motions will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)

[ORS 244.120\(2\)](#)

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.107](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

41 OR. ATTY. GEN. OP. 28 (1980)

Corrected 8/11/25

Klamath Falls City Schools

Code: BDDC
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): BDDC

Board Meeting Agenda

The Board chair and the superintendent will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff member, student or ~~patron~~^{citizen} of the district by notifying the superintendent at least five working days prior to the meeting.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. The removed item will then be placed on the regular agenda.

The agenda will follow a general order established by the Board. Opportunities for the audience to be heard may be included on the agenda. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

Items of business not on the agenda may be discussed and acted upon if the majority of the Board agrees to consider them.

The agenda, together with supporting materials, will be distributed by the district office or superintendent to Board members at least five calendar days prior to the meeting. The agenda will be available to the press and to interested patrons through the superintendent's office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

A copy of the agenda will be posted ~~in each district facility~~^{on the district website} on the day of the meeting. Members of the public may request a copy of the agenda through the superintendent's office.

The district will ensure equally effective communications are provided to qualified persons with disabilities, upon request, as required by the Americans with Disabilities Act.

Appropriate auxiliary aids and services may include, but are not limited to, qualified interpreters, assistive listening systems, note takers, large print, Braille materials, audio recordings and readers. Primary consideration will be given to the request of the person with a disability in the selection of the appropriate auxiliary aid and/or service. Should the Board demonstrate such a request would result in a fundamental alteration in the service, program or activity or an undue financial and administrative burden, an alternate, equally effective communication will be used.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)

[ORS 192.640](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2015); 28 C.F.R. Part 35 (2015).

Americans with Disabilities Act Amendments Act of 2008.

Corrected 8/11/25

Klamath Falls City Schools

Code: BDDG
Adopted: 3/06/17
Revised/Readopted: 1/13/20
Orig. Code(s): BDDG

Minutes of Board Meetings

The Board secretary will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders, ~~ordinances~~ and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter;
5. Any other information required by law.

All minutes shall be available to the public within a reasonable time. The public and patrons of the district may receive, upon request, copies of minutes from the ~~administration-district~~ office. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

The district will maintain a hard copy¹ of the meeting minutes and make them available to staff and other interested patrons.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon's Public Meetings Law with essentially the same level of detail as for public sessions. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including a student's confidential records; the discussion; and each Board member's vote on the issue.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 332.061](#)

Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970).

Corrected 8/11/25

¹ Oregon Administrative Rule 166-400-0010(9)

Klamath Falls City Schools

Code: BDDH
Adopted: 2/14/22
Readopted: 7/08/24
Orig. Code(s): BDDH

Public Comment at Board Meetings

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites the district's community members ~~district citizens~~ to attend Board meetings to become acquainted with the program and operation of the district. The public has a right to attend public meetings held in open session, and may be invited to share comments, ideas and opinions with the Board during designated times on the agenda. The Board may conduct a meeting without public comment.

Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings and submit written comments to the Board. Individuals who request assistance, aids or accommodations are encouraged to ~~shall~~ notify the district at least 72 hours prior to the Board meeting with the request, consistent with Board policy BD/BDA – Board Meetings.

DECORUM: Civility, decorum, and respect for the functioning and dignity of the Board of Education of the Klamath Falls City Schools shall be maintained at all times. In keeping with this, the Board Chair will not approve the ~~posting~~ reading of written public comments that are breaches of decorum or of the rules set forth in Board policy [BDDH - Public Comment at Board Meetings](#) (this includes submissions for which identifying information including name and address cannot be verified). Topics such as personnel matters, pending appeals, specific student disciplinary matters or those which constitute commercial solicitations are not permitted. Disparaging remarks, personal attacks and inflammatory comments about specific schools, personnel or Board members are not permitted. Speakers who engage in these comments will be reminded of the rules, and the Board reserves the right to remove the speaker from the agenda.

1. Procedures for In-Person, Oral Public Comment

The Board establishes the following procedures for ~~in-person~~, oral public comment at Board meetings held in open session ~~and in-person~~. The following information will be accessible and available to all patrons accessing or attending such a Board meeting.

- a. Public comment is limited to its designated place on the agenda and as the total time allotment of 15 minutes allows, whether comment is provided in-person or in a virtual setting.
- b. A person wishing to provide in-person public comment, if an opportunity is provided by the Board during a meeting open to the public, will complete and submit the Intent to Speak card to the Board secretary prior to the start of the Board meeting¹. A request to give public comment in-person or electronically does not guarantee a time will be available.
- c. A person speaking during the public comment portion of the meeting should state their name, whether they are a resident of the district, ~~and address~~ and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.

¹ When in-person attendees are allowed to provide oral comment, virtual attendees will also be afforded the same opportunity within the same designated time on the agenda. See section on submitting public comment in a virtual setting below.

- d. A person giving public comment is limited to an established time limit of three minutes for their comments to be read into the record. If a person has more comments than time allows or if their comments are unable to be read due to time constraints, the person is encouraged to submit their additional written comments will be provided for to the Board to read and may be submitted through the district office.
- e. Inquiries from the public during the designated public comment portion of the agenda for public comment will not generally be responded to immediately by the Board chair, and may be referred to the superintendent for reply at a later time date.

~~2. The Board will not hear public comment at Board work sessions.~~

~~3. Topics raised during the public comment portion may be considered for inclusion as agenda items at future Board meetings.~~

4.2. Procedures for Electronic Public Comment in a Virtual Setting

~~Members of the public may submit written comments or materials to the Board at any time to the district office, by mail or by official form to <https://form.jotform.com/200995740601050>. Comments submitted no later than 12:00 PM the day of a Board meeting will be provided to the Board before the Board meeting and will be read into the record as time allows. See #3 below for comments received after 12:00 PM on the day of the Board meeting.~~

The Board establishes the following procedures for public comment in a virtual setting at Board meetings held in open session. The following information will be accessible and available to all patrons accessing such a Board meeting.

- a. Public comment is limited to its designated place on the agenda and as the total time allotment of 15 minutes allows, whether comment is provided in-person or in a virtual setting.
- b. A request to give public comment electronically in the virtual setting does not guarantee a time will be available.
- c. A person speaking during the public comment portion of the meeting should state their name, whether they are a resident of the district, and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.
- d. A person wishing to provide electronic public comment in the virtual setting, if an opportunity is provided by the Board during a meeting open to the public, may submit written comments to the Board at any time to the district office by mail or by request to submit public comment using official the form found at Chat feature in the meeting platform, i.e., Zoom, no less than 10 minutes prior to the start of a regular board meeting. Comments submitted no later than 12:00 PM the day of a Board meeting will be provided to the Board before the Board meeting and will be read into the record as time allows. Comments received after that time will be deferred until such time as the Board conducts a meeting with a public comment segment on the agenda.
- e. A person submitting electronic public comment in a virtual setting is limited to an established time limit of three minutes for their comments to be read into the record heard. If a person has more comments than time allows or if their comments are unable to be read due to time constraints, the person is encouraged to submit their additional written comments will be provided for to the Board to read and may be submitted through the district office.

- f. Inquiries from the public during the designated ~~public comment~~ portion of the agenda for public comment will not generally be responded to by the Board, and may be referred to the superintendent for ~~response~~ reply at a later ~~time~~ date.

The Board will not hear public comment at Board work sessions.

Topics raised during the public comment portion of a regular board meeting may be considered for inclusion as agenda items at future Board meetings. Comments heard may not warrant action by the Board.

5.3. Procedures for Submitting Written Comment

Members of the public may submit written comments or materials to the Board at any time to the district office, by mail or by official form to <https://form.jotform.com/200995740601050>. Comments submitted by 12:00 p.m. on the day of a regular Board meeting will be provided to the Board before the Board meeting, but will not be read at the meeting.

Written materials or comments submitted may not warrant action by the Board.

6.4. Comments Regarding Staff Members

A person speaking during the designated portion of the agenda for public comment, either in-person or in a virtual setting, or having submitted written public comment electronically may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the ~~visitor~~ person to the procedures in Board policy KL - Public Complaint for consideration of a legitimate complaint involving a staff member. Any association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent who will forward it to the employee, a supervisor and the Board.

END OF POLICY

Legal Reference(s):

[ORS 165.535](#)
[ORS 165.540](#)

[ORS 192.610 - 192.690](#)
[ORS 332.057](#)

[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

Baca v. Moreno Valley Unified Sch. Dist., 936 F. Supp. 719 (C.D. Cal. 1996).

Leventhal v. Vista Unified Sch. Dist., 973 F. Supp. 951 (S.D. Cal. 1997).

Oregon House Bill 2560 (2021).

Corrected 8/11/25; 9/15/25

Klamath Falls City Schools

Code: BDDH-AR
Revised/Reviewed: 3/14/22; 7/08/24
Orig. Code(s): BDDH-AR

Public Comment at Board Meetings

The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the patron refrains from repeating a similar point.

To provide in-person, oral public comment ~~in person~~, if the opportunity is available on the Board agenda, complete and submit the Intent to Speak card to the Board secretary prior to the start of the meeting.

~~Those Persons~~ attending virtually and who want to provide public comment, if the opportunity is available on the Board agenda, should notify the Board secretary ~~by submitting their comments request via using the form found at <https://form.jotform.com/200995740601050> no later than 12:00 [4] PM p.m.~~ **using the Chat feature in the meeting platform, i.e., Zoom, no less than 10 minutes prior to the start of a regular board meeting** ~~on the day of the Board meeting.~~

Written public comment may also be submitted ~~using the same form and to [email or jotform]~~ if submitted ~~no later than~~ **by 12:00 p.m.** on the day of the Board meeting, **and** will be forwarded to the Board prior to the meeting.

A person providing public comment, whether in-person or in a virtual setting, will be allowed three minutes. Signing up to provide public comment does not guarantee time will be available.

Any person, who is allowed to speak to the Board during a meeting, should state their name, whether they are a resident of the district, ~~address~~ and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.

Comments about a specific employee or group of employees should comply with Board policy BDDH - Public Comment at Board Meetings:

“A person speaking during the designated portion of the agenda for public comment, ~~either in-person or in a virtual setting,~~ **or having submitted written public comment electronically,** may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the ~~visitor~~ person to the procedures in Board policy KL - Public Complaints ~~published complaint procedures~~ for consideration of a legitimate complaint involving a staff member. Any association contract governing the employee’s rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, a supervisor and the Board.”

SEE FORM ON REVERSE

INTENT TO SPEAK FOR IN-PERSON PUBLIC COMMENT

The Board welcomes input. To provide in-person public comment please submit this completed card to the Board secretary prior the start of the meeting.

Name: _____ Phone: _____

Name of organization (if applicable): _____

Address: _____

Email (optional): _____

Topic or comment to be presented (brief description): _____

A complaint brought before the Board shall be referred to the proper school authorities. A complaint shall be processed in accordance with Board policy KL - Public Complaints and KL-AR - Public Complaints Procedure ~~published complaint procedures~~. A hearing conducted by the Board regarding personnel may take place in an executive session.

The Board requests that a topic or comment is limited to three minutes or less.

Klamath Falls City Schools

Code: BF
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): BF

Policy Development

~~The district will be governed by a set of written policies. To operate the district effectively, efficiently and consistently, written Board policies will be developed and periodically revised as needed. Policy, in general, will be in broad principles that define the desire and intent of the Board and will be based on the needs of the district.~~

The Board has the authority and responsibility to establish policy. The Board accepts the definition of policy set forth by the National School Boards Association:

School Board policies are statements which set forth the purposes and prescribe in general terms the organization and program of a school system. They create a framework within which the superintendent and his/her staff can discharge their assigned duties with positive direction. They tell what is wanted.

The formulation and adoption of policies, recorded in writing, will constitute the basic method by which the Board will exercise its leadership in the operation of the school system.

The policies shall be consistent with Oregon Revised Statutes, Oregon Administrative Rules and all federal laws and regulations.

The basic responsibility for initiating, reviewing and recommending new policies or policy modification will rest with the superintendent. New policies or changes in existing policy may be proposed by any Board member, group or organization, staff member, parent, student or other resident of the district to the superintendent for the Board to consider. The superintendent, in developing these policies, may be guided by the recommendations of the staff and may seek parent and community input during the preparation and subsequent review of policy statements. Advice from legal counsel may be appropriate. The superintendent or designee will furnish provide necessary background information to the Board.

The final authority and responsibility for Board policy lies with the Board.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[ORS 339.240](#)

[OAR 581-022-2305](#)
[OAR 581-022-2405](#)

Corrected 9/15/25

Klamath Falls City Schools

Code: BFC
Adopted: 3/06/17
Readopted: 3/14/22
Orig. Code(s): BFC

Adoption and Revision of Policies (Version 1)

Board policies will be subject to alteration, addition or deletion upon majority vote of the Board at any regular or special meeting in which all members have been notified in writing of the proposed alteration, addition or deletion at least 24 hours in advance. In most cases, a first reading of the policy will be scheduled on a regular meeting agenda prior to its adoption at a subsequent regular or special meeting.

In the event any changes are mandated by law, policies or revisions may be adopted at the first reading. When in the best interest of the district, immediate adoption of a proposed policy is necessary, the Board may adopt such policy at the first meeting in which it is presented.

The formal adoption of policies will be recorded in the Board minutes. Only those written statements so adopted and so recorded will be regarded as official Board policy.

When additions, deletions or amendments are made to Board policy, the addition, deletion or amendment will carry the adoption date and the corrected copy will be published at the earliest opportunity.

When additions, deletions or amendments are made to Board policy, the addition, deletion or amendment will carry the adoption date and the corrected copy will be published at the earliest opportunity.

The operation of any individual policy, section or sections of policies not established by law or specifically listed in the current collective bargaining agreement may be temporarily suspended by a majority vote of the Board at a regular or special meeting.

The policy manual will be regularly reviewed to keep it current.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[OAR 581-022-2305](#)
[OAR 581-022-2405](#)

Corrected 9/15/25

Klamath Falls City Schools

Code: BFC
Adopted:

Adoption and Revision of Policies (Version 2)

Use this version

Adopting new policies and changing or repealing existing policies is the Board's responsibility. Policy will be adopted and amended or repealed only by the affirmative vote of a majority of the Board members. Such action will be scheduled on the agenda of a regular or special meeting.

Proposed policies or policy changes and repeal of existing policies will be presented in writing for consideration by the Board.

To permit time for studying all new policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as a Board agenda item in the following sequence:

1. First reading of a proposed policy (or policies): This is an information item and no action is required by the Board. A first reading announces that a new policy, a revision of an existing policy or consideration to rescind a policy, is being considered by the Board. Comments, questions, concerns and recommended edits should be forwarded to the superintendent for consideration prior to the meeting in which the policy is recommended for a second reading and/or adoption. If a Board member wishes to discuss a proposed policy or administrative regulation listed as an information item, the policy must be moved to the agenda for discussion with a majority vote of the Board. Any organization which represents employees of the district shall be furnished a copy of personnel policies and revisions as they are made.
2. Second reading/Adoption of a proposed policy (or policies): This is an action by the Board and may be placed on the consent agenda. Any revisions to a policy from the first reading will not require the policy go through an additional reading, except as the Board determines that the revision(s) need(s) further study and an additional reading would be advantageous.

When, in the best interest of the district, immediate adoption of a proposed policy is necessary, the Board may adopt such policy at the first meeting in which it is presented.

Policies and amendments adopted by the Board will be attached to, and made a part of, the minutes of the meeting at which they are adopted and also will be included in the district's board policy manual.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[OAR 581-022-2305](#)
[OAR 581-022-2405](#)

Klamath Falls City Schools

Code: BFD
Adopted: 4/14/14
Readopted: 3/06/17
Orig. Code(s): BFD

Board Policy Implementation

Effective Date of Policies

All new or amended policies will become effective on the day after adoption by the Board, unless a specific date is included in the motion for adoption.

Policy Implementation

The superintendent and administrative staff will implement board policies. The superintendent may formulate administrative regulations and procedures to assist policy implementation.

It will be the Board’s duty to evaluate the effectiveness of the policy and the effectiveness of the administration’s implementation of the policy.

Policy Dissemination

The written board policies that govern the district will be maintained in a policy manual to be updated by district staff as new policies are developed or existing policies are revised or repealed.

Each Board member will be informed how to access ~~the~~ a current ~~board~~ policy manual.

Each district employee will be notified of the existence and availability of personnel policies.

The district shall make a copy of the Board’s policy manual available to the public and district employees. The Board’s policy manual will be considered a public record and will be open for inspection at the district office during regular working hours.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[OAR 581-022-2305](#)
[OAR 581-022-2405](#)

Corrected 9/15/25

Klamath Falls City Schools

Code: BFE
Adopted:

Administration in the Absence of Policy

In cases where action must be taken within the school system and the Board has not provided policy to guide administrative action, the superintendent will have the power to act.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2305](#)

Added 9/15/25

Klamath Falls City Schools

Code: BFF
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): BFF

Suspension of Policies

In the event of emergency or special circumstances, the operation of any ~~single individual~~ policy, section or sections of Board policy, including those governing its own operational procedures, may be temporarily suspended¹ by a majority of the Board members at any regular, special or emergency meeting. This suspension, however, does not apply to any section of Board policy that may be established by law, collective bargaining agreement or other contract.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2305](#)

Corrected 9/15/25

¹ Be sure to establish a time limit for the suspension, e.g., This policy is suspended for [.....].

