

## REGULAR BOARD OF DIRECTORS MEETING

Monday, July 6, 2026 6:15 PM

South Umpqua School District, 558 Chadwick Ln, Myrtle Creek, OR 97457

1. **Call to Order/Roll Check**
2. **Flag Salute**
3. **Elect Board Chair for the 2026-2027 fiscal year**
4. **Elect Board Vice Chair for the 2026-2027 fiscal year**
5. **Adoption or Adjustment of Agenda**
6. **Citizens Request of the Board**
7. **Superintendent Communication**
  - 7.1. Enrollment Report
  - 7.2. Review of 2025.26 Superintendent's goals
8. **Financial Report**
9. **First reading of board policies: BBAA, BD, BDC, BDD, BDDC, BDDG, CBA, CBG, BBE, BCB, EBB, EBBA, ECAA, DBEA, GBA, Review of Policy AR: GCBDA-AR/GDBDA-AR**
10. **Foundation Communication**
11. **Consent Agenda (All items may be adopted by a single motion unless pulled for special consideration.)**
  - 11.1. Approve board minutes from the June 3, 2026, budget hearing and regular board work session.
  - 11.2. Approve employment of Rian Farwell, Elementary Teacher at Tri City Elementary
  - 11.3. Resignation of Jeffery Soffer, Band Teacher at South Umpqua High School
  - 11.4. Resignation of Kylie Farmer, Middle School Band Teacher
  - 11.5. Approve employment of Brittany Pichette, Elementary Teacher at Tri City Elementary
  - 11.6. Approve employment of Talia Ruehr, Science Teacher at Coffenberry Middle School
  - 11.7. Approve employment of Aaron Muhic, District Athletic Director
  - 11.8. Approve employment of Peter Even, Science Teacher at South Umpqua High School
  - 11.9. Approve employment of Nick Gilbert, Math Teacher at South Umpqua High School
12. **Action Items**
  - 12.1. **Procedural Appointments and Authorizations for 2026/2027**

- 13.1.1 Appoint Superintendent Erika Bare as school District Clerk as per ORS 332.515
- 13.1.2 Appoint Superintendent Erika Bare as Elections Officer
- 13.1.3 Appoint Shyela Chapman as Business Manager
- 13.1.4 Appoint Shyela Chapman as Deputy Clerk to invest funds
- 13.1.5 Appoint Shyela Chapman as Custodian of funds who will sign checks and take payments, as per ORS 328.441, 328.445
- 13.1.6 Appoint Shyela Chapman as Budget Officer, ORS 294.331
- 13.1.7 Appoint GHR, PC as the district's legal counsel and approve professional rate of up to \$300 per hour for services
- 13.1.8 Appoint Umpqua Valley Financial as financial auditors, ORS 328.475, 727.137, 297.405
- 13.1.9 Appointment of Brown and Brown as Insurance Agent of Record
- 13.1.10 Establish depositories of funds for school funds as Oregon Local Government Short Term Investment Pool, Umpqua Bank, Bank of New York and Computershare (ORS 328.331, 293.805-293.895)
- 13.1.11 Approve newspapers of record, The News Review and The Douglas County Mail
- 13.1.12 Re-adopt previous board procedures and policies
- 13.1.13 Appoint the Board of Directors as the Contract Review Board
- 13.1.14 Approve fidelity-bond amounts at \$500,000 through Brown and Brown Insurance Agent for those authorized and bonded to handle district funds, per ORS 332.5

12.2. Approve 2026/27 Board and Budget Calendar

12.3. Approve list of Alternative Education Locations

### 13. **Announcements**

### 14. **Board Member Comments**

### 15. **Board chair closing comments**

### 16. **Adjourn Meeting**



**SOUTH UMPQUA  
SCHOOL DISTRICT**

Unlocking Unlimited Potential in Every Student

## Superintendent's Reports

July 6, 2026

To: Board of Directors  
From: Superintendent, Erika Bare  
**Subject: Superintendent Reports**  
Date: July 6, 2026

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### Summary:

Superintendent Erika Bare will provide announcements/reports to the Board on items of interest.

### Items of Interest:

**Summer School:** Summer school is in week two. We have 70ish students attending, and it is going very well. We have students signing up for the extended kinder jump start program. We currently have enough students to make it a go at Myrtle Creek and Tri-City. We are hopeful that Canyonville numbers will continue to increase, or we will combine them for part of the time with Tri-City and end for the final week at Canyonville.

**Waypoint:** Registration for Waypoint opened on June first. I will keep the board posted on enrollment numbers so we can track progress.

**New Athletic Director:** We are thrilled to add Aaron Muhic to our team. He is coming from Silverton as a longtime teacher and basketball coach. More about him here: [More about Aaron:](#)

Aaron S. Muhic joins the South Umpqua School District with over 30 years of leadership, athletic administration, and coaching experience spanning both collegiate and secondary school levels. Most recently serving as an assistant men's basketball coach at Willamette University, Aaron's extensive background includes roles as a collegiate head coach, athletic administrator, and competitive tennis coach. He brings a deep understanding of program budgeting, compliance, and education-based athletic leadership.

