



**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**

**September 15, 2025**

**Klamath Falls City Schools Lucile O'Neill Education Center Boardroom**

**1336 Avalon Street**

**Klamath Falls, Oregon 97603**

**WORK SESSION OF THE KFCS BOARD OF EDUCATION**

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

1. **PRELIMINARY BUSINESS**

1. Call to Order
2. Roll Call

2. **DISCUSSION TOPIC**

1. Curriculum (HS Spanish and MS Health)

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## **Klamath Falls City Schools**

### **Curriculum Adoption Process & Board Work Session Narrative**

#### **No Standard Statewide Method**

In Oregon, there is no single, mandated process for how school districts must select curriculum. Each district is responsible for designing its own adoption process, as long as the process complies with board policy and state requirements. This flexibility allows districts to tailor their approach to local needs and priorities.

#### **A Spectrum of Approaches**

Because each district sets its own process, the level of rigor can vary significantly. For example:

- Less Rigorous Approach (still policy-compliant): A district may have a small group of administrators review publisher materials and make a recommendation directly to the school board. This technically satisfies policy but provides limited teacher or community involvement.
- KFCS Approach (more rigorous): Our process includes teachers, parents, and community members from the beginning, uses a collaboratively developed rubric, tests sample lessons in classrooms, and allows for public review and feedback before presenting recommendations to the Board.

#### **Importance of Teacher Voice**

Teacher input is vital for several reasons:

- Practical Expertise: Teachers understand the day-to-day realities of classrooms and how materials will support student learning.
- Instructional Alignment: Teachers ensure materials align with instructional strategies, state standards, and student needs.
- Ownership and Buy-in: When teachers are involved in selection, they are more invested in successfully implementing the new curriculum.

## **Benefits of the KFCS Process**

Our rigorous process provides multiple benefits:

- Transparency and Trust: Involving parents, staff, and community members builds confidence that decisions are made openly and fairly.
- Community Voice: Public review ensures broader input and accountability.
- Better Outcomes for Students: By piloting lessons and gathering student feedback, we ensure materials are effective and engaging.
- Sustainability: A well-vetted curriculum is more likely to be used consistently over time, maximizing the district's investment.

**Next Step:** During this work session, we seek the Board's input on how the process might be refined. Are there steps you'd like us to streamline, strengthen, or modify to better align with your expectations?

# Klamath Falls City Schools

## Curriculum Adoption Process

The adoption of new instructional materials is an inclusive and transparent process that ensures the voices of staff, families, and community members are heard. The following steps outline the process we follow in alignment with Board Policy IIA and IIA-AR.

### **Step 1: Committee Formation**

School staff identify parent and community representatives to serve on the adoption committee. This ensures broad participation and input from all stakeholders.

### **Step 2: Establishing Selection Criteria**

Committee members (staff, parents, and community representatives) collaboratively create a rubric or checklist. The criteria provide a common standard for evaluating all instructional materials.

### **Step 3: Selection of Sample Materials**

Committee members choose sample materials from available publishers. These samples are used to begin the review and testing process.

### **Step 4: School Staff Review and Classroom Trials**

Staff members evaluate the sample materials using the rubric. Teachers conduct classroom trials with sample lessons and seek student feedback. Staff prepare rationale for preferred materials, explaining how they best meet the committee's criteria.

### **Step 5: Full Committee Review**

School staff present findings and recommendations to the full committee. The committee reviews staff input and discusses how the recommended materials align with instructional goals.

### **Step 6: Public Viewing and Comment**

Recommended materials are made available for public review. Parents and community members are invited to provide feedback before a final decision is made.

### **Step 7: Board of Education Approval**

The final recommendation is presented to the Board of Education. The board considers staff, committee, and public input before approving the adoption.

Outcome: This process ensures that curriculum adoptions are thoughtful, evidence-based, and reflective of community values, while complying with board policy and state requirements.