Klamath Falls City Schools

Code: BFG
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): BFG

Board Policy Review

To keep written policies current and relevant, the Board will review and update its board policies. The Board will evaluate the implementation and effect of such policies. The superintendent has continuing responsibility to alert the Board of policies that may need revision. The superintendent or designee will furnish necessary information and make recommendations on new policies and policy changes.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2305](#)

[OAR 581-022-2405](#)

Corrected 9/15/25

Klamath Falls City Schools

Code: BG
Adopted: 10/13/08
Readopted: 3/06/17
Orig. Code(s): BG

Board-Staff Communications

The Board desires to maintain open channels of communication between itself and the district staff. The basic line of communication will be through the superintendent.

Staff Communications to the Board

All formal communications or reports to the Board, or any Board committee, from staff members will be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district. In addition, this procedure does not restrict protected labor relations communications of bargaining unit members. Staff members are invited to Board meetings, which provide an opportunity to observe the Board's deliberations on matters of district operation ~~concern~~.

Board Communications to Staff

All official Board communications, policies and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will provide appropriate communication to keep staff fully informed of the Board's policies, priorities and actions.

Visits to Schools

Visits by Board members will be ~~conducted~~ ~~carried out~~ only under Board authorization and with the full knowledge of staff, including the superintendent, principals and other supervisors. School visits by Board members will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2405](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

Corrected 9/15/25

Klamath Falls City Schools

Code:

BH/BHA

Adopted:

Orientation of New Board Members

The Board and designated staff will make every effort to assist the new member to become fully informed about the Board's functions, policies, procedures and issues. In the interim between election and assuming office or following an appointment, the new Board member will be assisted in the following ways:

1. The newly elected or appointed Board member will be given materials related to the role of a Board member;
2. The newly elected or appointed Board member will be invited to attend Board meetings to observe the operation of the Board until they assume office;
3. The newly elected or appointed Board member will be given a copy of Board policies, Board priorities, any long-range plans and the adopted district budget;
4. The members of the Board will serve as mentors to a newly elected or appointed Board member;
5. The superintendent or designee will supply material pertinent to meetings and will explain its content;
6. The newly elected or appointed Board member will be invited to meet with the superintendent or other administrative personnel, by arrangement with the superintendent or designee, to discuss services they perform for the district;
7. The newly elected or appointed Board member will be encouraged to attend training conferences;
8. The newly elected or appointed Board member will receive all materials, reports and communications normally sent to Board members.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corrected 9/15/25

Klamath Falls City Schools

Code:

BHB

Adopted:

Board Member Development

The complexity of Board membership demands opportunities for development, study and training for Board members. The Board places a high priority on the importance of a planned and continuing program of professional development for its members.

In order to develop leadership capabilities, become informed about current issues in education and improve their skills as members of a policy-making body, Board members will participate in opportunities for professional development that may include, but not be limited to, the following:

1. In-service activities planned by the Board and by the administration for staff members, as appropriate;
2. Participation in conferences, workshops, conventions and training held by state and national school board associations and other educational organizations;
3. Subscriptions to publications addressing Board member related topics.

To control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. The superintendent or designee will inform Board members of upcoming conferences, conventions, workshops and training. The Board will decide which appear to produce the greatest benefit to the Board and the district.
2. Funds for participation at such professional development will be included in the district budget. When funds are limited, the Board will designate which members will participate at a given meeting or training.
3. If authorized by the Board to attend, Board members will be reimbursed, upon request, for reasonable and necessary expenses actually incurred.
4. When a conference, convention or workshop is not attended by the full Board, those who participate will share, by means of written or oral reports, information, recommendations and materials acquired at the meeting.

END OF POLICY

Legal Reference(s):

[ORS 332.018\(3\)](#)

[ORS 332.107](#)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Added 9/15/25

Klamath Falls City Schools

Code: BHD
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): BHD

Board Member Stipends Compensation and Reimbursements Expense Reimbursement

{Board members likely have a potential conflict of interest when voting on this policy, as this decision “could be to the private pecuniary benefit or detriment of the Board member.” The adoption of this policy does not mean that a stipend or reimbursement will be paid: any stipend or reimbursement is contingent upon further action of the Board. In order to comply with a potential conflict of interest, Board members must declare the potential conflict of interest at each Board meeting in which this policy is being considered and can then participate in the discussion and vote. Declarations of conflicts should be included in the minutes of the meeting. }

Does the board want to adopt this first paragraph to explain the process?

[Board members may receive a stipend for their service in accordance with state law and the Board-adopted district budget.¹ {The amount of the stipend is limited to the amount included in the budget.²} {The stipend amount will be approved by resolution of the Board.³} Board members may choose not to accept the stipend by notifying the business office. Stipends will be issued {monthly} and may be pro-rated for service for incomplete months. Stipends will be paid in accordance with the district’s business practices. {⁴} Board members are responsible for any tax obligations resulting from the stipends.]

Board members may be reimbursed. ~~No Board member will receive any compensation for services other than reimbursement~~ for approved expenses actually incurred on district business. Such expenses may include the cost of attendance at meetings, conferences or visitations when such attendance has been approved by the Board. Reimbursement includes, but is not limited to, transportation, meals and lodging. The superintendent will establish and communicate procedures regarding submission of expenses for reimbursement.

When paid admission is required of the public, Board members may be reimbursed for attending district events and other activities when their attendance is consistent with board responsibilities and district operations (*see* Board policy DFEA - Admission to District Events). The district will establish accounting procedures consistent with this policy.

END OF POLICY

¹ After declaring an actual conflict of interest during meetings in which the budget is being discussed, Board members are allowed to discuss and vote on the district’s budget that includes providing compensation of benefits to themselves or relatives in accordance with Senate Bill 983 (2025).

² ~~The maximum amount [of the monthly stipend] will be limited to the total amount budgeted, divided by the total number of Board members[, divided by 12]. Stipend amounts are also limited by ORS 332.018(3).~~

³ Because Board members likely have an conflict of interest when approving an annual resolution, the Board may need to approve multiple resolutions, each applying to fewer than a quorum of the Board.

⁴ {Districts are encouraged to work with business professionals regarding the procedures and tax implications of providing stipends. }

Legal Reference(s):

[ORS 244.020](#)

[ORS 244.040](#)

[ORS 332.018\(3\)](#)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 02S-015 (May 20, 2002).

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 03S-015 (SEPT. 11, 2003).

Senate Bill 983 (2025)

Reviewed 9/15/25

Klamath Falls City Schools

Code: BHE
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): BHE

Board Member Liability Insurance

The district will purchase liability insurance and errors-and-omissions insurance to protect its school board members individually and collectively from claims made against them as a result of official Board actions taken in the course of official duties.

END OF POLICY

Legal Reference(s):

[ORS 30.260 to -30.300](#)

[ORS 332.072](#)

[ORS 332.435](#)

Corrected 9/15/25

Klamath Falls City Schools

Code: BI
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): BI

Board Legislative Program

The Board will represent the district's interests in legislative action to promote the welfare of public education in the state of Oregon or will direct those interests to be represented through the superintendent or designee.

The Board may periodically study, discuss and weigh the merits of pending legislation for the purpose of determining its official position through Board action. If established, these official positions will be the ~~stand~~ position of the district in the legislative process.

Board members, individually or as members of professional organizations, will not seek to represent any other positions on legislative matters unless it is made clear that such representation is not the official stand of the district.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corrected 9/15/25

Klamath Falls City Schools

Code: BJ
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): BJ

Board Memberships

The Board may maintain memberships in the national and state school board associations and may take an active part in the activities of these groups.

It may also maintain memberships in other educational organizations that the superintendent and Board find to be of benefit to members and district personnel.

The materials and benefits of memberships will be distributed and used to the best advantage of the Board and the staff.

END OF POLICY

Legal Reference(s):

[ORS 332.105\(2\)](#)

[ORS 332.107](#)

Reviewed 9/15/25

Klamath Falls City Schools

Code: BK
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): BK

Evaluation of the Board

The Board will annually evaluate its function as a Board. This evaluation may be broadly based on relationships and activities or may focus on a particular activity or area.

Working with the superintendent, the Board chair and an ad hoc Board committee appointed by the Board chair may develop the evaluation plan. ~~Upon Board approval,~~ The Board may hire an outside consultant ~~may to~~ develop and lead the appraisal ~~evaluation~~ session(s).

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corrected 9/15/25

Klamath Falls City Schools

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The following symbol is used on some policies:

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300-125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

Klamath Falls City Schools

Code: DB
Adopted:

District Budget

The district budget will serve as the financial plan of operation for the district and will include estimates of expenditures for a given period and purpose, and the proposed means of financing the estimated expenditures. The district may provide that the budget and budget documents be prepared on an annual or biennial basis.

The district budget will be prepared in compliance with Local Budget Law, federal and state laws and regulations and locally adopted procedures.

The fiscal year will extend from July 1 to June 30 inclusive.

The superintendent or designee will be designated as budget officer and will prepare the budget document.

END OF POLICY

Legal Reference(s):

[ORS 294.305](#) to -294.565

[ORS 328.542](#) to -328.565

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL

Added 9/15/25

Klamath Falls City Schools

Code: DBC
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): DBC

Budget Calendar

The Board will adopt a budget calendar which identifies dates and deadlines required for the legal presentation and adoption of the budget, ~~in compliance with state law.~~ The budget calendar will be prepared on an annual ~~or biennial~~ basis, as appropriate. The calendar will identify dates and activities to include those needed to comply with state law.

The superintendent ~~or designee~~ will prepare and recommend a proposed calendar for Board approval.

END OF POLICY

Legal Reference(s):

[ORS 294.305 to -294.565](#)

[ORS 328.542 to -328.565](#)

Corrected 9/15/25

Klamath Falls City Schools

Code: DBDA
Adopted: 11/15/10
Readopted: 3/06/17
Orig. Code(s): DBDA

General Operating Contingencies Contingency

General operating contingency contingencies will be established at an amount deemed sufficient by the Board to responsibly enable the district to meet unforeseen financial needs due to emergencies and changing district needs. The amount will be established by the Board during the budget development process.

~~General operating contingency targets will be established at a range of 5-10 percent of the operating budget when financially feasible to responsibly enable the district to meet unforeseen financial needs due to emergencies and changing district needs.[†]~~

A transfer from the General operating contingencies transfers may be recommended by the superintendent for Board approval. The need, purpose and amount of the transfer shall be duly recorded.

END OF POLICY

Legal Reference(s):

[ORS 294.305 to -294.565](#)

[OAR 150-294-0430](#)

Corrected 9/15/25

[†]The Government Finance Officers Association (GFOA) recommends, at a minimum, that general purpose governments, regardless of size, maintain an unreserved fund balance in their general fund of no less than 5 to 15 percent of regular general fund operating revenues, or of no less than one or two months of regular general fund operating expenditures. The Oregon Association of School Business Officials recommends, at a minimum, an unreserved ending fund balance of no less than 3 to 8 percent of the general fund budget. In general practice, levels of fund balance, typically, are less for larger governments than for smaller governments because of the magnitude of the amounts involved and because the diversification of their revenues and expenditures often results in lower degrees of volatility.

Klamath Falls City Schools

Code: DBDB
Adopted:

Fund Balance

The Board recognizes its responsibility to establish an unrestricted fund balance¹ in an amount sufficient to:

1. Protect the district from unnecessary borrowing in order to meet cash-flow needs;
2. Provide prudent reserves to meet unexpected emergencies and protect against catastrophic events;
3. Meet the uncertainties of state and federal funding; and
4. Help ensure a district credit rating that would qualify the district for lower interest costs and greater marketability of bonds that may be necessary in the construction and renovation of school facilities.

Consequently, the Board directs the superintendent to manage the currently adopted district budget in such a way to ensure an ending fund cash balance of at least five percent of total adopted revenues.

In determining an appropriate unrestricted fund balance, the Board will consider a variety of factors with potential impact on the district's budget including the predictability and volatility of its expenditures²; the availability of resources in other funds as well as the potential drain upon general fund resources from other funds³; liquidity⁴; and designations⁵. Such factors will be reviewed annually.

END OF POLICY

Legal Reference(s):

[ORS 294.311\(18\)](#)

[ORS 294.398](#)

[ORS 332.107](#)

Added 9/15/25

¹ The Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments, regardless of size, maintain an unrestricted fund balance in their general fund of no less than 5 to 15 percent of regular general fund operating revenues, or of no less than one to two months of regular general fund operating expenditures. The Oregon Association of School Business Officials recommends, at a minimum, an unrestricted ending fund balance of no less than 3 to 8 percent of the general fund budget. In general practice, levels of fund balance, typically, are less for larger governments than for smaller governments because of the magnitude of the amounts involved and because the diversification of their revenues and expenditures often results in lower degrees of volatility.

² Higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile.

³ The availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the general fund, just as deficits in other funds may require that a higher level of unrestricted fund balance be maintained in the general fund.

⁴ The disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained.

⁵ The need to maintain a higher level of unrestricted fund balance to compensate for any portion of unrestricted fund balance already designated for a special purpose.

Klamath Falls City Schools

Code: DBE
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): DBE

Budget Preparation

~~The district budget will be prepared in full compliance with Local Budget Law.~~ The superintendent has the overall responsibilityresponsibilities for the budget preparation and will develop such procedures necessary to ensure that the proposed district budget reflects all areas of the district'sdistrict operation.

The superintendent and administrative staff will establish budget priorities for the district and will make appropriate recommendations related to those priorities to the Board and the budget committee.

The superintendent or designee will deliver the budget message and actual completed budget document and budget message to the budget committee when the message and budget have been completed and are ready for presentation. ~~The district may provide that the budget and budget documents be prepared on an annual or biennial basis.~~

END OF POLICY

Legal Reference(s):

[ORS 294.305 to -294.565](#)

[ORS 328.542 to -328.565](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.
OR DEP'T OF REVENUE, LOCAL BUDGETING MANUAL.

Corrected 9/15/25

Klamath Falls City Schools

Code: DBEA
Adopted: 5/13/02
Readopted: 10/09/06; 3/06/17
Orig. Code(s): DBEA

Budget Committee

Organization, Membership and Terms of Office

The district budget committee will consist of ~~the~~ seven members of the Board and seven electors appointed by the Board as required by law. To be eligible for appointment, the appointive member must:

1. Live and be registered to vote in the district;
2. Not be an officer, agent or employee of the district.

~~Terms~~ The terms of the appointed members of a budget committee in a district that prepares an annual budget, will ~~each~~ be three years, ~~each~~ with appointments made so that, as nearly as practicable, the terms of one-third of the members ~~end~~ expire each year. ~~Appointive members of a budget committee in a district that prepares a biennial budget shall be appointed to four-year terms. The terms shall be staggered so that as near as practicable, one-fourth of the terms of the appointive members end each year.~~ At least one member of the budget committee must be a member of the district's educational equity advisory committee. The Board will establish appropriate timelines and procedures for ~~the~~ appointment of budget committee members.

A majority of the constituted committee is required for passing an action item. Majority for a 14-member budget committee is 8. Therefore, if only 8 members are present, a unanimous vote is needed for passing an action item.

Presiding Officer and Orientation of Budget Committee

1. Organization: The budget committee will hold its first regular organizational meeting on a day set by the Board. A presiding officer shall be elected from among its members at this meeting. Such meeting may be prior to or on the date the budget message and document are presented.
2. Background Information: Budget committee members will be provided with data for the ensuing year(s), such as the Board's educational plan, and other pertinent material bearing on the preparation of ~~the~~ the district budget.

Meetings of the Budget Committee

The ~~district's~~ budget committee shall hold one or more meetings to receive the budget message, the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget ~~officer~~ committee shall announce the time and place for all ~~such~~ meetings, as provided by law. All meetings of the budget committee are open to the public.

Function of the Budget Committee

It is the function of the budget committee to approve budget estimates for an educational plan previously determined by the Board. No new program should be considered for the budget estimate that has not previously been submitted to the Board and approved as a part of the educational plan. The budget committee will determine levels of spending, but will not determine programs.

Final Action

The budget committee will approve an estimated district budget document for submission to the Board.

END OF POLICY

Legal Reference(s):

[ORS 174.130](#)

[ORS 192.610 - 192.695](#)

[ORS 294.305 - 294.565](#)

[ORS 329.711](#)

[ORS 433.835 - 433.875](#)

Corrected 9/15/25

Klamath Falls City Schools

Code: DBH
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): DBH

Budget Adoption

After the public hearing on the budget and any modifications of the budget deemed necessary as a result of that hearing, the Board will approve the resolutions to adopt and appropriate the budget. The Board will further determine, make and declare the ad valorem property tax amount or the rate, to be certified to the assessor for the ensuing year or for each of the years of the ensuing budget period, and itemize and categorize the ad valorem property tax amount or rate, as provided in Oregon Revised Statute (ORS) 310.060.