As Athletic Director, Aaron is dedicated to building a high-integrity athletic culture that prioritizes student-athlete accountability, academic excellence, and community pride. He firmly believes that sports are an extension of the classroom and looks forward to supporting coaches, engaging families, and fostering a championship environment for all South Umpqua programs. Outside of athletics, Aaron

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is an avid outdoorsman who enjoys fly fishing and backpacking across Oregon's wilderness. His wife, Shelby and their grown children, Madison and Malachi, are also sports fans, always cheering for Aaron and his teams.

**Admin PD and the Comprehensive Literacy Grant:** The leadership team spent two days together last week. The first day was tracking our progress on the strategic plan, which is considerable, and making plans for our next steps in year two. We spent the next two days working with the administrative team to support literacy. As a part of the comprehensive literacy grant, we have access to a consulting company that focuses entirely on literacy at no cost to us. We spent the day with the two folks supporting us and the feedback from the administrative team was extremely positive. We will continue to work with them as professional developers and strategic thought partners as we continue to accelerate our literacy efforts.

### **Strategic Plan Progress:**

#### **Pillar1: Supported and Successful Students:**

- Aligned start times to better support student development and learning
- Implementation of professional learning communities throughout the district
- Adoption of the 15 day challenge framework for planning in support of PLC work
- iReady implementation
- Continued ECRI coaching
- Secondary math professional development coaching
- Student Goal Setting
- Implementation of a new attendance system

#### **Pillar 2: Empowered and Valued Staff**

- New teacher and administrative contract
- New evaluation model and system for all licensed, administrative and classified employees
- Building Based instructional coaching model implemented across sites
- Improved hiring procedures

#### **Pillar 3: Strong family and community partnership**

- New format for students conferences
- YMCA partnership in place
- Multiple new events across the district
- Kinder readiness parent engagement
- Adopted and prepared to launch a new website and communication tool
- Prepared to launch Waypoint

#### **Pillar 4: Modern and Safe Facilities**

- Addition of the remote visitor entry system
- New visitor management system
- High School security fencing
- Safety walkthroughs at each site with law enforcement and building principals
- Began construction on new restrooms at the high school

## SUSD Enrollment Report

| <b>21-22</b>        | Sept        | Oct         | Nov         | Dec         | Jan         | Feb         | Mar         | April       | May         | June        |
|---------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Cberry (309)        | 282         | 281         | 282         | 282         | 282         | 288         | 285         | 289         | 281         | 277         |
| Cville (172)        | 155         | 159         | 159         | 160         | 164         | 162         | 164         | 166         | 164         | 164         |
| HS (398)            | 420         | 404         | 406         | 407         | 402         | 408         | 405         | 399         | 399         | 396         |
| MCE (264)           | 303         | 292         | 291         | 286         | 291         | 285         | 283         | 295         | 294         | 293         |
| TCE (282)           | 260         | 265         | 267         | 264         | 264         | 264         | 261         | 263         | 268         | 267         |
| SU OLA              | 58          | 56          | 45          | 42          | 36          | 35          | 32          | 30          | 30          | 30          |
| <b>Total (1425)</b> | <b>1478</b> | <b>1457</b> | <b>1450</b> | <b>1441</b> | <b>1439</b> | <b>1442</b> | <b>1430</b> | <b>1442</b> | <b>1436</b> | <b>1427</b> |

| <b>22-23</b>        | Sept        | Oct         | Nov         | Dec         | Jan         | Feb         | Mar         | April       | May         | June        |
|---------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Cberry (301)        | 286         | 288         | 286         | 284         | 286         | 281         | 277         | 272         | 264         | 265         |
| Cville (164)        | 172         | 170         | 173         | 174         | 179         | 175         | 170         | 169         | 166         | 166         |
| HS (398)            | 449         | 442         | 444         | 442         | 434         | 426         | 428         | 415         | 414         | 414         |
| MCE (286)           | 274         | 279         | 284         | 285         | 283         | 287         | 285         | 287         | 290         | 290         |
| TCE (268)           | 293         | 286         | 285         | 286         | 286         | 283         | 282         | 283         | 282         | 281         |
| SU OLA (25)         | 12          | 13          | 13          | 13          | 13          | 13          | 13          | 12          | 12          | 12          |
| <b>Total (1442)</b> | <b>1486</b> | <b>1478</b> | <b>1485</b> | <b>1484</b> | <b>1481</b> | <b>1465</b> | <b>1455</b> | <b>1438</b> | <b>1428</b> | <b>1428</b> |