## Crosswalk: Adoption Process, Strategic Priorities, and Portrait of a Graduate

Adoption Step	Strategic Priorities Alignment	Portrait of a Graduate Alignment
<b>Committee Formation &amp; Community Involvement</b>	Community & Family Engagement — proactive communication, partnerships, culturally responsive involvement	Civic Stewardship — engagement, investment, and dedication to community growth and education
<b>Establishing Selection Criteria</b>	Academic Achievement — clear goals, expectations, and critical thinking Staff Excellence — professional accountability and collaboration	Critical Thinking — problem-solving and analytical evaluation
<b>Selection of Sample Materials &amp; Classroom Trials</b>	Thriving Students — exposure, creativity, and collaboration Staff Excellence — empowering teachers	Learning Explorer — continuous learning opportunities Interpersonal Skills — feedback, collaboration, adaptability
<b>Full Committee Review</b>	Welcoming & Supportive Culture — inclusive and structured review Community & Family Engagement — collaborative accountability	Interpersonal Skills — communication, constructive feedback
<b>Public Viewing &amp; Comment</b>	Community & Family Engagement — transparency and civic leadership	Civic Stewardship — investment in community and education
<b>Board of Education Approval</b>	Staff Excellence — accountability and high standards Academic Achievement — rigor and alignment with goals	Academic Achievement — proficiency in core subjects, productive work habits



# Klamath Falls City Schools

Code: KL  
Adopted: 10/09/06  
Revised/Readopted: 3/09/15; 3/06/17;  
8/12/19; 10/14/19;  
1/13/20; 7/08/24  
Orig. Code: KL

## Public Complaints

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

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

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

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

The complainant must follow the complaint procedure as outlined in administrative regulation KL-AR (1) Public Complaint Procedure).

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

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

Complaints against the principal should be filed with the superintendent or designated representative. (See KL-AR (1) – Public Complaint Procedure).

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. (See KL-AR (1) – Public Complaint Procedure)

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. (See KL-AR (1) – Public Complaint Procedure)

Complaints against the Board chair should be referred directly to the Board vice chair on behalf of the Board. (See KL-AR (1) – Public Complaint Procedure).

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

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

The superintendent will administer the complaint process, as appropriate.

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, if a student, a parent or guardian of a student attending a school in the district or a person who resides in the district, may appeal<sup>1</sup> the district's final decision to the Oregon Department of Education under OARs 581-002-0001 - 581-002-0023 (See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction).

END OF POLICY

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**Legal Reference(s):**

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

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

[OAR 581-022-2370](#)

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

**Cross Reference(s):**

IIA - Instructional Resources/Instructional Materials

# Klamath Falls City Schools

Code: KL-AR(1)  
Revised/Reviewed: 3/06/17; 9/11/17; 10/14/19;  
1/13/20; 7/10/23

## Public Complaint Procedure

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

### The Administrator Supervisor: Step One

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator within five working days of the employee's response. The administrator supervisor shall evaluate the complaint and render a decision within five working days after receiving the complaint. (A form is available but is not required.)

### The Superintendent or Designee: Step Two

If Step One does not resolve the complaint, within 10 working days of the written response from the administrator, the complainant may file a written, signed complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy.

The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, prepare a report of their findings and conclusion, and provide the report<sup>1</sup> in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

### The Board: Step Three

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

If the Board chooses not to hear the complaint, the superintendent's decision in Step Two is final.<sup>2</sup>

The complainant shall be informed in writing or in electronic form of the Board's decision within 30<sup>3</sup> days from the receipt of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

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

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

<sup>3</sup> In a complaint process with more than one step, a written decision should be issued within 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 timelines may be extended upon written agreement between the district and the complainant.

The district's final decision for a complaint processed under this administrative regulation that alleges a violation of Oregon Administrative rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant, who is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and this complaint is not resolved through the complaint process, the complainant may appeal<sup>4</sup> the district's final decision to the Deputy Superintendent of Public Instruction under Oregon OARs 581-002-0001 – 581-002-0023.

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

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

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

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

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<sup>4</sup>An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

**Klamath Falls City Schools**

**COMPLAINT FORM**

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

\* Form available but is not required.

Person Making Complaint \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Nature of Complaint \_\_\_\_\_

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

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

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

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

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

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

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**Office Use**

Disposition of Complaint: \_\_\_\_\_

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

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

cc: District Office

# Klamath Falls City Schools

Code: **BBAA**  
Adopted: 8/19/91  
Revised/Readopted: 10/09/06; 2/09/09; 3/06/17;  
6/10/19; 3/14/22  
Orig. Code: 10601.01

## **Individual Board Member's Authority and Responsibilities**

An individual Board member exercises the authority and responsibility of 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 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. Such information 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

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**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).

**Cross Reference(s):**

BHD - Board Member Compensation and Expense Reimbursement

DFEA - Admissions to District Events

3. **ADJOURNMENT**