The superintendent or designee will ensure all necessary documentation is submitted to the county assessor's office as required by the Local Budget Law.

END OF POLICY

Legal Reference(s):

[ORS Chapter 255](#)
[ORS 294.305 to -294.565](#)

[ORS 310.060](#)
[ORS 328.542](#)

[OAR 150-310-0020](#)

Corrected 9/15/25

Klamath Falls City Schools

Code: DBI
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): DBI

Budget Amendment

The budget estimates and proposed ad valorem property tax amount or rate of any fund as shown in the budget document may be amended by the Board prior to adoption. Such amendment may also be made following adoption if the amendments are adopted prior to the commencement of the budget period to which the budget relates.

The amount of estimated expenditures for each fund in an annual budget may not be increased by more than \$5,000 or 10 percent of the estimated expenditures, whichever is greater. ~~The amount of estimated expenditures for each fund in a biennial budget may not be increased by more than \$10,000 or 10 percent of the estimated expenditures, whichever is greater.~~

The ad valorem property tax amount or rate to be certified may not exceed the amount approved by the budget committee, unless the amended budget document is republished and another public hearing is held as required by law.

END OF POLICY

Legal Reference(s):

[ORS 294.456](#)

[ORS 294.471](#)

[ORS 294.473](#)

Corrected 9/15/25

Klamath Falls City Schools

Code: DBJ
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): DBJ

Budget Implementation

The district budget, as adopted by the Board, becomes the financial plan of the district for the ensuing budget period when adopted by the Board.

The superintendent and staff are authorized to make expenditures and commitments in accordance with the policies of the Board and the adopted district approved budget.

The superintendent or designee will make the Board aware of any substantial changes in expected revenues or unusual expenditures so the Board may adjust the budget, if necessary.

END OF POLICY

Legal Reference(s):

[ORS 294.305 to -294.565](#)

[ORS Chapter 310](#)

Corrected 9/15/25

Klamath Falls City Schools

Code: DBK
Adopted: 11/15/10
Readopted: 3/06/17
Orig. Code(s): DBK

Budget Transfer Authority

The adopted district budget is a financial plan which may be subject to change as a result of circumstances or events occurring during the ensuing budget period. All appropriation transfers shall be authorized when completed by official resolution of the Board. The authorizing resolution must state: the need for the transfer; its purpose; and the amount of the transfer.

Transfers of general operating contingency appropriations, which in aggregate during a fiscal year or budget period exceed 15 percent of the total appropriations of the fund, may be made only after the adoption of a supplemental budget prepared for that purpose.

The superintendent or designee has the authority to approve transfers between programs (i.e., elementary, middle school, high school) and/or object codes (i.e., 100-salaries, 200-benefits, 300-purchasing service, 400-supplies) within the same appropriation.

END OF POLICY

Legal Reference(s):

[ORS 294.463](#)

Corrected 9/15/25

Klamath Falls City Schools

Code:

DDC

Adopted:

Native American Education Program Grants - Title VI Indian Education

The district may submit a grant application for the purpose of receiving federal funds to support Native American Education Program efforts.

The application should include a description of the comprehensive program for meeting the language and cultural needs of Indian children, that includes:

1. How the program will offer programs and activities to meet the culturally related academic needs of Indian students;
2. Is consistent with the State, tribal and local plans;
3. Includes academic content and student academic achievement goals for identified children, and benchmarks for attaining goals that are based on the Oregon Department of Education's (ODE) academic standards and content and student academic achievement standards adopted under Title I for all students;
4. Explains how Federal, State and local programs, especially programs carried out under Title I, will meet the needs of Indian students;
5. Demonstrates how funds will be used for the activities described above;
6. Describes the professional development opportunities that will be provided, as needed, to ensure that:
 - a. Teachers and other school professionals who are new to the Indian community are prepared to work with Indian children; and
 - b. All teachers involved in programs are properly trained to carry out such programs; and
7. Describes how the district will:
 - a. Periodically assess the progress of all Indian children enrolled in district schools, including Indian children who do not participate in programs assisted;
 - b. Provide results of each assessment to the committee described below, to the community served by the district and to the Indian tribes whose children are served by the district; and
 - c. Provide communication of responses to findings of any previous assessments, similar to the assessments described above.
8. Describes the process the district used to meaningfully collaborate with Indian tribe(s) located in the community in a timely, active and ongoing manner in the development of the comprehensive program and the actions taken as a result of such collaboration.

The district programs and activities shall be developed in consultation with and the written approval of a committee consisting of parents of Indian children and teachers, and when appropriate, Indian students at the secondary level. A majority of committee members shall be parents of Indian children.

END OF POLICY

Legal Reference(s):

Every Student Succeeds Act, 20 U.S.C. §§ 7701-7714; 7421-7425 (2012).

Corrected 9/15/25

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Klamath Falls City Schools

Code: DFA
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): DFA

Investment of Funds

The Board may authorize the investment or reinvestment of funds which are not immediately needed for the operation of the district. Such investments will comply with ~~State~~state law and Oregon Administrative Rules~~the State Board of Education rules~~.

The superintendent or designee will develop criteria for the appropriate investments of district funds. A progress~~and~~ report of investments will be made~~this~~ to the Board on a regular basis.

Use of Surplus Funds

The superintendent or any other officer having custody of district funds may invest any surplus funds not needed to meet the monthly payroll and accounts payable. These are to be invested in instruments available to municipalities under Oregon law.

END OF POLICY

Legal Reference(s):

[ORS 294.033](#)
[ORS 294.035](#)

[ORS 294.125](#)
[ORS 294.135](#)

[ORS 294.145](#)
[ORS 294.155](#)

Corrected 9/15/25

Klamath Falls City Schools

Code: DFE
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): DFE

Admission Prices and Receipts

The district superintendent or designee will determine admission prices for athletic events based on recommendations of district-sponsored activities. The superintendent, and building administrators and will adhere to league agreements for athletic events, as applicable.

Admissions receipts from school activities events will be adequately controlled. The principal or designee is responsible for the proper collection, supervision, disbursement and/or remittance of these receipts.

Adequate records will be maintained for accounting purposes.

END OF POLICY

Legal Reference(s):

[ORS 294.305](#) to -294.565

Corrected 9/15/25

Klamath Falls City Schools

Code: DFG
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): DFG

Income from Program - Related Sales and Services

Certain ~~professional-technical-vocational~~ activities allow students to charge the public for goods and services. These activities are designed for educational purposes and not to compete with community businesses.

Charges for work performed and goods sold through these activities will be kept current with costs for the service or item.

Money collected will be deposited in the general fund and/or associated student body fund.

END OF POLICY

Legal Reference(s):

[ORS 294.305](#) to -294.565

Corrected 9/15/25

Klamath Falls City Schools

Code: DG
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): DG

Depository of Funds

The Board will, at its annual organizational meeting or at other times deemed necessary by the Board, designate one or more banks ~~that which~~ meet district, state and federal guidelines as official depositories for district funds.

END OF POLICY

Legal Reference(s):

[ORS 294.805 to -294.895](#)

[ORS 328.441](#)

[ORS 328.445](#)

Corrected 9/15/25

Klamath Falls City Schools

Code: DGA
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): DGA

Authorized Signatures

The Board will, at its annual organizational meeting or at other times deemed necessary by the Board, authorize the district business manager, accounts payable clerk or other individuals ~~designated~~ authorized by the superintendent to sign district checks. The Board may authorize the use of facsimile signatures by the business manager.

END OF POLICY

Legal Reference(s):

[ORS 294.120](#)

[ORS 328.441](#)

[ORS 328.445](#)

Corrected 9/15/25

Klamath Falls City Schools

Code: DH
Adopted: 3/06/17
Readopted: 3/14/22
Orig. Code(s): DH

Loss Coverage

The Board and designated district employees are responsible to safeguard the district against loss regarding funds, fees, cash collections and inventory. The Board shall designate the district employees responsible as custodians of such items. The district shall purchase bond coverage or equivalent crime coverage in an amount determined by the Board, in consultation with the district's agent of record. The district will pay the cost of such coverage.

END OF POLICY

Legal Reference(s):

[ORS 328.441](#)

[ORS 332.525](#)

[OAR 581-022-2405](#)

Reviewed 9/15/25

Klamath Falls City Schools

Code: DI
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): DI

Fiscal Accounting and Reporting

The district's accounting and reporting system will be in accordance with generally accepted accounting principles procedures and will conform with applicable state laws and regulations.

END OF POLICY

Legal Reference(s):

[ORS 294.305 to -294.565](#)

[OAR 581-023-0035](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corrected 9/15/25

Klamath Falls City Schools

Code: DIC
Adopted: 9/16/91
Readopted: 10/09/06; 3/06/17
Orig. Code(s): DIC

Financial Reports and Statements

The Board will receive regular financial reports that include estimates of expenditures for the major general fund accounts in comparison to budget appropriations, actual receipts in comparison to budget estimates and the district's overall cash condition. Supplementary reports on other funds or accounts will be furnished upon request of the Board or superintendent.

Appropriate staff ~~members~~ will be available at any Board meeting, upon the Board's request, to respond to questions and to present current financial information. The superintendent will notify the Board at any time of substantial deviations in the anticipated revenues and/or expenditures.

The Board will receive a pre-audit report recapping the year-end closure of financial statements prior to the annual audit ~~by~~ from the district's authorized accountant.

END OF POLICY

Legal Reference(s):

[ORS 294.155](#)

[ORS 294.311](#)

[ORS Chapter 297](#)

[ORS 328.465](#)

[ORS 332.105](#)

[OAR 162-010-0000 to -0330](#)

[OAR 162-040-0000 to -0160](#)

[OAR 581-023-0037](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corrected 9/15/25

Klamath Falls City Schools

Code: DID
Adopted: 3/06/17
Readopted: 4/12/21
Orig. Code(s): DID

Property Inventories

The district will maintain an inventory of all fixed assets in accordance with governmental accounting standards. The district's inventory will be updated annually to include property newly purchased and disposed.

Fixed assets includes all district-owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, playgrounds, etc.) and equipment with a value greater than \$5,000 as defined by the *Program Budget and Accounting Manual*, published by the Oregon Department of Education.

All in kind donations over \$5,000 will be added to the district's fixed assets list, and accounted for in accordance with governmental accounting standards. The fair market value must be estimated at the time of donation, in order to account for said asset. Fair market value will be estimated by using the IRS definition as follows: "what a consumer would willingly pay for an item".

Other district supplies with a value greater than \$1,000 will be included as part of the district's annual inventory. Current records shall be maintained for the receipt, distribution/disposal and inventory of commodity foods as required by federal law.

The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

END OF POLICY

Legal Reference(s):

[ORS 332.155](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corrected 9/15/25

Klamath Falls City Schools

Code: DIE
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): DIE

Audits

An audit of all district accounts will be made annually by an authorized municipal accountant selected by the Board-district from the roster of authorized municipal accountants maintained by the Oregon Board of Accountancy. The audit examination will be conducted in accordance with minimum auditing standards established by the Secretary of State.

The cost of the audit will be a charge against district funds.

A copy of the audit report will be presented to the Board. The superintendent or designee will submit a copy of the audit report to the Oregon Department of Education and to the Oregon Secretary of State, Audit Division.

END OF POLICY

Legal Reference(s):

[ORS 294.155](#)

[ORS Chapter 297](#)

[ORS 327.137](#)

[ORS 328.465](#)

[OAR 162-010-0020\(11\)](#)

[OAR 581-023-0037](#)

Corrected 9/15/25

Klamath Falls City Schools

Code: DJB
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): DJB

Petty Cash Accounts

Designated staff members may purchase items from using a petty cash fund. The administrator shall may request such a petty cash fund in an amount not to exceed \$400 to from the business manager and shall be responsible for maintaining the petty cash account not to exceed \$400. The administrator shall be responsible for maintaining the petty cash account and M money expended from the fund will be replaced as needed. Such funds will be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment. Allowances, responsibility, security and accounting of petty cash funds will be in accordance with Board policy and requirements of law.

Petty cash funds will not be used to circumvent established purchasing procedures. It is, but will be used as a convenient accommodation to facilitate convenience for immediate acquisition purchases of low-cost goods and services in an efficient manner.

Records will be kept of all expenditures from the petty cash fund and receipts will be furnished to account for all money expended. Expenses will be assigned to the proper budget account.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

OR. DEP'T. OF EDUCATION, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corrected 9/15/25

Klamath Falls City Schools

Code: DJC
Adopted: 3/06/17
Readopted: 3/14/22
Orig. Code(s): DJC

Public Contracting

(Version 1)

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

The Board, acting as its own LCRB, adopts¹ the *Oregon Attorney General's Model Public Contract Rules*, OAR Chapter 137, Divisions 046 through 049 in effect at the time this policy is adopted.

The district shall procure the construction manager/general contractor services in accordance with model rules the Attorney General adopts under ORS 279A.065(3).a

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

The Board may make the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the district and made available on request.

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

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

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

END OF POLICY

Legal Reference(s):

¹ Public Contracts shall be governed by ORS Chapter 279, 279A, 279B and 279C. Additionally, the Board may, as provided by ORS 279A.065, adopt the Oregon Attorney General's Model Public Contract Rules, OAR Chapter 137 governing purchasing/bid procedures. The Board may also adopt the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125. The Board may adopt portions of those rules or adopt its own rules. A Board that has not established its own rules of procedure for public contracts is subject to the model rules (OAR Chapter 137) adopted by the Attorney General.

[ORS Chapter 279](#)
[ORS Chapter 279A](#)
[ORS Chapter 279B](#)

[ORS Chapter 279C](#)
[ORS 670.600](#)
[OAR Chapter 125](#), Divisions 246 - 249

[OAR Chapter 137](#), Divisions 045 - 049
[OAR 459-005-0020](#)

[OREGON PROCUREMENT MANUAL](#), Oregon Department of Administrative Services.

Corrected 9/15/25

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Klamath Falls City Schools

Code: DJC
Adopted:

Bidding Requirements (Version 2)

The Board is the Local Contract Review Board (LCRB) for the district. The LCRB has not adopted its own rules of procurement. Consequently, the *Oregon Attorney General's Model Public Contracting Rules*¹ shall apply to the district.²

Additionally, the district may include as part of its procedures portions of the Oregon Department of Administrative Services administrative rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246 - 249.

The LCRB may make the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the district and made available on request.

The district may not artificially divide or fragment a procurement to reduce the procurement requirements.

The superintendent may develop administrative regulations or procedures to assist with the implementation of this policy and applicable procurement rules.

Goods and Services

The district will purchase goods and services through the following procedures, unless an exception applies:

1. **Small Procurement.** For purchases of goods and services with a contract price not exceeding \$10,000, the district can use any manner deemed practical or convenient, including direct selection or award. Amendments to a contract awarded through small procurement must be in accordance with OAR 137-047-0800.
2. **Intermediate Procurement.** For purchases of goods and services with a contract price exceeding \$25,000, but not exceeding \$250,000, the district shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The district will keep record of the request and quotes. If three quotes are not reasonably available, fewer will suffice, but the district will make a written record of the effort made. The district may negotiate with a prospective contractor to clarify the quote or offer, or to effect modifications. Amendments to a contract awarded through intermediate procurement must be in accordance with OAR 137-047-0800.

¹ Oregon Administrative Rules (OAR) 137-045 - 049

² See ORS 279A.065(5). {The LCRB can formally adopt the AG rules. If the LCRB formally adopts the rules, the district is required to review the AG rules each time there is a modification.}

3. Regular Procurement. For purchases exceeding \$250,000, the district will use competitive sealed bids (OAR 137-047-0255) or competitive sealed proposals (OAR 137-047-0260). Amendments to contracts awarded through regular procurement must be in accordance with OAR 137-047-0800.
4. Emergency Procurements. In situations of emergency³, the LCRB or designee may authorize an emergency procurement. In an emergency procurement, the district is not required to follow general procurement requirements. The district must ensure competition for the contract that is reasonable and appropriate under the circumstances. The district must document the nature of the emergency and the method used for the selection of the contractor.
5. Sole-source Procurements. If the LCRB or designee determines that the goods or services are available from only one source, the district may award a contract without competition. To the extent reasonably practicable, the district shall negotiate with the sole source to obtain contract terms that are advantageous to the district. The determination of sole source must be based on written findings and may include:
 - a. That the efficient utilization of existing goods requires acquiring compatible goods or services;
 - b. That the goods or services required to exchange software or data with other public or private agencies are available from only one source;
 - c. That the goods or services are for use in a pilot or experimental project; or
 - d. Other findings that support the conclusion that the goods or services are available from only one source.⁴
6. Special Procurements. “Special procurement” means a contract or class of contracts that use a contracting procedure other than competitive sealed proposals, competitive sealed bidding, small procurement or intermediate procurement. Special procurements require LCRB approval and will be conducted in accordance with ORS 279B.085, OAR 137-047-0285, and this policy and administrative regulation DJC-AR - Exemptions from Competitive Bidding and Special Procurement.
7. Personal Services Contracts. “Personal services contract,” as used in this policy, means a contract whose primary purpose is to acquire specialized skills, knowledge and resources in the application of technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment.⁵ Unless otherwise designated by the LCRB, personal services contracts will be procured in accordance with applicable procurement laws. The LCRB may designate certain service contracts or classes of service contracts as personal services contracts and exempt them from competitive bidding. All personal services contracts shall be based on demonstrated qualifications and

³ “Emergency” means circumstances that:

1. Could not have been foreseen;
2. Create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and
3. Require prompt execution of a contract to remedy the condition.