| <b>23-24</b>        | Sept        | Oct         | Nov         | Dec         | Jan         | Feb         | Mar         | April       | May         | June        |
|---------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Cberry              | 288         | 283         | 282         | 284         | 285         | 278         | 273         | 268         | 263         | 260         |
| Cville              | 165         | 165         | 166         | 169         | 170         | 166         | 168         | 168         | 168         | 168         |
| HS                  | 453         | 444         | 438         | 438         | 433         | 427         | 425         | 415         | 409         | 405         |
| MCE                 | 273         | 272         | 270         | 270         | 280         | 280         | 277         | 270         | 267         | 261         |
| TCE                 | 273         | 275         | 272         | 271         | 269         | 271         | 268         | 270         | 269         | 269         |
| SU OLA              | 11          | 11          | 11          | 11          | 9           | 14          | 12          | 12          | 12          | 12          |
| <b>Total (1465)</b> | <b>1463</b> | <b>1450</b> | <b>1439</b> | <b>1443</b> | <b>1446</b> | <b>1436</b> | <b>1423</b> | <b>1403</b> | <b>1388</b> | <b>1375</b> |

| <b>24-25</b>        | Sept        | Oct         | Nov         | Dec         | Jan         | Feb         | Mar         | April       | May         | June        |
|---------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Cberry              | 270         | 273         | 275         | 273         | 274         | 269         | 263         | 262         | 264         | 264         |
| Cville              | 186         | 184         | 180         | 188         | 187         | 190         | 190         | 189         | 187         | 190         |
| HS                  | 444         | 447         | 447         | 441         | 439         | 427         | 414         | 407         | 399         | 400         |
| MCE                 | 268         | 259         | 256         | 258         | 257         | 258         | 253         | 255         | 261         | 256         |
| TCE                 | 250         | 251         | 252         | 256         | 255         | 257         | 251         | 250         | 249         | 249         |
| SU OLA              | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0           |
| <b>Total (1431)</b> | <b>1418</b> | <b>1414</b> | <b>1410</b> | <b>1416</b> | <b>1412</b> | <b>1401</b> | <b>1371</b> | <b>1363</b> | <b>1360</b> | <b>1359</b> |

| <b>25-26</b> | Sept        | Oct         | Nov         | Dec         | Jan         | Feb         | Mar         | April       | May         | June        |
|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Cberry       | 273         | 270         | 266         | 264         | 259         | 254         | 249         | 247         | 247         | 245         |
| Cville       | 203         | 205         | 207         | 200         | 196         | 190         | 193         | 191         | 191         | 190         |
| HS           | 437         | 427         | 413         | 409         | 415         | 411         | 410         | 404         | 393         | 392         |
| MCE          | 256         | 248         | 248         | 250         | 242         | 243         | 239         | 239         | 235         | 239         |
| TCE          | 243         | 241         | 241         | 243         | 243         | 241         | 243         | 248         | 244         | 238         |
| <b>Total</b> | <b>1412</b> | <b>1391</b> | <b>1375</b> | <b>1366</b> | <b>1355</b> | <b>1339</b> | <b>1334</b> | <b>1329</b> | <b>1310</b> | <b>1304</b> |

**Pillar 1: Supported and Successful Students**

Goal: Increase the number of students meeting or exceeding third grade reading on the OSAS assessment from 38.8% to 42% by October 2026.

Activities:

- Continuing with ECRI implementation and coaching
- PLC Implementation with a focus on Language Arts
- 4 extended PLC Unit Planning days for elementary teachers
- RTI Committee formation
- Instructional Coaching throughout our schools

Goal Status: Met

Although official results are not in until October, initial results indicate that we have met or exceeded this goal. When we consider the trajectory of this critical data point, the growth is incredibly exciting. We have seen a total increase of over 24% and we are now are on target with the state average. The most critical things we did to impact these scores were PLC implementation, instructional coaching at our elementary schools, use of evidence-based literacy curriculums (ECRI, wonders), increasing the number of instructional minutes spent on reading, and staff development on reading instruction.

| 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 |
|-----------|-----------|-----------|-----------|
| 18%       | 27%       | 39%       | 42%*      |

\*Not confirmed data

Goal: Increase the percentage of students who are considered regular attenders from 60% to 64%.

Activities:

- Full implementation of the attendance module
- Consistent communication with families regarding their students’ attendance
- Positive PR campaign
- Attendance plans at each site

Goal Status: Very Nearly Met

Although this data has not yet been verified, initial indicators tell us that our percent of regular attenders increased to 63.2%. We implemented the attendance module and had very consistent communication with families. We have continued the PRutilizen, and in the coming year we will utilize a district attendance team to support buildings in improving attendance overall.

**Pillar 2: Empowered and Valued Staff**

Goal: Increase the number of teachers that report that professional development activities in which I participated have meaningfully impacted my teaching from 60% to 75% by April of 2026.