⁴ If the contract does not exceed \$250,000, using intermediate procurement is likely less burdensome than sole source.

⁵ This includes, but is not limited to, contracts for the services of an accountant, physician or dentist, educator, consultant (including a provider under an Architectural and Engineering Service Contract), broadcaster, or artist (including a photographer, filmmaker, painter, weaver or sculptor (OAR 137-045-0010(19))). Also includes architectural, engineering, photogrammetric mapping, transportation planning or land surveying services procured under ORS 279C.105 (ORS 279C.100) and related services procured under ORS 279C.120 (ORS 279C.100(5)).

competence to perform the required services, encourage competition, discourage favoritism and obtain services at a fair and reasonable price. Personal service contractors may be required to qualify as independent contractors in accordance with applicable laws.⁶

Procurements for services estimated to be in excess of \$250,000 shall go through the cost analysis and feasibility process in accordance with ORS 279B.030.

Public Improvements

“Public improvement” means a project for construction, reconstruction or major renovation on real property by or for the district.⁷ The district will contract for public improvements using the following procedures, unless an exception applies.

1. Public improvements contracts with a value of less than \$25,000 are exempt from competitive bidding.
2. Intermediate Procurements. For public improvement contracts not exceeding \$100,000, the district may utilize three quotes⁸:
 - a. The request for the quotes shall be in writing (unless not reasonably practicable)⁹;
 - b. The request for quotes shall include the selection criteria and if the criteria are not of equal value, their relative value or ranking.

The district shall award the contract to the prospective contractor whose quote will best serve the interest of the district, based on the selection criteria. If the award is not made to the offeror and quote with the lowest price, the district will make a written record of the basis for the award. Amendments to a contract awarded via intermediate procurement may be increased in accordance with OAR 137-049-0160(6)-(7).

3. Regular Procurements. For purchases exceeding \$100,000, the district will use invitation to bid or request for proposals except as otherwise allowed by law. See OAR 137-049-0130 and OAR 137-049-0640. Amendments to contracts awarded through regular procurement must be in accordance with OAR 137-049-0910.
4. Emergency Procurements. Emergency contracts for construction services are not considered public improvement contracts and will be procured in accordance with OAR 137-049-0140 and OAR 137-049-0150.

⁶ See ORS 670.600 and OAR 459-005-0020.

⁷ Public improvement does not include:

1. Projects for which no funds of the district are directly or indirectly used, except for participation that is incidental or related primarily to project design or inspection; or
2. Emergency work, minor alternation, ordinary repair or maintenance necessary to preserve a public improvement.

⁸ If three quotes are not reasonably available, the district shall make a written record of the effort made to obtain these quotes.

⁹ For Public Works Contracts, oral quotations may only be utilized in the event that written copies of prevailing wage rates are not required by the Bureau of Labor and Industries.

5. Community Benefit Contracts. “Community benefit contract” means a public improvement contract that includes, but is not limited to, terms and conditions that require the contractor to:
 - a. Qualify as a training agent, as defined in ORS 660.010, or provide apprenticeship training that meets applicable federal and state standards for apprenticeship training;
 - b. Employ apprentices to perform a specified percentage of work hours that workers in apprenticeable occupations perform on the community benefit project;
 - c. Provide employer -paid family health insurance; and
 - d. Meet any other requirements that the LCRB sets forth.

Community benefits contracts may be procured in accordance with ORS 279C.308.

6. Construction Manager/General Contractor (CM/GC) Procurement. The district shall procure CM/GC services in accordance with model rules the Attorney General adopts under Oregon Revised Statute (ORS) 279A.065(3) and OAR 137-049-0690, which requires “the assistance of legal counsel with substantial experience and necessary expertise in using the CM/GC Method, as well as knowledgeable staff, consultants or both staff and consultants who have demonstrated capability of managing the CM/GC process in the necessary disciplines of engineering, construction scheduling and cost control, accounting, legal, Public Contracting and project management.”

END OF POLICY

Legal Reference(s):

[ORS Chapter 279](#)
[ORS Chapter 279A](#)
[ORS Chapter 279B](#)
[ORS Chapter 279C](#)

[ORS 670.600](#)
[OAR Chapter 125](#), Divisions 246 -
 249

[OAR Chapter 137](#), Divisions 045 -
 049
[OAR 459-005-0020](#)

[OREGON PROCUREMENT MANUAL](#), Oregon Department of Administrative Services.

Added 9/15/25

Klamath Falls City Schools

Code: DJC-AR
Adopted: 1/11/10
Readopted: 1/11/16; 3/06/17
Orig. Code(s): DJC-AR

Special Procurements and Exemptions from Competitive Bidding (Version 1)

SPECIAL PROCUREMENTS

The district shall submit a written request to the Board, acting as the Local Contract Review Board (LCRB), that describes the contracting procedure, the goods and services or class of goods and services that are the subject of the special procurement and circumstances that justify the use of a special procurement under the standards as follows: the special procurement is unlikely to encourage favoritism in the awarding of public contract or to substantially diminish competition for public contracts and, (A) is reasonably expected to result in substantial cost savings to the district or to the public, or (B) otherwise substantially promote the public interest in a matter that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065, 279B.070 or under any related rules. Public notice of the approval of a special procurement must be given in the same manner as provided in ORS 279.055(4). If the district intends to award a contract through special procurements that calls for competition among prospective contractors, the district shall award the contract to the contractor it determines to be most advantageous to the district. When the LCRB approves a class special procurement the district may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of the approval without making a subsequent request for a special procurement.

1. Brand Names or Products, “Or Equal,” Single Seller and Sole Source
 - a. The district may purchase brand names or products from a single seller or sole source without competitive bidding subject to the limitations of this rule.
 - b. Solicitation specifications for public contracts of the district shall not expressly or implicitly require any product of any particular manufacturer or seller except as expressly authorized in subsections c. and d. of this rule.
 - c. The district may specify a particular brand name or equal specification may be used when the use of a brand name or equal specification is advantages to the district, because the brand name describes the standard of quality, performance, functionality and other characteristics of the product needed by the district.
 - (1) The district is entitled to determine what constitutes a product that is equal or superior to the product specified, and any such determination is final;
 - (2) The district is not prohibited from specifying one or more comparable products as examples of the quality, performance, functionality or other characteristics of the product needed by the district;
 - (3) A brand name specification may be prepared and used only if the district determines for a solicitation or class of solicitations that only the identified brand name specification will meet the needs of the district based on one or more of the following written determinations:

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- (a) The use of a brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts; or
 - (b) Specification of the brand name, mark or product would result in cost savings to the district; or
 - (c) There is only one manufacturer or seller of the product of the quality, performance or functionality required; or
 - (d) The efficient utilization of existing goods requires the acquisition of compatible goods and services.
- d. The district may award a contract for goods or services without competition when the LCRB determines in writing that the goods or services, or the class of goods or services, are available from only one source. The determination of source must be based upon written findings that shall include:
- (1) A brief description of the contract or contracts to be covered, including contemplated future purchases;
 - (2) Description of the product or service to be purchased; and
 - (3) The reasons the district is seeking this procurement method, which shall include any of the following:
 - (a) That the efficient utilization of existing goods requires the acquisition of compatible goods or services; or
 - (b) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source; or
 - (c) That the goods or services are for use in a pilot or an experimental project; or
 - (d) To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency.
- e. The district may specify a product or service available from only one manufacturer but available through multiple sellers after subsection c. above documenting the procurement file with the following information:
- (1) If the total purchase is over \$10,000 but does not exceed \$150,000, and a comparable product or service is not available under an existing Mandatory Use Contract, the district must obtain informal competitive quotes, bids, or proposals and document this process in the procurement file;
 - (2) If the purchase does not exceed \$150,000, and the supplies or services are not available under an existing price agreement for information technology with competing products or Mandatory Use Contract, the district must first request and obtain prior written authorization from the LCRB to proceed with the acquisition
- f. If the district intends to make several purchases of brand name-specific supplies and services from a particular manufacturer or seller for a period not to exceed five years, the district must so state this information in the procurement file and in the solicitation document, if any, or a public notice of a solicitation. If the total purchase amount is estimated to exceed \$150,000, this shall be stated in the advertisement for bids or proposals.

Findings of Fact/Conclusion of Compliance with Law (OAR 125-247-0275)

The district shall submit a written request to the local contract review board that describes the contracting procedure, goods and services subject of the special procurement and the circumstances that justify the use of the special procurement.

- a. It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts and is reasonably expected to result in substantial cost savings to the district which could not be realized under ORS 279B.055, 279B.060, 279B.065, or 279B.070 as required by ORS 279B.085(4).
- b. Public notice of the approval must be given in the same manner as provided in ORS 279B.055(4).
- c. This rule requires the districts to make a good faith effort to determine that no other sources are available for the specified products.
- d. The district maintains open lists from which vendors are contacted for quotations and utilizes electronic means of determining new vendors on an ongoing basis.
- e. The awarding of a contract as described in this special procurement should result in substantial cost savings by virtue of the ability to reduce solicitation costs when it is known that comparable products are not available, or when specifying another product solely to meet a competition requirement might lead to lower initial cost but longer lifetime cost.
- f. When the local review board approves a class special procurement the district may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of the approval without making a subsequent request for procurement.

2. Advertising Contracts, Purchase of

- a. The district may purchase advertising in any media, regardless of dollar amount, without competitive bidding.
- b. The Board acting as the LCRB of the district must use competitive methods where ever possible to achieve best value and must document in the procurement file the reasons why a competitive process was deemed impractical and the resulting contract must be in writing.
- c. If the anticipated purchase exceeds \$10,000 and a competitive method is used, the district must post notice on the Oregon Procurement Information Network (ORPIN).

Findings of Fact

The district traditionally purchases advertising in newspapers. The following findings relate primarily to newspapers and written publications; however, the district may also purchase advertising for student activities or educational programs in other media, such as radio or television, where these findings apply:

- a. By their nature, media sources are generally unique. Advertisements are placed in a particular source because of the specific audience that source serves;
- b. Competition to furnish advertising space in daily newspapers of general, trade or business circulation in the vicinity of the district is limited;
- c. Cost savings are difficult to quantify where the sources are unique and not interchangeable;
- d. Advertisements may be placed to satisfy legal notice or Board policy requirements;
- e. Other published advertisements or notices, such as routine public notices, personnel recruitment information, etc., are placed in one or more of the publications of general circulation in the local area and other publications, as appropriate;

- f. The communities served by the district rely upon its use of the local daily newspaper as a central source of news and information regarding district activities;
- g. It is unknown whether contracts for advertisements placed with radio, television or other broadcast media are going to result in cost savings if not placed for competitive bid or request for proposal (RFP). If possible savings could be obtained through competitive means, the district would attempt to obtain competitive quotes or bids, as appropriate.

Conclusion of Compliance with Law

Due to limited competition and unique nature of sources, it is unlikely that this class special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Further, any contracts awarded under this class special procurement would result in a cost savings available to the district where the district can achieve volume savings through contracts for advertising with a particular media source, or otherwise substantially promote the public interest.

3. Advertising Contracts, Sale of

The district may sell advertising for district publications and activities, regardless of dollar amount, without competitive bidding, including school newspapers, yearbooks, athletic programs, drama or music programs and the like.

Findings of Fact

Sales of advertising for student activities are generally other fund revenues, where student groups solicit advertisements from local businesses to help with the cost of the activity itself. A common example is the sale of advertising in school newspapers and yearbooks. The circulation of the newspaper and yearbook is limited to the students, teachers, parents and interested members of the community associated with the activities of that particular school. Due to the limited circulation and audience, the businesses that participate by purchasing advertising do so partly in the spirit of good will. Any business is welcome to place an advertisement in the school newspaper or yearbook; all it needs to do is to contact any district school which publishes one. The district itself would not achieve any increased revenue to the General Fund by seeking competitive bids or proposals for such advertising. This holds true for other student activities, such as athletics, drama or music events and the like.

Conclusion of Compliance with Law

These findings indicate that it is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Any business or individual who wishes to advertise in this manner may do so by simply contacting the student group responsible for the activity.

The sale of advertising for student activities such as school newspapers, yearbooks, athletic, drama or music programs would not benefit from competitive procurement. Such a requirement would place an unnecessary burden on the student group's activity and there is no financial advantage to the district in doing so. Consequently, the cost savings test is not an issue.

4. Equipment Repair and Overhaul

a. The district may enter into a public contract for equipment repair or overhaul without competitive bidding, subject to the following conditions:

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- (1) Service or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing; or
- (2) Service or parts required are for sophisticated equipment for which specially trained personnel are required and such personnel are available from only one source; and
- (3) The purchase is made within the limits and pursuant to the methods in subsection b. of this rule.

b. The following limitations apply to this rule:

- (1) If the contract is less than or equal to \$150,000, the school or department shall submit in writing to the superintendent or designee the reasons why competitive bids or quotes are deemed to be impractical. The superintendent or designee will accordingly document in its procurement file and may enter directly into the contract;
- (2) If the school or department official thinks the contract may exceed \$150,000, he/she shall submit in writing to the superintendent or designee the reasons why competitive bidding is deemed to be impractical and a description of the cost savings to be obtained by an special procurement. The superintendent or designee may prepare a specific request for the anticipated contract to be obtained through special procurement procedures to submit to the LCRB for approval.

Findings of Fact

- a. The need for equipment repair or overhaul cannot be anticipated by district staff. If a piece of equipment is broken or not working properly, the district incurs cost of downtime, possible replacement equipment rental fees, staff time and other inconveniences or liabilities to its programs.
- b. Generally, there are a limited number of vendors who are able to perform repair or overhaul on a particular piece of equipment because of its make or manufacture. Sophisticated equipment may require specially trained personnel available from only one source. Often, a piece of equipment will have a partial warranty in place which will guarantee some savings to the district in the parts and/or labor needed to do the repair or overhaul. This warranty savings may only be achieved if the original manufacturer or provider of the equipment performs the necessary repair or overhaul.
- c. The dollar limits on the use of this special procurement procedure ensure that when the cost of the equipment repair or overhaul is expected to exceed \$150,000, the district will either seek formal competitive bids or, if that is not practical or cost effective, obtain a specific special procurement procedure from the LCRB to proceed with the purchase of the needed repair or overhaul.

Conclusion of Compliance with Law

It is unlikely that this special procurement procedure will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts because the dollar limits incorporated into this special procurement when the anticipated costs exceed \$150,000, insure the district will seek

formal competitive bids and proposals. If the formal process is not practical, the district will obtain a specific exemption from the LCRB to proceed with the purchase of the needed repair or overhaul. The awarding of public contracts under this special procurement will result in a cost savings to the district, as required by ORS 279B.085, because the district incurs direct and indirect costs from the moment equipment breaks down or becomes unusable. This special procurement only applies to equipment already owned by the district and does not provide for the purchase of new equipment. The district must be able to purchase necessary services and parts as quickly as possible in order to minimize equipment downtime and potential costs during that downtime.

5. Copyrighted Materials

The district may, without competitive bidding and regardless of dollar amount, purchase copyrighted materials where there is only one known supplier available for such goods. Examples of copyrighted materials covered by this special procurement procedure may include, but are not necessarily limited to, newly adopted textbooks/instructional materials, workbooks, curriculum kits, reference materials, audio and visual media and non-mass-marketed software from a particular publisher or their designated distributor.

Findings of Fact

- a. By their nature, copyrighted materials are protected for the use of a single owner. Copyrighted materials may not be duplicated by others without the copyright owner's permission or license. Copyrights are established and regulated under federal law.
- b. Often, copyrighted materials are produced by only one supplier who may be the owner of the copyright or his/her licensee. Textbooks/Instructional materials are examples of copyrighted materials that the district purchases through a sole source. Textbooks/Instructional materials are adopted through a statewide process under the authority of the Oregon Department of Education. A textbook/instructional material adoption defines the various materials which the district will purchase for use in its educational programs.

The district purchases its textbooks/instructional materials through the Northwest Textbook Depository and other vendors. This practice enables the regional textbook depository to purchase and warehouse textbooks/instructional materials in conformance with adoptions made in the states of their region. The result is that savings are achieved through the depository's combined purchases on behalf of member districts. Freight costs for individual districts are reduced by the bulk purchases of the depository and the depository takes on the cost of stocking and warehousing enough to meet each member district's needs.

The system of textbook/instructional materials distribution enables the district to participate in the largest possible bulk purchasing activity of adopted textbooks/instructional materials in the region. This ensures a cost savings to the district. A savings that would be jeopardized if the district was to act as an individual purchaser.

Conclusion of Compliance with Law

This special procurement will not encourage favoritism or substantially diminish competition in the awarding of public contracts. The production and distribution of copyrighted materials is controlled by the owner of the copyright and may only be permitted through a sole source. The district has no control over this.

The awarding of contracts pursuant to this special procurement will result in a cost savings to the district when it needs to purchase copyrighted materials and there is only one known supplier for such goods, or otherwise substantially promote the public interest.

6. **D** Product Prequalification

- a. When specific design or performance specifications must be met or such specifications are impractical to create or reproduce for a type of product to be purchased, the district may specify a list of approved or qualified products by reference to the prequalified product(s) of particular manufacturers or vendors in accordance with the following product prequalification procedure:
- (1) The district will make reasonable efforts to notify all known manufacturers and vendors of competing products of the district's intent to compile a list of prequalified products. The notice will explain the opportunity manufacturers and vendors of competing products will have to apply to have their product(s) included on the district's list of prequalified products. At its discretion, the district may provide notice by advertisement in a trade paper of general statewide circulation or other appropriate trade publication; or instead of advertising, the district may provide written notice to those manufacturers and vendors appearing on the appropriate list maintained by the district; and
 - (2) The district will accept manufacturer and vendor applications to include products in the district's list of prequalified products up to 15 calendar days prior to the initial advertisement for bids or proposals for the type of product to be purchased, unless otherwise specified in the advertisement or in the district's written notice.
- b. If the district denies an application for including a product on a list of prequalified products, the district shall promptly provide the applicant with a written notice of the denial and include the reason for denial. The applicant may submit a written appeal within 7 calendar days to the district business manager to request review and reconsideration of the denial.

Findings of Fact

- a. There are occasions when the district needs to establish a list of prequalified products before it invites bids or proposals to furnish the products. The district may have a specific performance or design need, but it is impractical for the district to create a specification for the type of products to be purchased. An example is audiovisual equipment. There is a tremendous variety of audiovisual products offered in the market. The equipment technology is complex and constantly changing. It would be very burdensome and time consuming for the district to generate nonbrand name, generic performance specifications for such equipment every time it wants to make a purchase.

Also, competition would be poorly served because bidders and proposers would not know in advance whether their offered product would meet the general specification substantially enough to be considered a responsive offer. The decision to make an award would be slow, because each product offered would have to be analyzed against the district's specification. Slowdown in the award process affects both bidders, who are asked to hold their bids open until award is made, and district programs, because staff are not able to order the equipment they need until the contract is awarded.

In this case, it might be more cost effective and efficient for the district to prequalify products and establish a list of approved products before invitations to bid are sent out. The prequalification process can be done some time before the need for a new contract. Once the prequalified product list is established, the bidding and contract award process can go quickly and smoothly.

- b. A second occasion when prequalification of products will be useful is when the specific design or performance specifications for a product are so exacting that the district must have time to carefully consider what is offered in the market that may or may not meet the specifications and, if necessary, reconsider its options before issuing an invitation to bid.
- c. This rule sets out a process of prequalification which requires the use of advertisement or other appropriate means to notify vendors of competing products of their opportunity to submit items for prequalification. The district maintains vendor mailing lists which are open to all interested vendors. The district uses these lists routinely to notify vendors of its intentions to prequalify products or to invite bids on products.
- d. This includes a 15-day time limit between the closure of a prequalification list and a related invitation to bid. This time factor ensures that vendors have a reasonable time to apply to include their products on a prequalified product list.
- e. Subsection b., of this rule provides vendors with an appeal process to follow if their application for prequalification is denied.

Conclusion of Compliance with Law

Where prequalification of products is appropriate, it is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or diminish competition for such contracts. There are several safeguards in the rule to prevent this, including notice, advertising, time and appeal process requirements to ensure that vendors are given a fair and open opportunity to participate in the prequalification process.

The prequalification of products process is a time-consuming effort for the district. It is not a shortcut procurement method. The district would use this method only after balancing cost-saving considerations, such as the ability of the district to create or generate nonbrand name generic specifications for types of products or the need for lengthy product evaluation prior to contract award. If the prequalification method is chosen, it will result in a cost savings to the district because the normal method of product selection is too cumbersome and costly to pursue, or otherwise substantially promote the public interest.

7. Requirements Contracts (Blanket Purchase Orders, Price Agreements)¹

- a. The business manager, on behalf of the district, may establish requirements contracts for the purposes of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, combining district requirements for volume discounts, standardization among schools and departments and reducing lead time for ordering.

¹ The Oregon Procurement Information Network (ORPIN) allows authorized members to utilize the state's price agreement/contracts to purchase goods and services. Authorized ORCPP members can legally attach to a state price agreement and forego the competitive bid process. Access to hundreds of competitive price contracts for a wide variety of goods and services: vehicles, computers, furniture, copiers, fax machines, travel, pharmaceuticals, office products, etc., is available. Counties, cities, schools, municipalities or their public corporate entities having local governing authority, a United States governmental agency or American Indian tribe or agency are eligible to participate.

- b. The district may enter into a requirements contract (also known as a blanket purchase order or price agreement) whereby it is agreed to purchase goods or services for an anticipated need at a predetermined price or price discount from a price list, provided the contract is led by a competitive procurement process pursuant to the requirements of the public contracting code and these rules.
- c. Once a requirements contract is established, schools and departments may purchase the goods and services from the awarded contractor without first undertaking additional competitive solicitation.
- d. Schools and departments shall use requirements contracts established by the district, unless otherwise specified in the contract, allowed by law or these rules or specifically authorized by the superintendent or designee.
- e. Under the authority of ORS 279A.025 and 279B.085, the district may use the requirements contract entered into by another Oregon public agency when:
 - (1) The original contract met the requirements of public contracting code; and
 - (2) The original contract allows other public agency usage of the contract; and
 - (3) The original public contracting agency concurs and this is documented by a written interagency agreement between the district and the agency.
- f. The term of any district requirements contract, including renewals, shall not exceed five years unless otherwise permitted under the public contracting code.

Findings of Fact

- a. This rule permits the district to enter into requirements contracts, in which the vendor agrees to provide specified goods and services over the term of the contract at the bid price or discount rate. A requirements contract is useful when the purchase of the goods or services are routine and repetitive. For example, school, office, custodial and facilities maintenance supplies are customarily purchased through requirements contracts.
- b. Requirements contracts are a common method of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, obtaining volume discounts, standardizing usage among schools and departments and reducing lead time for ordering.
- c. The district establishes requirements contracts as a result of open competitive bidding or RFP processes, unless otherwise permitted under the public contracting code.
- d. The district limits the term of requirements contracts, including all renewal options, to a maximum of five years before competitive rebidding must be done, unless otherwise permitted under the public contracting code.
- e. The district may use the requirements contracts established by other public agencies, subject to certain conditions of state law, Board policy and administrative regulation.

Conclusion of Compliance with Law

It is unlikely that this special procurement will result in favoritism in the awarding of public contracts or diminish competition for such contracts. The district will only enter into requirements contracts which result from open competitive bidding processes. This condition applies also to the use of requirements contracts established by other public contracting agencies.

The awarding of district requirements contracts will result in a cost savings to the district, or otherwise substantially promote the public interest. It would be costly and inefficient to make routine, repetitive

purchases of goods and services through individual transactions. Also, the guaranteed volume of a requirements contract allows the district to get better prices from bidders.

8. **Used Personal Property or Equipment, Purchase²**

- a. Subject to the provisions of this rule, the district may purchase used property or equipment without obtaining competitive bids or quotes, if the district has determined that the purchase will result in cost savings to the district and will not diminish competition or encourage favoritism. “Used personal property or equipment” is property or equipment which has been placed in its intended use by a previous owner or user for a period of time recognized in the relevant trade or industry as qualifying the personal property or equipment as “used” at the time of district purchase. Used personal property or equipment generally does not include property or equipment if the district was the previous user, whether under a lease, as part of a demonstration, trial or pilot project or similar arrangement.
- b. For purchases of used personal property or equipment costing less than or equal to \$150,000, the district shall, where feasible, obtain three competitive quotes unless the district has determined and documented that a purchase without obtaining competitive quotes will result in cost savings to the district and will not diminish competition or encourage favoritism.
- c. For purchases of used personal property or equipment totaling \$150,000 or more, the district shall attempt to obtain three competitive quotes. The district will keep a written record of the source and amount of quotes received. If three quotes are not available, a written record must be made of the attempt to obtain quotes.

Findings of Fact

- a. The district is responsible to manage expenditures in the best interests of the public. Cost savings can be achieved through the procurement of used property and equipment. The district purchases used property and equipment when it meets the district’s needs and is cost effective. Considerations include type, quality, quantity and estimated useful life of the used item.
- b. Used equipment and property becomes available sporadically and without notice. Used equipment and property is generally sold on a first-come, first-served basis. When used property or equipment does become available, the district must be able to respond immediately in order to obtain the property or equipment.
- c. Some types of property or equipment may not be readily available in the new goods market. The district may have to look for used items to fill the need.
- d. Competition to provide used property and equipment may be very limited and inconsistent, depending on the type of product.
- e. The district maintains vendor lists which include information on whether a vendor provides used property or equipment. These lists are open to all vendors.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the award of public contracts or substantially diminish competition for such contracts. The purchase of used property or equipment depends on an inconsistent, sporadic market. When a used item is available, there is often little

² When contracting with another governmental entity, a district has a statutory exception under ORS 279A.025. The district may purchase state/federal surplus property through the Department of Administrative Services, State Services Division for Surplus Property. For more information on this program, contact DAS at 503-378-4714.

competition available. Sources for used items of the type, quality and quantity required by the district are inconsistent. This rule requires the district to attempt to obtain and document quotes as appropriate to the dollar amount of the purchase. If the anticipated purchase is over \$150,000, the district will advertise its need.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. The cost of used equipment or property is generally substantially less than that of new. Savings of 20 percent to 50 percent are not uncommon. Used equipment can provide good value to the district and help ensure the continuation of district services and programs.

9. Information Technology Contracts

The district may enter into a contract to acquire information technology hardware and software without competitive bidding subject to the following conditions:

- a. If the contract amount does not exceed \$150,000, the district shall attempt to obtain three competitive quotes pursuant to the rules governing Intermediate Procurements. The district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the district shall make a written record of the effort made to obtain the quotes or proposals.
- b. If the contract amount exceeds \$150,000, the district shall determine and use the best procurement method, pursuant to the public contracting code and these rules, and shall solicit written proposals in accordance with the requirements of the *Attorney General's Model Public Contract Rules*. The district shall document the evaluation and award process, which will be part of the public record justifying the award;
- c. If the amount of the contract is estimated to exceed \$150,000, the district shall provide proposers an opportunity to review the evaluation of their proposals before final selection is made.

Findings of Fact

- a. Rapid changes in technology make it necessary for the district to be able to purchase needed computer equipment quickly.
- b. Pricing for high-technology equipment also changes rapidly. It is frequently possible to take advantage of frequent price changes in the marketplace in the purchase of computer equipment.
- c. There is generally sufficient competition among vendors of information technology hardware and software for district business.
- d. The district will follow rules governing special procurements and obtain at least three informally solicited quotes for purchases less than or equal to \$150,000.
- e. If the district requires a brand name or sole source product, the district will follow its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements, to procure it.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the award of district contracts or substantially diminish competition for district contracts. The purchase of information technology hardware

and software will be made in accordance with other competitive bidding rules contained in this administrative regulation. If the anticipated purchase is over \$150,000, the district will advertise its need.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of information technology hardware and software. This rule gives the district some flexibility in selecting the method of competitive procurement but requires adherence to the rule on brand name or sole source acquisitions if those situations occur.

10. Telecommunications Systems – Hardware and Software Contracts

- a. The district may enter into a contract to acquire telecommunications system hardware and software, without competitive bidding, subject to the following conditions:
 - (1) If the contract amount does not exceed \$150,000, the district shall attempt to obtain three competitive quotes pursuant to the rules governing Intermediate Procurements. The district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the district shall make a written record of the effort made to obtain the quotes or proposals.
 - (2) If the contract amount exceeds \$150,000, the district shall determine and use the best procurement method, pursuant to the public contracting code and these rules and shall solicit written proposals in accordance with the requirements of Chapter 137, Divisions 047 and 049 of the *Attorney General's Model Public Contract Rules*. The district shall document the evaluation and award process, which will be part of the public record justifying the award.
- b. The telecommunications solicitation authorized in subsection 10.a.(1) of these rules shall:
 - (1) State the contractual requirements in the solicitation document;
 - (2) State the evaluation criteria to be applied in awarding the contract and the role of any evaluation committee. Criteria that would be used to identify the proposal that best meets the district's needs may include, but are not limited to, cost, quality, service and support, compatibility, product or system reliability, vendor viability and financial stability, operating efficiency and expansion potential;
 - (3) State the provisions made for bidders or proposers to comment on any specifications which they feel limit competition.

Findings of Fact

- a. Rapid changes in technology make it necessary for the district to be able to purchase needed telecommunications hardware and software quickly.
- b. Since deregulation, there is generally adequate competition among vendors of telecommunication hardware and software to allow the district to make competitive purchases.
- c. Pricing for telecommunications hardware and software also changes frequently. It is important for the district to take advantage of price competition in the marketplace.
- d. The district will follow procedures governing special procurements and document reasonable efforts to obtain at least three informally solicited quotes for purchases over \$10,000 but less than or equal to \$150,000.

- e. If a purchase of telecommunications hardware or software is expected to cost more than \$150,000, the district will use a formal competitive bidding or proposal process in accordance with these rules and the *Attorney General's Model Public Contract Rules*.
- f. There are also times when the district needs to purchase specific items that are compatible with current equipment. On these occasions, the district will follow its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements, to make the purchase.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. The purchase of telecommunications hardware and software will be made in accordance with other competitive bidding rules herein. If the anticipated purchase is over \$150,000, the district will advertise its need.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of telecommunications hardware and software. This rule gives the district some flexibility in selecting the method of competitive procurement but requires adherence to the rule on brand name or sole source acquisitions if those situations occur.

11. Telecommunications Services

- a. The district shall secure the most competitive, cost-effective telecommunications services of the quality needed to meet all service performance requirements while minimizing administrative and service delivery costs. The district will use routine purchasing procedures whenever possible, but if necessary, the district can consider alternative procurement methods in accordance with this rule.

The district will generally follow the normal competitive procurement processes in obtaining telecommunications services. This process will only be used if necessary where there is a lack of sufficient competition to furnish needed services.

- b. In determining the appropriate procurement method for telecommunications services, the district shall comply with the requirements of ORS 291.038 and determine whether competition exists. In determining whether competition exists, the district may consider the following factors:
 - (1) The extent to which alternative providers exist in the relevant geographic and service market; the greater area of Klamath County;
 - (2) The extent to which alternative services offered are comparable or substitutable in technology, service provided and performance. For example, if the district requires digital services, analog services are not comparable or substitutable. If the district requires fiber optic technology, then copper, microwave or satellite transmission technology may not be comparable or substitutable;
 - (3) The extent to which alternative providers can respond to the district's interest in consistency and continuity of services throughout its service area, volume discounts, equitable service for all users, centralized management and limiting district liability. For example, to be considered as the district's long-distance service provider, any long-distance service vendor must be able to meet, support and interface with the district's

centralized automated billing requirements. The district must document for the record its findings on these factors or any other factors used in determining whether competition exists. In developing its findings, the district may solicit the information either through informal telephone or written contacts or through a formal solicitation such as an RFP.

- c. If the district determines that competition does not exist in the area for the relevant service, the district may proceed to secure the service on a sole source basis, as described in the district's rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements.

Findings of Fact

- a. Since deregulation, there is generally adequate competition among vendors of telecommunication services to allow the district to make competitive procurements.
- b. Since there is competition, price competition exists in the marketplace. It is important for the district to take advantage of existing competition.
- c. The district will follow its rules governing special procurements and document reasonable efforts to obtain at least three informally solicited quotes for purchases less than or equal to \$150,000. The district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the district shall make a written record of the effort made to obtain the quotes or proposals.
- d. If a purchase of service is expected to cost more than \$150,000, the district will use a formal competitive bidding or proposal process in accordance with these rules and the *Attorney General's Model Public Contract Rules*.
- e. There may be occasions where there is limited competition that can furnish telecommunications services of the quality and extent required by district operations. In such instances, the district will follow this rule and also its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements, to procure needed services from the sole source.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Routinely, the purchase of telecommunications services will be made in accordance with other competitive bidding rules contained in this administrative regulation. If the anticipated purchase is over \$150,000, the district will advertise its need, issue a written solicitation document and invite written bids or proposals to be furnished in response.