- Follow intentionally developed PD pathway
- Implement Instructional Coaching Program
- Use feedback provided on PD Surveys
- Be explicit with professional development goals

Goal Status: Substantially Met

We asked this question several different times in different formats, and they averaged above 75%. On the IRRE survey this went from 60%-69%. The key activities that supported us meeting this goal were following an intentional PD pathway, implementing building based instructional coaches, and involving teacher leaders in planning and implementing Professional development.

### **Pillar 3: Strong Family and Community Partnerships**

Goal: By June 2026 SUSD will provide expanded opportunities for family engagement and partnership in their child's education as evidenced by increased attendance at conferences K-12, number of participants at events, and the implementation of literacy nights.

- Professional Development for teachers on best practices in communicating with families.
- Redesign student conferences.
- Implement site-councils at each school to include family and student participation

Goal Status: Met

Each school offered additional engagement activities, and additional ways to partner on their child's education. One piece of critical work we did in this area included redesigning conferences, resulting in 100% of families indicating they now understand grade level expectations AND 100% of families indicating conferences were a meaningful experience. We also implemented Kinder Readiness parent information sessions where were very well received and we hope will have an impact on the number of students that come to us with kindergarten readiness skills. We also provided professional development to all teachers on how to best communicate with families.

### **Pillar 4: Modern and Safe Facilities**

Goal: By September 2026, an annual list of facility and operational priorities will be developed by the principal, law enforcement, and Director of Facilities and 90% of those priorities will be completed.

- Annual walkthroughs conducted with law enforcement
- Quarterly walkthroughs with Principals
- Community Messages to share safety upgrades as they occur

Goal Status: Substantially Met

These walkthroughs were extremely valuable and led to many needed improvements. We celebrated and communicated with families and staff when we implemented several important safety measures including the visitor information system, remote entry controls, and the high school fence. This goal is ongoing, and we will continue to prioritize safety improvements as identified during building walkthroughs which will be completed again in the fall.



## Board Reports

July 6<sup>th</sup>, 2026

To: Board of Directors

From: Superintendent, Erika Bare  
Director of Fiscal Services, Shy Chapman

Subject: Superintendent Reports – Fiscal Responsibility (Board Goal)

Date: June 26, 2026

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### Summary:

Superintendent Erika Bare and Director of Fiscal Services Shy Chapman will provide announcements/reports to the Board on Fiscal Responsibility.

*Financial Report:* Please find attached the Revenue and Expenditure Report for the 2025-26 fiscal year. This report provides a preliminary snapshot of the District's financial position as of June 26, 2026. Total projected revenues are currently estimated at \$19,549,775, approximately \$500,426 below budget. The largest revenue variance is in the State School Fund, which is projected to be \$879,124 below budget due primarily to lower-than-budgeted student enrollment. This reduction is partially offset by higher-than-anticipated Federal Forest Fees and slightly higher local tax collections.

On the expenditure side, all salary and associated payroll costs have been fully paid and recorded for the fiscal year. However, expenditures in other categories (purchased services, utilities, supplies and materials, and other operating costs) are still projected at their budgeted amounts because not all June invoices and statements have been received or processed. As those final costs are recorded, projected expenditures and the ending fund balance will be updated accordingly.

Based on the information currently available, the District is projected to end the fiscal year with an ending fund balance of approximately \$3,781,764. This estimate will continue to change as final June transactions are processed.

This report should be viewed as a preliminary year-end estimate only. The figures presented are subject to final year-end accounting adjustments and audit reconciliation and will not be considered final until the District's annual audit has been completed.