There may be circumstances, however, where sufficient competition does not exist in the relevant geographic and service market area. In such cases, the district will follow this rule in determining whether sufficient competition exists to make a competitive procurement.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of telecommunications hardware and software. This rule gives the district some flexibility in selecting the method of competitive procurement but requires adherence to the rule on brand name or sole source acquisitions if those situations occur. The rule also states the steps to be taken to document situations where sufficient competition may not exist and a sole source purchase needs to be made.

12. Hazardous Material Removal; Oil Cleanup

- D** a. The district may enter into public contracts without competitive bidding, regardless of dollar amount, when ordered to clean up oil or hazardous waste pursuant to the authority granted to the Oregon Department of Environmental Quality (DEQ) under ORS Chapter 466, especially ORS 466.605 through 466.680. In exercising its authority under this exemption, the district shall:
- (1) To the extent reasonable under the circumstances, encourage competition by attempting to make informal solicitations or to obtain informal quotes from potential suppliers of goods and services;
 - (2) Make written findings describing the circumstances that require the cleanup or maintain a copy of the DEQ order for the cleanup;
 - (3) Record the measures taken under a.1. of this rule to encourage competition, the amount of the quotes or proposals obtained, if any, and the reason for selecting the contractor to whom award is made.
- b. The district shall not contract pursuant to this special procurement in the absence of an order from the DEQ to clean up a site which includes a time limit that would not allow the district to hire a contractor under normal competitive bidding procedures. Goods and services to perform other hazardous material removal or cleanup will be purchased in accordance with normal competitive bidding procedures as described in Board policy with this administrative regulation.

Findings of Fact

- a. When the DEQ orders a public agency to remove or clean up hazardous material or oil, the public agency must respond within a very short time, which is stated in the DEQ order. This time period does not generally allow the agency to take the time necessary to solicit written bids or proposals for the work to be performed. The district would be liable for any delay in responding to DEQ orders to perform hazardous material removal or cleanup.
- b. This exemption will not be used in those situations where there is no DEQ order to remedy the situation. Routine competitive procurement methods will be used where there is no DEQ order to act immediately. The district maintains open lists of vendors who are interested in providing hazardous material removal and cleanup services. Whenever it needs hazardous material removal or disposal, the district makes use of these lists to solicit quotes, bids or proposals as needed, in addition to advertising the procurement as required.
- c. Cost savings are achieved through this exemption because the district can be liable for DEQ penalties and fines if it does not timely remove hazardous materials or oil as ordered. There is also serious risk in these situations that property damage or personal injury could result if the district is slow to act.

Conclusions of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts as required by ORS 279B.085 (3)(a). If it is under DEQ order to act immediately, the district will still attempt to obtain competitive quotes for the work to be performed as it has the ability and time to do so. Unless the district is faced with the quasi-emergency

situation of a DEQ order to remove or clean up hazardous waste or oil, it will follow normal competitive procedures to obtain these services.

The award of public contracts pursuant to this special procurement will result in a cost savings to the district in these situation, as required by ORS 279B.085 (3)(b), because the district must comply with the law and avoid and minimize risk to persons and property. Where possible, it will seek competitive quotes for the work to be performed and will award the contract to the lowest, responsive and responsible bidder.

13. Renegotiation of Existing Contracts with Incumbent Contractors

- a. The district may amend or renegotiate contracts with existing vendors, service providers or other parties subject to the limitations of this rule.
- b. The district has determined that value engineering, specialized expertise required, public safety, and technical complexity generally do not apply to this special procurement procedure.
- c. The renegotiated contract falls within a current special procurement procedure, but if not the LCRB must approve a separate special procurement.
- d. The district may renegotiate certain terms, but they must not unreasonably alter the scope of the original contract.

Findings of Fact

- a. The LCRB may amend contracts when it is in the best interest of the district. The superintendent and/or other designee, acting on behalf of the LCRB, may renegotiate certain provisions, including:

- (1) Price;
- (2) Term;
- (3) Delivery and shipping;
- (4) Order size;
- (5) Substitution;
- (6) Warranties;
- (7) Online ordering systems;
- (8) Price adjustments;
- (9) Product availability;
- (10) Product quality; or
- (11) Reporting requirements;
- (12) Discounts.

Any contract amendment will be supported by legal consideration when necessary to validate the amended provision.

- b. The amended terms must be within a reasonable scope of the original contract, but not fundamentally alter the agreement or nature of goods or services. Districts may, however, request functionally equivalent substitutes for goods or services in the original contract.
- c. The contract as a whole must be more favorable to the individual needs of the district to justify renegotiation. Cost may be a factor in determining what is a favorable change to the original contract, but the district may use factors other than cost that demonstrate that the amended contract is more favorable to the unique needs of the district.

Conclusion of Compliance with Law

This special procurement will not encourage favoritism or substantially diminish competition in awarding public contracts because it already exists as a contract awarded in compliance with the district's special procurement and public contracting code.

The awarding of contracts under this special procurement will result in cost savings to the district when it need to renew its original contract with vendors, service providers or other parties, or otherwise substantially promote the public interest.

EXEMPTIONS FROM COMPETITIVE BIDDING

All public contracts shall be based upon competitive bids or proposals, except the following:

1. Contracts which have been specifically exempted under ORS 279A.025 and 279C.335; and
2. Contracts covered by the class exemptions in the following set of rules developed pursuant to ORS 279C.335 (2) and (5) and based on Oregon Administrative Rules, Chapter 137, Divisions 46 through 49.

The Board, acting as the LCRB for the district, has made the findings required by ORS 279C.330, ORS 279C.335 and ORS 279C.345 and determined that awarding a contract under this exemption is unlikely to encourage favoritism or substantially diminish competition for the public contract and will likely result in a substantial cost savings and other substantial benefits to the district.

In approving a finding under this section, the local contract review board shall consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract or class of public improvement contracts, the following:

1. How many persons are available to bid;
2. The construction budget and the projected operating costs for the completed public improvements;
3. Public benefits that may result from granting the exemption;
4. Whether value engineering techniques may decrease the cost of the public improvement;
5. The cost and availability of specialized expertise that is necessary for the public improvement;
6. Any likely increases in public safety;
7. Whether granting the exemption may reduce risks to the district or the public that are related to the public improvement;
8. Whether granting the exemption will affect the sources of funding for the public improvement;
9. Whether granting the exemption will better enable the district to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;

10. Whether granting the exemption will better enable the district to address the size and technical complexity of the public improvement;
11. Whether the public improvements involves new construction or renovates or remodels an existing structure;
12. Whether the public improvement will be occupied or unoccupied during construction;
13. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions; and
14. Whether the district has or has retained under contract, and will use district personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the district will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

Only these findings are required for each class or individual contract exemption, unless the LCRB specifically excludes a finding or includes an additional finding.

Promulgation of these exemptions can only occur after public notification and a public hearing to receive testimony pertaining to the draft exemptions and findings, pursuant to ORS 279C.335.

1. Brand Names or Products, “Or Equal,” Single Seller and Sole Source
 - a. The district may purchase brand names or products from a single seller or sole source without competitive bidding subject to the limitations of this rule.
 - b. The district has determined that value engineering, specialized expertise required, public safety, and technical complexity generally do not apply to this exemption.
 - c. Solicitation specifications for public contracts of the district shall not expressly or implicitly require any product of any particular manufacturer or seller except as expressly authorized in subsections d. and e. of this rule.
 - d. The district may specify a particular brand name, make or product suffixed by “or equal,” “or approved equal,” “or equivalent,” “or approved equivalent” or similar language if there is no other practical method of specification after documenting the procurement file with the following:
 - (1) A brief description of the solicitation(s) to be covered, including contemplated future purchases;
 - (2) Description of the brand name, mark or product to be specified; and
 - (3) A brand name specification may be prepared and used only if the district determines for a solicitation or class of solicitations that only the identified brand name specification will meet the needs of the district based on one or more of the following written determinations:
 - (a) The use of the brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts; or
 - (b) Specification of the brand name, mark or product would result in substantial cost savings to the district; or

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- (c) There is only one manufacturer or seller of the product of the quality, performance or functionality required; or
 - (d) The efficient utilization of existing goods requires the acquisition of compatible goods and services.
- (4) The district shall make reasonable effort to notify all known suppliers of the specified product and invite such vendors to submit competitive bids or proposals.
- e. The district may purchase a particular product or service available from only one source, after documenting the procurement file with the district's findings of current market research to support the determination that the product is available from only one seller or source. The district's findings shall include:
- (1) A brief description of the contract or contracts to be covered, including contemplated future purchases;
 - (2) Description of the product or service to be purchased; and
 - (3) The reasons the district is seeking this procurement method, which shall include any of the following:
 - (a) That the efficient utilization of existing equipment, or supplies or services requires the acquisition of compatible equipment, supplies or services; or
 - (b) That the goods or services required for the exchange of software or data with other public or private agencies are available for only one source; or
 - (c) That the goods or services are for use in a pilot or an experimental project; or
 - (d) Other findings that support the conclusion that the goods or services are available from only one source.
 - (4) To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency.
- f. The district may specify a product or service available from only one manufacturer but available through multiple sellers, after documenting the procurement file with the following information:
- (1) If the total purchase is over \$10,000 but does not exceed \$100,000, and a comparable product or service is not available under an existing state cooperative purchasing contract, competitive quotes shall be obtained by the district and retained in the procurement file;
 - (2) If the amount of the purchase exceeds \$100,000, the product or service shall be obtained through competitive bidding unless a specific exemption is granted by the LCRB.
- g. If the district intends to make several purchases of the product of a particular manufacturer or seller for a period not to exceed five years, the district will so state in the solicitation file and in the solicitation document, if any. Such documentation shall be sufficient notice as to subsequent purchases. If the total purchase amount is estimated to exceed \$100,000, this shall be stated in the advertisement for bids or proposals.

Findings of Fact/Conclusion of Compliance with Law

It is unlikely that this process will encourage favoritism in the award of public contracts or substantially diminish competition for such contracts, as required by ORS 279C.335 (2)(a).

This class exemption applies only to contracts under a limited dollar amount, and then, only after efforts to obtain competitive quotes are made, or other methods have been employed to ensure that competitive means are used if available. The district maintains open lists from which vendors are contracted for quotations. In addition, as required by ORS 279C.335 (2)(b) award of a public contract subject to the above described exemption should likely result in substantial cost savings or other substantial benefits to the district by virtue of the ability to reduce solicitation costs when it is known that comparable products are not available, or when specifying another product solely to meet a competition requirement might lead to lower initial cost but longer lifetime cost.

2. Product Prequalification

- a. When specific design or performance specifications must be met or such specifications are impractical to create or reproduce for a type of product to be purchased, the district may specify a list of approved or qualified products by reference to the prequalified product(s) of particular manufacturers or vendors in accordance with the following product prequalification procedure:
 - (1) The district will make reasonable efforts to notify all known manufacturers and vendors of competing products of the district's intent to compile a list of prequalified products. The notice will explain the opportunity manufacturers and vendors of competing products will have to apply to have their product(s) included on the district's list of prequalified products. At its discretion, the district may provide notice by advertisement in a trade paper of general statewide circulation or other appropriate trade publication; or instead of advertising, the district may provide written notice to those manufacturers and vendors appearing on the appropriate list maintained by the district; and
 - (2) The district will accept manufacturer and vendor applications to include products in the district's list of prequalified products up to 15 calendar days prior to the initial advertisement for bids or proposals for the type of product to be purchased, unless otherwise specified in the advertisement or in the district's written notice.
- b. The district has determined that special expertise required, generally, does not apply to this rule.
- c. If the district denies an application for inclusion of a product on its list of prequalified products, the district shall promptly provide the applicant with a written notice of the denial and include the reason for denial. The applicant may submit a written appeal within seven calendar days to the district business manager to request review and reconsideration of the denial.

Findings of Fact

- a. There are occasions when the district needs to establish a list of prequalified products before it invites bids or proposals to furnish the products. The district may have a specific performance or design need, but it is impractical for the district to create a specification for the type of products to be purchased. An example is audiovisual equipment. There is a tremendous variety

of audiovisual products offered in the market. The equipment technology is complex and constantly changing. It would be very burdensome and time consuming for the district to generate nonbrand name, generic performance specifications for such equipment every time it wants to make a purchase.

Also, competition would be poorly served because bidders and proposers would not know in advance whether their offered product would meet the general specification substantially enough to be considered a responsive offer. The decision to make an award would be slow, because each product offered would have to be analyzed against the district's specification. Slowdown in the award process affects both bidders, who are asked to hold their bids open until award is made, and district programs, because staff are not able to order the equipment they need until the contract is awarded.

In this case, it might be more cost effective and efficient for the district to prequalify products and establish a list of approved products before invitations to bid are sent out. The prequalification process can be done some time before the need for a new contract. Once the prequalified product list is established, the bidding and contract award process can go quickly and smoothly.

- b. A second occasion when prequalification of products will be useful is when the specific design or performance specifications for a product are so exacting that the district must have time to carefully consider what is offered in the market that may or may not meet the specifications and, if necessary, reconsider its options before issuing an invitation to bid.
- c. This rule sets out a process of prequalification which requires the use of advertisement or other appropriate means to notify vendors of competing products of their opportunity to submit items for prequalification. The district maintains vendor mailing lists which are open to all interested vendors. The district uses these lists routinely to notify vendors of its intentions to prequalify products or to invite bids on products.
- d. This includes a 15-day time limit between the closure of a prequalification list and a related invitation to bid. This time factor ensures that vendors have a reasonable time to apply to include their products on a prequalified product list.
- e. Subsection c. of this rule provides vendors with an appeal process to follow if their application for prequalification is denied.

Conclusion of Compliance with Law

Where prequalification of products is appropriate, it is unlikely that this exemption will encourage favoritism in the awarding of public contracts or diminish competition for such contracts as required by ORS 279C.335 (2)(a). There are several safeguards in the rule to prevent this, including notice, advertising, time and appeal process requirements to ensure that vendors are given a fair and open opportunity to participate in the prequalification process.

The prequalification of products process is a time-consuming effort for the district. It is not a shortcut procurement method. The district would use this method only after balancing cost-saving considerations, such as the ability of the district to create or generate nonbrand name generic specifications for types of products or the need for lengthy product evaluation prior to contract award. If the prequalification method is chosen, it will likely result in a substantial cost savings and other substantial benefits to the district as required by ORS 279C.335 (2)(b) because the normal method of product selection is too cumbersome and costly to pursue.

3. Requirements Contracts (Blanket Purchase Orders, Price)³³

- a. The business manager, on behalf of the district, may establish requirements contracts for the purposes of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, combining district requirements for volume discounts, standardization among schools and departments and reducing lead time for ordering.
- b. The district has determined that value engineering, specialized expertise required and technical complexity generally, do not apply to this rule.
- c. The district may enter into a requirements contract (also known as a blanket purchase order or price agreement) whereby it is agreed to purchase goods or services for an anticipated need at a predetermined price or price discount from a price list, provided the contract is let by a competitive procurement process pursuant to the requirements of the public contracting code and these rules.
- d. Once a requirements contract is established, schools and departments may purchase the goods and services from the awarded contractor without first undertaking additional competitive solicitation.
- e. Schools and departments shall use requirements contracts established by the district, unless otherwise specified in the contract, allowed by law or these rules or specifically authorized by the superintendent or designee.
- f. Under the authority of ORS 279A.025 and 279C.335, the district may use the requirements contract entered into by another Oregon public agency when:
 - (1) The original contract met the requirements of the public contracting code; and
 - (2) The original contract allows other public agency usage of the contract; and
 - (3) The original public contracting agency concurs and this is documented by a written interagency agreement between the district and the agency.
- g. The term of any district requirements contract, including renewals, shall not exceed five years unless otherwise exempted pursuant to ORS 279C.335.

Findings of Fact

- a. This rule permits the district to enter into requirements contracts, in which the vendor agrees to provide specified goods and services over the term of the contract at the bid price or discount rate. A requirements contract is useful when the purchase of the goods or services are routine and repetitive. For example, school, building, office, custodial and facilities maintenance supplies are customarily purchased through requirements contracts.
- b. Requirements contracts are a common method of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, obtaining volume discounts, standardizing usage among schools, buildings and departments and reducing lead time for ordering.
- c. The district establishes requirements contracts as a result of open competitive bidding or RFP processes, unless otherwise exempted.

³³ The Oregon Procurement Information Network (ORPIN) allows authorized members to utilize the state's price agreement/contracts to purchase goods and services. Authorized ORCPP members can legally attach to a state price agreement and forego the competitive bid process. Access to hundreds of competitive price contracts for a wide variety of goods and services: vehicles, computers, furniture, copiers, fax machines, travel, pharmaceuticals, office products, etc., is available.