**South Umpqua School District #19**  
**Estimated 2025-2026 Revenues and Expenditures**  
**As of June 26th, 2026**

**2025-2026 Fiscal Year**

|                                              | <b>Prior Year<br/>Actual<br/>Audited</b> | <b>2025-26<br/>Budget</b> | <b>Actual YTD<br/>6/26/26</b> | <b>Total<br/>Projected for<br/>the Year</b> | <b>Net<br/>Difference</b> |
|----------------------------------------------|------------------------------------------|---------------------------|-------------------------------|---------------------------------------------|---------------------------|
| <b>REVENUE</b>                               |                                          |                           |                               |                                             |                           |
| Taxes, Current & Prior                       | 4,163,716                                | 4,273,234                 | 4,370,249                     | 4,370,249                                   | 97,015                    |
| Interest on Investments                      | 705                                      | 700                       | 541                           | 541                                         | (159)                     |
| Student Activities                           | 56,960                                   | 55,000                    | 65,106                        | 65,106                                      | 10,106                    |
| Miscellaneous Local Sources                  | 170,229                                  | 147,150                   | 119,634                       | 119,634                                     | (27,516)                  |
| County School Fund                           | 20,314                                   | 20,000                    | 25,184                        | 25,184                                      | 5,184                     |
| Other Intermediate Sources                   | 3,638                                    | 4,555                     | 3,408                         | 3,408                                       | (1,147)                   |
| ESD Flow Through                             | 123,720                                  | 124,521                   | 122,160                       | 122,160                                     |                           |
| State School Support Fund                    | 13,995,191                               | 15,203,421                | 14,324,297                    | 14,324,297                                  | (879,124)                 |
| Common School Fund                           | 195,515                                  | 195,520                   | 190,476                       | 190,476                                     | (5,044)                   |
| Other State Grants In Aid                    | 9,795                                    | 1,100                     | -                             | -                                           | (1,100)                   |
| Prior YR Forster Child Transportation Reimb  | 4,557                                    | -                         | 4,335                         | 4,335                                       | 4,335                     |
| Federal Forest Fees                          | 22,027                                   | 25,000                    | 324,385                       | 324,385                                     | 299,385                   |
| <b>TOTAL REVENUE</b>                         | <b>18,766,368</b>                        | <b>20,050,201</b>         | <b>19,549,775</b>             | <b>19,549,775</b>                           | <b>(500,426)</b>          |
|                                              |                                          |                           |                               |                                             |                           |
| <b>ESTIMATED BEGINNING FUND BALANCE</b>      | <b>5,076,392</b>                         | <b>3,503,807</b>          | <b>4,584,908</b>              | <b>4,584,908</b>                            | <b>1,081,101</b>          |
|                                              |                                          |                           |                               |                                             |                           |
| <b>TOTAL REVENUE &amp; BEG. FUND BALANCE</b> | <b>23,842,760</b>                        | <b>23,554,008</b>         | <b>24,134,683</b>             | <b>24,134,683</b>                           | <b>580,675</b>            |
|                                              |                                          |                           |                               |                                             |                           |
| <b>EXPENDITURES</b>                          |                                          |                           |                               |                                             |                           |
| Instruction                                  |                                          |                           |                               |                                             |                           |
| Salaries                                     | 5,295,429                                | 5,619,953                 | 5,435,841                     | 5,435,841                                   | 184,112                   |
| Associated Payroll Costs                     | 2,975,879                                | 3,880,475                 | 3,012,092                     | 3,012,092                                   | 868,383                   |
| Purchased Services                           | 508,683                                  | 488,924                   | 604,350                       | 604,350                                     | (115,426)                 |
| Supplies & Materials                         | 399,452                                  | 202,859                   | 125,677                       | 202,859                                     | -                         |
| Capital Outlay                               |                                          |                           | -                             | -                                           | -                         |
| Other Objects                                | 27,420                                   | 17,850                    | 19,774                        | 19,774                                      | (1,924)                   |
| Total Instruction                            | 9,206,863                                | 10,210,061                | 9,197,734                     | 9,274,916                                   | 935,145                   |
|                                              |                                          |                           |                               |                                             |                           |
| Support Services                             |                                          |                           |                               |                                             |                           |
| Salaries                                     | 3,319,620                                | 3,594,336                 | 3,564,602                     | 3,564,602                                   | 29,734                    |
| Associated Payroll Costs                     | 1,740,030                                | 2,560,202                 | 2,066,111                     | 2,066,111                                   | 494,091                   |
| Purchased Services                           | 2,449,888                                | 3,146,793                 | 2,597,851                     | 3,146,793                                   | -                         |
| Supplies & Materials                         | 755,640                                  | 971,711                   | 803,773                       | 971,711                                     | -                         |
| Capital Outlay                               | 72,044                                   | 113,717                   | 44,460                        | 113,717                                     | -                         |
| Other Objects                                | 292,362                                  | 396,206                   | 374,624                       | 396,206                                     | -                         |
| Total Support Services                       | 8,629,583                                | 10,782,965                | 9,451,422                     | 10,259,140                                  | 523,825                   |
|                                              |                                          |                           |                               |                                             |                           |
| Community and Enterprise Services            |                                          |                           |                               |                                             |                           |
| Associated Payroll Costs                     | 5,210                                    | 14,286                    | 11,746                        | 11,746                                      | 2,540                     |
|                                              |                                          |                           |                               |                                             |                           |
| Transfers to Other Funds                     | 1,416,196                                | 810,000                   | 807,116                       | 807,116                                     | 2,884                     |
|                                              |                                          |                           |                               | -                                           |                           |
| <b>TOTAL EXPENDITURES</b>                    | <b>19,257,852</b>                        | <b>21,817,312</b>         | <b>19,468,018</b>             | <b>20,352,919</b>                           | <b>1,464,393</b>          |
|                                              |                                          |                           |                               |                                             |                           |
| <b>ESTIMATED ENDING FUND BALANCE</b>         | <b>4,584,908</b>                         | <b>1,736,696</b>          | <b>4,666,665</b>              | <b>3,781,764</b>                            | <b>2,045,068</b>          |