- d. d. The district limits the term of requirements contracts, including all renewal options, to a maximum of five years before competitive rebidding must be done, unless otherwise exempted.
- e. The district may use the requirements contracts established by other public agencies, subject to certain conditions of state law, Board policy and administrative regulation.

Conclusion of Compliance with Law

It is unlikely that this exemption will result in favoritism in the awarding of public contracts or diminish competition for such contracts, as required by ORS 279C.335 (2)(a). The district will only enter into requirements contracts which result from open competitive bidding processes. This condition applies also to the use of requirements contracts established by other public contracting agencies.

The awarding of district requirements contracts will likely result in a substantial cost savings and other substantial benefits to the district, as required by ORS 279C.335 (2)(b). It would be costly and inefficient to make routine, repetitive purchases of goods and services through individual transactions. Also, the guaranteed volume of a requirements contract allows the district to get better prices from bidders.

4. Waiver of Bid Security Requirements (Public Improvement Contracts under \$100,000)

The LCRB may, at its discretion, waive the bid security requirements of ORS 279C.390, if the amount of the contract for the public improvement is less than \$100,000. Although the bid security requirements of ORS 279C.390 are waived for public improvement contracts under \$100,000, the district may impose a bid or quote security requirements for projects under \$100,000, when deemed to be in the best interest of the district.

Findings of Fact/Conclusion of Compliance with Law

This rule allows the LCRB to waive bid security requirements for certain public improvement contracts. Waiver of the bid security is provided for by statute without a requirement for findings.

5. Waiver of Performance and Payment Security Requirements (Public Improvement Contracts under \$100,000)

The LCRB may, at its discretion, waive the performance/payment security requirements of ORS 279C.390 if the amount of the contract for the public improvement is less than \$100,000. Although the performance/payment security requirements of ORS 279C.390 are waived for public improvement contracts less than \$100,00, the district may impose a performance/payment security requirement for projects less than \$100,00 when deemed to be in the best interest of the district.

Findings of Fact/Conclusion of Compliance with Law

This rule allows the LCRB to waive performance/payment security requirements for certain public improvement contracts. Waiver of the performance/payment security is provided for by statute without a requirement for findings.

6. Projects with Complex Systems or Components

- a. For contracts for public improvements with significant components that are inherently complex and are also complex to procure through competitive bid, the district may, at its discretion, use RFP competitive procurement methods subject to the conditions described in ORS 279C.400 and conditions enumerated in this exemption.
- b. Definitions. For purposes of this exemption only: “Complex Systems” are defined as those systems which incorporate the procurement of materials or other components which are difficult, if not impossible, to create in an “equal” specifications basis for competitive bid. Examples of such systems include but are not limited to, contracts for supplying and installing computerized controls for building heating, venting, air conditioning systems; and contracts for artificial surface outdoor multipurpose athletic fields. “Significant” is intended to mean something more than de minimus, but not necessarily the majority of the project as determined by cost.

Finding of Fact/Conclusion of Compliance with the Law

It is unlikely that this exemption will encourage favoritism in the awarding of the public contracts or substantially diminish competition for such contracts as required by ORS 279C.335 (2)(a). Contracts for public improvements occasionally incorporate the procurement of systems, materials, or other components (complex systems) for which it is extremely difficult to design bid specifications. In these situations, utilization of an RFP process where each of the systems can be evaluated utilizing a number of factors, in addition to price, will likely result in substantial costs savings and other substantial benefits to the district as required by ORS 279C.335 (2)(b).

ORS 279C.400 enumerates how RFP’s are to be used if authorized by the LCRB. This criteria, ensures that competitive means will be used and selection will be fair and impartial. As a result, it is unlikely that this process will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts as required by ORS 279C.335 (2)(a). The awarding of contracts pursuant to this process will result in optimal value to the district based on selection by the district of the best competitive proposal that meets the stated evaluative criteria.

This class exemption is intended to be used for the types of procurements describe in the findings, where the specific system, materials or components represent a significant portion of the project. This class exemption is not intended to be used for construction manager/general contractor (CM/GC) projects or other methods of alternative procurement unless these projects meet the requirements of this class exemption. The CM/GC and others, not meeting the requirements of this class exemption, may still be procured by RFP, provided that a project or contract specific exemption is promulgated by the LCRB.

Corrected 9/15/25

Klamath Falls City Schools

Code: DJC-AR
Revised/Reviewed:

Exemptions from Competitive Bidding and Special Procurements (Version 2)

{This optional administrative regulation is intended to provide guidance for the district in preparing a request for special procurement to the Local Contract Review Board (LCRB). This administrative regulation is not intended as procurement rules in place of the *Attorney General's Model Public Contracting Rules* or rules adopted by the LCRB.}

All public contracts shall be based upon competitive bids or proposals, except the following:

1. Contracts below threshold levels in accordance with ORS 279B.065 (small procurements for goods and services), 279B.070 (intermediate procurements for goods and services) and 279C.412 (intermediate procurements for public improvements);
2. Special procurements for goods and services in accordance with ORS 279B.085 and OAR 137-047-0285;¹
3. Contracts which have been exempted under ORS 279A.025 and 279C.335; and
4. Any other contract exempted by law.

SPECIAL PROCUREMENTS FOR GOODS AND SERVICES

To proceed with a special procurement, the district shall submit a written request to the Board, acting as the Local Contract Review Board (LCRB). This request shall describe the contracting procedure, the goods and services or class of goods and services that are the subject of the special procurement, and circumstances that justify the use of a special procurement.

The special procurement must be unlikely to encourage favoritism in the awarding of a public contract or to substantially diminish competition for public contracts; and (A) must be reasonably expected to result in substantial cost savings to the district or to the public; or (B) must substantially promote the public interest in a matter that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065, 279B.070 or any related rules.

After LCRB approval, the district may proceed with a special procurement. Public notice of the approval of a special procurement must be given in the same manner as provided in ORS 279B.055(4). If the district intends to award a contract through special procurements that calls for competition among prospective contractors, the district shall award the contract to the contractor it determines to be most advantageous to the district.

When the LCRB approves a class special procurement the district may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of the approval without making a subsequent request for a special procurement.

¹ Procurement law for goods and services uses the term "special procurement." Procurement law for public improvement contracts does not use the term "special procurement," but a comparable exemption is allowed under ORS 279C.335.

The following are additional considerations and requirements for specific types of special procurements. The request submitted to the LCRB should address these provisions and satisfy any requirements.

Brand Names or Equal²

1. “Brand name or equal specification” means a specification that uses one or more manufacturers’ names, makes, catalog numbers or similar identifying characteristics needed to meet the district’s requirements and that authorizes bidders or proposers to offer goods or services that are equivalent or superior to those named or described in the specification.
2. “Brand name specification” means a specification limited to one or more products, brand names, makes, manufacturer’s names, catalog numbers or similar identifying characteristics.”
3. “Specification” means any description of the physical or functional characteristics of, or of the nature of, goods or services to be procured by a contracting agency.³

A brand name or equal specification may be used when the use of a brand name or equal specification is advantageous to the district because the brand name describes the standard of quality, performance, functionality and other characteristics of the product needed by the district. The district is entitled to determine what constitutes a product that is equal or superior to the product specified, and any such determination is final. Nothing in the law or this administrative regulation may be construed as prohibiting the district from specifying one or more comparable products as examples of the quality, performance, functionality or other characteristics of the product needed by the contracting agency.

A brand name specification may be prepared and used only if the district determines for a solicitation or class of solicitations that only the identified brand name specification will meet the needs of the district based on one or more of the following written determinations:

1. That use of the brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts;
2. That use of a brand name specification would result in substantial cost savings to the contracting agency;
3. That there is only one manufacturer or seller of the product of the quality, performance or functionality required; or
4. That efficient utilization of existing goods requires the acquisition of compatible goods or services.

Advertising Contracts, Purchase of⁴

The district traditionally purchases advertising in newspapers, however, the district may also purchase advertising in other media, such as radio, television or the internet. Advertising contracts may be procured without competitive procurement based on findings of:

² For additional guidance, see OAR 125-247-0691.

³ Specification may include a description of any requirement for inspecting, testing or preparing goods or services for delivery.

⁴ See OAR 125-247-0288(5) for additional guidance.

1. Advertisements are placed in a particular source because of the specific audience that source serves;
2. Competition to furnish advertising space in daily newspapers of general, trade or business circulation in the vicinity of the district is limited;
3. Cost savings are difficult to quantify where the sources are unique and not interchangeable;
4. Advertisements may be placed to satisfy legal notice or Board policy requirements;
5. Other published advertisements or notices, such as routine public notices, personnel recruitment information, etc., are placed in one or more of the publications of general circulation in the local area and other publications, as appropriate;
6. The communities served by the district rely upon its use of the local daily newspaper as a central source of news and information regarding district activities; or
7. It is unknown whether contracts for advertisements placed with radio, television, the internet or other media are going to result in cost savings if not placed for competitive bid or request for proposal (RFP). If possible, savings could be obtained through competitive means, the district would attempt to obtain competitive quotes or bids, as appropriate.

Advertising Contracts, Sale of

The district may sell advertising for district publications and activities, regardless of a dollar amount, without competitive bidding, including school newspapers, yearbooks, athletic programs, drama or music programs and the like.

Sales of advertising for student activities are generally other fund revenues, where student groups solicit advertisements from local businesses to help with the cost of the activity itself. A common example is the sale of advertising in school newspapers and yearbooks. The district itself would not achieve any increased revenue to the General Fund by seeking competitive bids or proposals for such advertising. This holds true for other student activities, such as athletics, drama or music events and the like.

Equipment Repair and Overhaul⁵

The district may enter into a public contract for equipment repair or overhaul without competitive bidding when competitive procurement is not practical. This may include when service or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing, or service or parts required are for sophisticated equipment for which specially trained personnel are required and such personnel are available from only one source. The district will use a competitive procedure to the extent practicable.

If the repair or overhaul qualifies as an emergency, the district may use emergency procurement procedures.

Copyrighted Materials

⁵ For additional guidance, see OAR 127-247-0288(6).

Contracts for the procurement or distribution of textbooks are exempt from public procurement requirements. Purchase of copyrighted materials available from only one source may be procured through the sole source procedures. Requests for special procurement approval for the purchase of other copyrighted materials may be submitted to the LCRB with supporting information.

Used Personal Property or Equipment, Purchase⁶

The district may purchase used property or equipment without obtaining competitive bids or quotes, if at the time of purchase, the LCRB has determined that the purchase will result in substantial cost savings to the district or promote the public interest and will unlikely diminish competition or encourage favoritism. “Used personal property or equipment” is property or equipment which has been placed in its intended use by a previous owner or user for a period of time recognized in the relevant trade or industry as qualifying the personal property or equipment as “used,” at the time of district purchase.

Information Technology and Telecommunication Contracts⁷

The district may enter into a contract to acquire information technology hardware and software and services (including telecommunications) without competitive bidding if, the LCRB has determined that the purchase will result in substantial cost savings to the district or promote the public interest and will unlikely diminish competition or encourage favoritism.

Renegotiation of Existing Contracts with Incumbent Contractors

The district may amend or renegotiate contracts with existing vendors, service providers or other parties in accordance with OAR 137-047-0800.

EXEMPTIONS FOR PUBLIC IMPROVEMENT CONTRACTS

Oregon law⁸ allows for exceptions to competitive bidding for public improvement contracts or classes of contracts when the LCRB approves findings that:

1. The exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts; and
2. Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the district.

In approving a finding, the LCRB shall consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract or class of public improvement contracts, the following:

⁶ For additional guidance, see OAR 125-247-0288(10). When contracting with another governmental entity, a district has a statutory exception under ORS 279A.025. The district may purchase state/federal surplus property through the Department of Administrative Services, State Services Division for Surplus Property. For more information on this program, contact DAS at 503-378-4714.

⁷ For additional guidance, see OAR 127-247-0185.

⁸ See ORS 279C.335.

1. How many persons are available to bid;
2. The construction budget and the projected operating costs for the completed public improvement;
3. Public benefits that may result from granting the exemption;
4. Whether value engineering techniques may decrease the cost of the public improvement;
5. The cost and availability of specialized expertise that is necessary for the public improvement;
6. Any likely increases in public safety;
7. Whether granting the exemption may reduce risks to the contracting agency, the state agency or the public that are related to the public improvement;
8. Whether granting the exemption will affect the sources of funding for the public improvement;
9. Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;
10. Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement;
11. Whether the public improvement involves new construction or renovates or remodels an existing structure;
12. Whether the public improvement will be occupied or unoccupied during construction;
13. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions; and
14. Whether the contracting agency or state agency has, or has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency or state agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

In granting this exemption, the LCRB shall:

1. If appropriate, direct the use of alternative contracting methods that take account of market realities and modern practices and are consistent with the public policy of encouraging competition;
2. Require and approve or disapprove written findings by the district that support awarding a particular public improvement contract or a class of public improvement contracts, without the competitive bidding requirements. The findings must show that the exemption complies with the requirements outlined in this administrative regulation; and
3. If the procurement involves construction manager/general contractor services, require the district conduct the procurement in accordance with OAR 137-049-0690.

Notification of a proposed exemption under this section must be published in at least one trade newspaper of general statewide circulation a minimum of 14 days before the date on which the LCRB intends to take action to approve or disapprove the exemption. The notice must state that in response to a written request, the district will hold a public hearing for the purpose of taking comments on the draft findings for an exemption from the competitive bidding requirement.⁹ If a hearing is held, the district shall offer an opportunity for any interested party to appear and comments. If the district must act promptly because of circumstances beyond the district's control that do not constitute an emergency, notification of the proposed exemption may be published simultaneously with the district's solicitation of contractors, as long as responses to the solicitation are due at least five days after the agency intends to take action to approve or disapprove the proposed exemption.

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⁹ The district may hold a hearing even if there is no written request.

Klamath Falls City Schools

Code: DJCA
Adopted: 3/06/17
Orig. Code(s): DJCA

Personal Services Contracts

(Included in policy DJC now)

The district may enter into personal services contracts with qualified professionals as provided by ORS 279A.055. Personal services contracts, as used in this policy, means contracts for specialized skills, knowledge and resources in the application of highly technical or scientific expertise or the exercise of professional, artistic or management discretion or judgment. The district may enter into a personal services contract with a current district employee only when the individual meets independent contractor status in accordance with state, Public Employees Retirement System (PERS) and Internal Revenue Service (IRS) requirements.

Selection of a personal services contractor will be based primarily on qualifications and performance history, expertise, knowledge and creativity and the ability to exercise sound professional judgment.

All personal services contracts shall be based on demonstrated qualifications and competence to perform the required services, encourage competition, discourage favoritism and obtain services at a fair and reasonable price.

Contracts for personal services in excess of \$150,000 shall require prior Board approval.

The superintendent will develop administrative regulations as necessary to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS Chapters 279](#)
[ORS Chapters 279A, 279B and 279C](#)

[ORS 332.107](#)
[ORS 670.600](#)

[OAR 459-010-0030](#)

INTERNAL REVENUE SERVICE, PUBLICATION 1779: INDEPENDENT CONTRACTOR OR EMPLOYEE (Rev. 3-2012).

Corrected 9/15/25

Klamath Falls City Schools

Code: DJCA-AR
Revised/Reviewed: 3/06/17
Orig. Code(s): DJCA-AR

Personal Services Contracts

1. Personal Services Contracts Defined

- a. Personal services contracts include, but are not limited to: a contract or member of a class of contracts, that the local contracting agency's Local Contract Review Board (LCRB) has designated as a personal services contract pursuant to Oregon Revised Statute (ORS) 279A.055. Personal services include but are not limited to the following:
 - (1) Contracts for services performed as an independent contractor in a professional capacity (e.g., services of an accountant, attorney, data processing consultant, etc.);
 - (2) Contracts for services as an artist in the performing or fine arts (e.g., photographer, painter, etc.);
 - (3) Contracts for services that are specialized, creative and research oriented;
 - (4) Contracts for services as a consultant;
 - (5) Contracts for educational consulting services.
- b. Personal services contracts may include: (1) public contracts for architectural, engineering and land surveying and related services, or (2) other public contracts for nonconstruction services.

2. Eligibility

The district will follow ORS 670.600, Public Employees Retirement System (PERS) rules Oregon Administrative Rule (OAR) 459-010-0030 and Internal Revenue Service (IRS) Ruling 87-41 in determining whether the individual or business entity qualifies as an independent contractor or is an employee of the district. A valid independent contractor must meet all eight of the following points:

State requirements¹:

- a. The contractor must be free from the direction and the control of the employer;
- b. The contractor must obtain required business licenses;
- c. The contractor must furnish necessary tools and equipment;
- d. The contractor has authority to hire and fire employees;
- e. The contractor is paid on completion of portions of projects or on a retainer basis;
- f. The construction contractor must be registered under ORS Chapter 701. (For more information call the Construction Contractors Board at 503-378-4621 in Salem.);
- g. The contractor must file appropriate business tax returns;
- h. The contractor must represent to the public that the labor or services are provided by an independent business.

¹ See ORS 670.600 for complete listing.

PERS requirements:

In determining whether an individual is an employee or independent contractor for PERS contribution purposes, the district will consider the following factors:

- a. Instructions. An employee must comply with instructions about when, where and how to work. Even if no instructions are given, the control factor is present if the employer has the right to control how the work results are achieved;
- b. Training. An employee may be trained to perform services in a particular manner. Independent contractors ordinarily use their own methods and receive no training from the purchasers of their services;
- c. Integration. An employee's services are usually integrated into the business operations because the services are important to the success or continuation of the business. This shows that the employee is subject to direction and control;
- d. Services rendered personally. An employee renders services personally. This shows that the employer is interested in the methods as well as the results;
- e. Hiring, supervising and paying assistants. An employee works for an employer who hires, supervises and pays workers. An independent contractor can hire, supervise and pay assistants under a contract that requires him/her to provide materials and labor and to be responsible only for the result;
- f. Continuing relationship. An employee generally has a continuing relationship with an employer. A continuing relationship may exist even if work is performed at recurring although irregular intervals;
- g. Set hours of work. An employee usually has set hours of work established by an employer. An independent contractor generally can set his/her own work hours;
- h. Full-time required. An employee may be required to work or be available full-time. This indicates control by the employer. An independent contractor can work when and for whom he/she chooses;
- i. Doing work on employer's premises. An employee usually works on the premises of an employer, or works on a route or at a location designated by an employer;
- j. Order or sequence set. An employee may be required to perform services in the order or sequence set by an employer. This shows that the employee is subject to direction and control;
- k. Oral or written reports. An employee may be required to submit reports to an employer. This shows that the employer maintains a degree of control;
- l. Payment by hour, week, month. An employee is generally paid by the hour, week or month. An independent contractor is usually paid by the job or on a straight commission;
- m. Payment of business and/or traveling expenses. An employee's business and travel expenses are generally paid by an employer. This shows that the employee is subject to regulation and control;
- n. Furnishing of tools and materials. An employee is normally furnished significant tools, materials and other equipment by an employer;
- o. Significant investment. An independent contractor has a significant investment in the facilities he/she uses in performing services for someone else;
- p. Realization of profit or loss. An independent contractor can make a profit or suffer a loss;
- q. Working for more than one employer at a time. An independent contractor is generally free to provide his/her services to two or more unrelated persons or firms at the same time;
- r. Making service available to general public. An independent contractor makes his/her services available to the general public;

- s. Right to discharge. An employee can be fired by an employer. An independent contractor cannot be fired so long as he/she produces a result that meets the specifications of the contract;
- t. Right to terminate. An employee can quit his/her job at any time without incurring liability. An independent contractor usually agrees to complete a specific job and is responsible for its satisfactory completion, or is legally obligated to make good for failure to complete it.

IRS requirements:

Additionally, in determining employee or independent contract status for purposes of the Federal Insurance Contributions Act (FICA), the Federal Unemployment Tax Act (FUTA) or for federal income tax withholding from wages, the district will consider:

- a. Behavioral control. A worker is an employee when the district has the right to direct and control the worker;
- b. Financial control. A worker is an independent contractor if he/she can realize a profit or incur a loss. The individual may also be an independent contractor if he/she is not reimbursed for some or all business expenses, especially if those expenses are high or if he/she has a significant investment in his/her work;
- c. Relationship of the parties. Facts weighed by the district will include any written contracts describing the relationship the parties intended to create; the extent to which the worker is available to perform services for other similar businesses; whether the district provides the worker with employee-type benefits, such as insurance, vacation pay or sick pay; and the permanency of the relationship.

3. Personal Services Contracts - Procurement Requirements

- a. Contracts for personal services less than \$25,000 within a 12-month period, shall, where practical, be based on written or verbal quotes or may be procured through direct negotiations with the contractor.
- b. Contracts for personal services greater than \$25,000 that do not exceed \$75,000 may be based on three written or verbal quotes, or response to a request for proposal (RFP) as deemed appropriate by the superintendent or designee.
- c. Contracts for personal services greater than \$75,000 shall be based on written solicitations, request for qualifications, or the request for proposal (RFP) process.
- d. The district may enter into a personal services contract when the amount of the services does not exceed \$150,000 without obtaining quotes or utilizing the RFP process when only one contractor or sole source provides the services as follows:
 - (1) The superintendent or designee shall make the following written findings for inclusion in the contract file:
 - (a) That the efficient utilization of existing goods requires the acquisition of compatible goods or services;
 - (b) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;
 - (c) That the goods or services are for use in a pilot or an experimental project; or
 - (d) Other findings that support the conclusion that the goods or services are available from only one source.

- e. If the cost of the services is more than \$150,000, the district may award a contract on a sole source basis, only with Board approval and if prior to the award:

- D (1) Notice of the district's intent to contract for the services, including the general specifications of the intended contract, is advertised in at least one newspaper or trade journal of general circulation in the area where the services are to be performed;
- (2) The advertised notice is published at least 14 days before award of contract to allow prospective contractors a reasonable opportunity to submit a protest of the district's intent to contract through the sole source process unless the superintendent gives prior written approval to reduce the number of days based on extraordinary circumstance that do not meet the criteria for an Emergency Procurement pursuant to OAR 137-047-0280; and
- (3) The protest shall be submitted in writing to the district by the closing date and time of the advertisement notice. It shall state the reason the contract should be competitively solicited.

Protests shall be heard by the Board, whose decision shall be final.

4. ITB/RFP Requirements

- a. An invitation to bid (ITB) or (RFP) will be used as a formal competitive solicitation that describes the specific services to be performed within a defined period of time. The solicitation will set forth criteria and methods for screening, selecting and ranking the most qualified proposal(s). The solicitation document may result in contracts with more than one provider.
- b. The solicitation document must provide that the district is not responsible for any cost incurred while submitting proposals and that all proposers who respond do so at their own expense.
- c. The solicitation document must, at a minimum, address the following:
 - (1) Requirements for solicitation documents under ORS 279B.055 (2) and 279B.060 (2):
 - (a) A time and date by which the bids or proposals must be received and a place at which bids must be submitted, and may, in the sole discretion of the contracting agency, direct or permit the submission and receipt of bids or proposals by electronic means;
 - (b) The name and title of the person designated for receipt of bids or proposals and the person designated by the contracting agency as the contact person for the procurement, if different;
 - (c) A procurement description;
 - (d) A time, date and place that prequalified applications, if any, must be filled and the classes of work, if any, for which bidders must be prequalified in accordance with ORS 279B.120;
 - (e) A statement that the contracting agency may cancel the bid or procurement, or reject any of all bids in accordance with ORS 279B.100;
 - (f) A statement that "Contractors shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document." if the invitation to bid is issued by a state contracting agency;
 - (g) A statement that requires the contractor or subcontractor to possess an asbestos abatement license, if required under ORS 468A.710; and
 - (h) All contractual terms and conditions applicable to the procurement.

(2) Requirements for solicitation documents under OAR 137-047-0255 (2) and OAR 137-047-0260 (2):

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(a) General Information.

(i) Notice of any pre-offer conferences as follows:

- 1) The time, date and location of any pre-offer conferences; and
- 2) Whether attendance at the conference will be mandatory or voluntary; and
- 3) A provision that provides that statements made by the contracting agency's representatives at the conference are not binding upon the contracting agency unless confirmed by written addendum;

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- (ii) The form and instructions for submission of proposals and any other special information, (e.g., whether proposals may be submitted by electronic means);
- (iii) The time, date and place of opening;
- (iv) The office where the solicitation document may be reviewed;
- (v) For bidders, a statement whether the bidder is a "resident bidder," as defined in ORS 279A.120 (1);
- (vi) Contractor's certification of nondiscrimination in obtaining required subcontractors in accordance with ORS 279A.110 (4); and
- (vii) How the contracting agency will notify proposers of addenda and how the contracting agency will make addenda available.

(b) Contracting Agency Need.

The character of the goods and services the contracting agency is purchasing including, if applicable, a description of the acquisition, specifications, delivery or performance schedule, inspection and acceptance requirements.

(c) Bid/Proposal and Evaluation Process.

- (i) The anticipated solicitation schedule, deadlines, protest process, and evaluation process;
- (ii) The contracting agency shall set forth selection criteria in the solicitation document in accordance with the requirements or ORS 279B.060 (2)(h)(E).
- (iii) If the contracting agency intends to award contracts to more than one proposer pursuant to OAR 137-047-0600 (4)(d), the contracting agency must identify in the solicitation document the manner in which it will determine the number of contracts it will award.

(d) Applicable preferences described in ORS 279A.125 (2) and 282.210.

(e) For contracting agencies subject to ORS 305.385, contractor's certification of compliance with the Oregon tax laws in accordance with ORS 305.385.

(f) All contract terms and conditions, including a provision indicating whether the contractor can assign the contract, delegate its duties, or subcontract the goods or services without prior written approval from the contracting agency.

d. Bids or proposals must be advertised at least once in a newspaper of general circulation in the area where the contract is to be performed and in as many additional issues and publications as may be necessary or desirable to achieve adequate competition unless the contracting agency uses electronic advertising.

e. Unless otherwise specified in rules adopted pursuant to ORS 279A.065, the LCRB will give notice at least seven days before the solicitation closing date.

f. All advertisements shall describe at minimum the requirements under OAR 137-047-0300 (3):

- (1) Where, when, how, and for how long the solicitation document may be obtained;
- (2) A general description of the goods or services to be acquired;
- (3) The interval between the first date of notice and closing, which will be at least seven days, unless a shorter period is in the public interest and it will not substantially affect competition;
- (4) The date that persons must file applications for prequalification if prequalification is a requirement and the class of goods or services is one for which persons must be prequalified;
- (5) The office where contract terms, conditions and specifications may be reviewed;
- (6) The name, title and address of the individual authorized by the contracting agency to receive offers;
- (7) The scheduled opening; and
- (8) Any other information the contracting agency deems appropriate.

5. Screening and Selection Procedures

a. The superintendent or designee shall review, score and rank all responsive proposals according to the evaluation criteria in the ITB or RFP and applicable law. The contracting agency will award the contract to the lowest responsible bidder or proposer or multiple responsible bidders or proposers in accordance with ORS 279B.055 (10) and 279B.060 (10), and OAR 137-047-0600.

b. To determine whether the bidder or proposer has met the standards of responsibility under ORS 279B.110 (2) and OAR 137-047-0640 (1)(c)(F), the LCRB will consider whether the bidder or proposer has:

- (1) Available the appropriate financial, material, equipment, facility and personnel resources and expertise, or the ability to obtain the resources and expertise, necessary to indicate the capability of the bidder or proposer to meet all contractual responsibilities;
- (2) A satisfactory record of performance.² The contracting agency will document in the solicitation file its basis for determining that the offeror is not responsible because the offeror does not meet this requirement;

² A contracting agency should review carefully the offeror's record of contract performance if the offeror is or recently has been materially deficient in contract performance. In reviewing the offeror's performance, the contracting agency should determine whether the offeror's deficient performance was expressly excused under the terms of the contract, or whether the offeror took appropriate corrective action. The contracting agency may review the offeror's performance on both private and public contracts.

- (3) A satisfactory record of integrity.³ The contracting agency will document its basis for determining that the offeror is not responsible because the offeror does not meet this requirement;
 - (4) Qualified legally to contract with the contracting agency;
 - (5) Supplied all necessary information in connection with the inquiry concerning responsibility. If an offeror fails to promptly supply information requested by the contracting agency concerning responsibility, the contracting agency shall base the determination of responsibility upon any available information, or may find the bidder or proposer not to be responsible; and
 - (6) Not been debarred by the contracting agency under ORS 279B.130.
- c. Final ranking will be based on all information obtained during the evaluation process. Price will be considered, but will not necessarily govern selection of the contractor(s).
 - d. Contracts entered into may be amended, provided the original contract allows for the particular amendment and the services to be provided under the amendment are included within or directly related to, the scope of the project or the scope of the services described in the solicitation document.

6. Documentation

Documentation providing evidence of competition shall be maintained by the district for all contracts entered into by the district.

7. Fingerprinting

If the scope of the work performed by a contractor(s) or his/her employee(s) may result in direct, unsupervised contact with students, he/she will be required to submit to fingerprinting and criminal records checks as required by law.

8. Payment

Payment will be made only upon completion of the performance of specific portions of the project or on the basis of an annual or periodic retainer as specified by the district in the personal services contract.

Corrected 9/15/25

³ A contracting agency may determine that an offeror lacks integrity because of a lack of business ethics such as a violation of environmental laws or false certification made to the contracting agency. A contracting agency may find that an offeror is not responsible based on a lack of integrity of a person having influence or control over the offeror.

Klamath Falls City Schools

Code: DJG
Adopted: 10/09/06
Readopted: 3/06/17
Orig. Code(s): DJG

Vendor Relations

The district welcomes business and bids from all eligible vendors. Preferential treatment will not be extended to any vendor. Orders will be placed on the basis of quality, price and delivery, with past services being a factor if other considerations are equal.

Sales representatives or agents may not solicit staff members during hours when students are present unless approved by the principal. Principals may allow sales representatives or agents of educational products to contact staff members at times that will not interfere with the educational program.

Advertising is not allowed in the district unless it is approved by the superintendent or designee. No district employee will receive compensation of any kind from any vendor for the sale of supplies or services.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)

[ORS Chapters 279A, 279B and 279C](#)

[ORS 332.107](#)

Corrected 9/15/25

Klamath Falls City Schools

Code: DLB
Adopted: 5/13/02
Readopted: 10/09/06; 3/06/17
Orig. Code(s): DLB

Salary Deductions

Authorized payroll deductions will be made upon an appropriately submitted written request from the employee.

Subject to standard normal accounting procedures, employees may authorize modification of their salary or withholdings to include deductions such as including, but not limited to, the following:

1. Tax-sheltered annuities (TSA), as authorized by the Internal Revenue Service and approved by the Board;
2. Insurance premiums in excess of district contributions to Board-approved programs;
3. Labor organization dues (or Fair Share);
4. Credit unions;
5. United Way;
6. CARES;
7. [Citizens for safe schools;]
8. [SMART;]
9. [US Savings Bonds;]
10. [Fingerprinting costs;]
11. [Other federal or state income tax; and]
12. [Items authorized by the collective bargaining agreement.]

The district will comply with federal requirements that establish maximum annual TSA allowable contributions. The district reserves the right to reduce, suspend and/or reinstate employee TSA contributions at any time to ensure compliance with applicable law.

Automatic No other automatic deductions, except those required by law, will not be made from an employee's pay without Board or superintendent authorization.

END OF POLICY

Commented [LF1]: Check to see if superintendent can authorize other deductions

Legal Reference(s):

[ORS 243.650\(10\)](#), (16)
[ORS 243.666](#)

[ORS 332.505](#)
[ORS 652.110](#)

[ORS 652.120](#)
[ORS 652.610](#)

I.R.C. 26 U.S.C. § 403 (2012).
29 C.F.R. § 541.603 (2016).

Klamath Falls City Schools

Code: GBCA

Adopted: 9/12/11

Readopted: 3/06/17, **new date**

Orig. Code(s): GBCA

Staff Religious Dress **and Grooming**

The Board believes that staff members set an example in dress and grooming for students and standards of professionalism for the district. A staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of professionalism and encourages respect for authority. These factors act in a positive manner towards the maintenance of discipline.

The district retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process.

All staff when on duty shall:

- 1. Be physically clean, neat and well groomed.**
- 2. Dress in a manner consistent with their assigned duties.**
- 3. Dress in a manner that communicates to students a pride in personal appearance.**
- 4. Be groomed in such a way that does not disrupt the educational process nor cause a health or safety hazard.**
5. Be allowed to wear religious attire in accordance with the employee's sincerely-held beliefs, while maintaining religious neutrality and refraining from endorsing religion in the educational environment.

Staff are subject to disciplinary action up to and including dismissal for violating the terms of this policy.

The superintendent **may** develop administrative regulations to implement this policy.

~~All staff when on duty shall be allowed to wear religious attire, in accordance with the employee's sincerely held religious beliefs, while maintaining religious neutrality and refraining from endorsing religion in the educational environment.~~

~~The district retains the authority to specify religious dress guidelines for staff that will prevent such matters from having an adverse impact on the educational process.~~

~~The superintendent may develop guidelines to implement this policy.~~

END OF POLICY

Legal Reference(s):

[ORS 243.650\(7\)](#)
[ORS 327.109](#)

[ORS 332.107](#)
[ORS 339.351](#) 202

[ORS 659.850](#)
[ORS 659A.030](#)

OR. CONST., art. I, § 5.
U.S. CONST. amend. I.

Staff Religious Dress - GBCA
1-1

5. OLD BUSINESS/ACTION ITEMS
6. BOARD MEMBER COMMENTS
7. CLOSING COMMENTS FROM THE CHAIR
8. ADJOURNMENT