**SOUTH UMPQUA  
SCHOOL DISTRICT**

Unlocking Unlimited Potential in Every Student

## Superintendent's Reports

July 06, 2026

To: Board of Directors

From: Superintendent, Erika Bare

Subject: Policy first reading and review. Review of AR

Date: 06/26/2026

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**Summary of Changes:** There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the Oregon Legislature and rules from the Oregon Government Ethics Commission. In 2026, the Legislature passed House Bill 4177, but it will not go into effect as it was vetoed by the governor. The policies included in this update include language that matches the new laws

### **Policy(ies) Impacted by these Revisions**

**BBAA – Board Member's Authority and Responsibilities**

**BD – Board Meetings, Notices and Communications**

**BDC – Executive Sessions**

**BDD – Board Meeting Procedures**

**BDDC – Board Meeting Agenda**

**BDDG – Recordings and Minutes of Board Meetings**

**CBA – Qualifications and Duties of the Superintendent**

**CBG – Evaluation of the Superintendent**

### **BBE – Vacancies on the Board**

**Summary of changes:** Boards often struggle establishing a procedure when there is a vacancy on the board. Consequently, OSBA has updated this policy to incorporate legal requirements into a set of steps boards can follow in order to fill the vacancy. **BBE – Vacancies on the Board**

### **BCB – Board Officers**

**Summary of changes:** Language has been updated to clarify replacement of a board officer, timing of actions, board chair duties and spokesperson delegation.

## **EBB – Integrated Pest Management**

### **Summary of Changes:**

House Bill 2684 (2025) added some new requirements to law for Integrated Pest Management Plan requirements. The first requires posting the Integrated Pest Management Plan and list of low-impact pesticides to the website (can be included in the Healthy and Safe Schools Plan); the second requires a review of a IPM plan every five years to identify updates, if any, and readoption.

## **EBBA – Student Health Services**

**Summary of changes:** Senate Bill 2948 (2025, now in ORS 342.458) added language regarding nurse delegation.

## **ECAA – Access to Buildings**

**Summary of Changes:** The Oregon Legislature passed House Bill 3083 (2025), which amends ORS339.408 requiring schools to have emergency safeguards to protect students and staff, including “policies and procedures relating to school building security.”

HB 3083 also requires the Board to consider the installation of a panic alarm when reviewing policies and procedures relating to school building security.

## **DBEA – Budget Committee**

**Summary of Changes:** The Oregon Legislature passed House Bill 4066, modifying the requirement requiring a member of the educational equity advisory committee serve on the district’s budget committee. The amendment clarifies that this requirement does not apply if no member of the educational equity advisory committee is willing or eligible to serve on the budget committee.

## **GBA – Equal Employment Opportunity**

**Summary of Changes:** The proposed revisions to Board Policy GBA and Administrative Regulation GBA-AR update the district's hiring and promotion practices to comply with Senate Bill 808 (2025), effective January 1, 2026. The law expands Oregon's employment preference requirements to include eligible current and former members of the Oregon National Guard (state servicemembers), in addition to veterans and disabled veterans. The updates also clarify the district's equal employment opportunity and affirmative action language to ensure compliance with state administrative rule requirements.

## **GCBDA/GDBDA-AR(1) – Family and Medical Leave**

**Summary of Changes:** Many changes have been made to leave laws over the last few years. This update reflects those changes.

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

An individual Board member exercises the authority and responsibility of their position when the Board is in a meeting which is being held in accordance with Oregon's Public Meetings Law. A Board member has the authority to act in the name of the Board only 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.

Board members may speak on behalf of the Board or district only when specifically authorized to do so. Any other statements do not represent the position of the Board or district. When expressing personal opinions in public, Board members are encouraged to clearly identify the opinions as their own.

All Board members shall maintain awareness of relevant district information and participate in Board functions and professional Board development activities.

All members of the Board will adhere to the following in carrying out the responsibilities of membership:

### 1. Request for Records

Any individual Board member who desires a copy of an existing record may make such a request to the superintendent. Requests involving confidential records or significant staff time will be referred to the Board for approval.

### 2. Requests for Legal Opinions<sup>{1}</sup>

Requests for 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 a Board Member

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<sup>1</sup> {Consider how board members obtain legal advice and whether a cost is associated with that. Does the Board want individual board members to be able to contact attorneys at PACE or OSBA (no bill accrued) on their own, or does the Board want them to get Board approval first? Do you want individual Board members to be able to contact attorneys that will bill the district on their own, or do you want them to get board approval first?}

When a Board member receives complaints or requests for action from staff, students or members of the public, the Board member will direct the staff, students, members of the public to the public complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the superintendent. An individual Board member is not authorized to independently act on complaints.

4. Board Member’s Communication with Administration

No individual Board member may direct the superintendent or other staff to action without Board authorization. No Board member will intervene in the administration of the district or its schools.

5. Contracts or Agreements

All district contracts 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.

6. Visits to Schools

A Board members may visit schools in accordance with Board policy BG – Board–Staff Communications.

7. Public Meetings Law

All Board members will comply with Public Meetings Law[, including participating in an approved<sup>2</sup> training at least once during each term of office<sup>{3}</sup>].

8. Mandatory Reporting

A Board member having reasonable cause to believe that any child with whom the Board member comes in contact has suffered abuse or that any person with whom the Board member comes in contact has abused a child shall immediately make an oral report or cause an oral report be made to Department of Human Services<sup>4</sup> or local law enforcement.

9. Oregon Ethics Laws

All Board members will adhere to Oregon Government Ethics laws, including filing the statement of economic interest as required by Oregon Revised Statute (ORS) 244.

10. Confidential Information

All Board members will not disclose confidential information received as part of Board service.

11. Other Laws, Policies, Agreements and Procedures

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<sup>2</sup> Approved by the Oregon Government Ethics Commission.

<sup>3</sup> {Training is only required for districts with annual fiscal expenditures of \$1M or more. See ORS 192.700.}

<sup>4</sup> (855) 503-SAFE (7233)

All Board members will follow all laws, Board policies, working agreements, and any other procedures established by the district.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.311 – 192.478](#)  
[ORS 192.610 – 192.705](#)  
[ORS Chapter 244](#)

[ORS 332.045](#)  
[ORS 332.055](#)  
[ORS 332.057](#)

[ORS 332.075](#)  
[ORS 332.107](#)  
[ORS 419B.010](#)

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

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

# R

## **Board Meetings, Notices and Communications**

### **Definitions**

“Communication” means the expression or transmission of information from one person to another through verbal, non-verbal, written, or electronic means. Non-verbal means include gestures, such as thumbs-up and thumbs-down, as well as sign language.

“Convening” means gathering in a physical location, using electronic, video or telephonic technology to be able to communicate contemporaneously among participants, using serial electronic written communication among participants, or using an intermediary to communicate among participants.

“Decision” means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of the Board<sup>1</sup> is required, at any meeting at which a quorum is present.

“Decision-making process” means the process the Board engages in to make a decision, such as: (a) identifying or selecting the nature of the decision to be made; (b) gathering information related to the decision to be made; (c) identifying and assessing alternatives; (d) weighing information; and (e) making a decision.

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

“Executive session” means any meeting or part of a meeting of the Board that is closed to certain persons for deliberation on certain matters.

“Intermediary” means a person who is used to facilitate communications among members of the Board about a matter subject to deliberation or decision by the Board, by sharing information received from a member of the Board with other members of the Board. The term “intermediary” can include a member of the Board.

“Meeting” means the convening of the Board for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. 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 the members belong.

“Public Meetings Law” means Oregon Revised Statutes (ORS) 192.610 – 192.705 and Oregon Administrative Rules (OAR) 199-040 and 199-050.

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<sup>1</sup> This policy is written to apply to the Board. Other bodies, including Board committees, may be subject to public meeting laws. This policy may help other bodies understand what is required, but is intended as direction for the Board.

“Quorum” means the minimum number of members of the Board required to legally transact business. For the Board, a quorum is [three<sup>{2}</sup>] Board members.

“Work session” or “workshop” means meetings held for the purpose of either presenting information to the Board to prepare for a regular or special meeting, or to allow the Board to engage in preliminary discussions or deliberations.

### **Board Authority at Meetings**

The Board has the authority to act only when a quorum is present at a properly noticed regular, special or emergency meeting. The affirmative vote of [three<sup>{3}</sup>] members of the Board is required to transact any business.

### **Types of Meetings**

The Public Meetings Law applies to all regular, special, emergency, executive session and work session meetings of the Board.

#### **1. Regular Meetings**

The regular meeting schedule will be established at the annual organizational meeting each year and may be changed by the Board with public notice. The purpose of each regular meeting will be to conduct the regular Board business.

#### **2. Special Meetings**

A special meeting may be scheduled when less than a quorum is present at a regular meeting and therefore no business may be conducted, 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. Special meetings may be convened by the Board chair, upon request of three Board members, or by common consent of the Board.

#### **3. Emergency Meetings**

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

#### **4. Work Sessions**

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will

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<sup>2</sup> {ORS 332.055 establishes the quorum as a majority. If the Board has five members, three constitute a quorum. If the Board has seven members, four constitute a quorum. If the Board has nine members, five constitute a quorum.}

<sup>3</sup> {ORS 332.055 provides “the affirmative vote of the majority of members of the board is required to transact any business.” If the Board has five members, three votes are required. If the Board has seven members, four votes. If the Board has nine members, five votes.}

be conducted in accordance with Public Meetings Law. The Board may make official decisions during a work session.

## 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).

### **Communications Outside of a Board Meeting (Serial Meetings Prohibited)**

Private meetings where a quorum of the Board engages in discussions or communications that are part of the Board’s decision-making process on matters within the authority of the Board violate Public Meetings Law, except as part of an executive session.

A quorum of Board members shall not, outside of a meeting conducted in compliance with Public Meetings Laws, use a series of communications of any kind, directly or through intermediates, for the purpose of deliberating or deciding on any matter that is within the jurisdiction of the Board. This prohibition applies to using any one or a combination of the following methods of communication:

1. In-person;
2. Telephone calls;
3. Videos, videoconferencing, or electronic video applications;
4. Written communication, including electronic written communications, such as email, texts, and other electronic applications;
5. Use of one or more intermediaries to convey information among members; and
6. Any other means of conveying information.

Communications outside of a Board meeting may contain communications between or among members of the Board, including a quorum, 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;
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.

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

*Important: Please do not reply or forward this communication if this communication could constitute a decision or deliberation toward a decision between and among members of the district board. Board member electronic communications on district business are subject to Public Meetings and Public Records Law.*

A quorum of Board members may attend social meetings or gatherings so long as no discussions or deliberations are had.

## **Meeting Location, Public Accommodations and Logistical Requirements**

All meetings will be open to the public except as provided by law.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law<sup>4</sup>. The Board may attend training sessions outside the district boundaries but may not deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced. Meeting locations shall be accessible to persons with disabilities.

Any Board meeting may be held in person, through the use of electronic or telephonic means, or in some combination of in-person, electronic or telephonic means.

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. For Board meetings (excluding executive session) held by telephone or other electronic means of communication, the district shall make available a place or an electronic means by which the public can listen to or view the meetings in real time. The place provided may be a place where no Board member is present.

For executive sessions where the media are statutorily authorized to be present, if any person, including any Board member, is attending the executive session by telephone, video, or other electronic means, the district shall provide members of the media the same attendance option. The district may establish reasonable security measures to ensure the media's attendance by telephone, video, or other electronic means is conducted through a secure connection or method.

If requested 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 persons who are deaf or hard of hearing. The request should include the name of the requester, sign language preference and any other relevant information requested. 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 aids and services may be provided upon request and appropriate advance notice.

[If requested to do so at least 72 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services. {<sup>5</sup>}]

Recordings or minutes will be kept for all meetings in accordance with state law and Board policy BDDG – Recordings or Minutes of Board Meetings.

All meetings shall comply with applicable provisions of the Oregon Indoor Clean Air Act.

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<sup>4</sup> 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.

<sup>5</sup> {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.}

[The possession of a firearm, deadly weapon or any other instrument used as a dangerous weapon is prohibited at Board meetings, except as authorized by law.{<sup>6</sup>}]

## **Public Notice Requirements**

The district posts public notice{<sup>7</sup>} of its meetings on the district's website or on a publicly accessible website hosted by a third-party that is linked to the district's website.

The public notice shall identify the following:

1. The time, date, location of the meeting, and, to the extent reasonably possible, will include the electronic link or telephone access information to allow members of the public to attend the meeting by telephone or electronic means;
2. The agenda or list of the principal subjects anticipated to be considered at the meeting and will be specific enough to permit the public to recognize matters in which they are interested. The Board may amend the agenda or may add or remove items from the list of principal subjects prior to or during a meeting. See Board policy BDDC – Board Meeting Agenda for additional meeting agenda information; and
3. The name, telephone number, and email address of a person at the district office to contact to request an interpreter or other communication aids or a statement that the district will provide a sign language interpreter or other communication aids at the meeting.

The district will provide notice to interested persons and news representatives who have requested notice through means reasonably calculated to provide actual notice to interested persons known to the Board.

For all regular meetings, the meeting notice shall be provided with as much advance notice as reasonably possible, but no less than 48 hours' advance notice.

For all special meetings, the meeting notice shall be provided with no less than 24 hours' advance notice.

For an emergency meeting, public notice shall be provided with as much advance notice as reasonably possible given the emergency circumstances. The district shall attempt to contact the media and other interested persons to inform them of the emergency meeting by telephone, email, social media, or other method reasonably calculated to provide actual notice. If reasonably possible under the emergency circumstances, the emergency meeting notice shall be conspicuously displayed on the district's website or on a publicly accessible website hosted by a third-party hosted and linked to the district's website.

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<sup>6</sup> {ORS 166.670(1)(a) prohibits the possession of firearms or "any other instrument used as a dangerous weapon" on school grounds and in facilities occupied by the district, unless an exception applies. ORS 166.370(3)(g) provides an exception for persons "licensed under ORS 166.291 and 166.292 to carry a concealed handgun." ORS 166.377 allows districts to adopt a policy stating that this defense (the exception in ORS 166.670(3)(g)) does not apply "on the grounds of the schools controlled by the board." Some districts have adopted policy KGBB to do so.}

<sup>7</sup> {The public notice must be displayed conspicuously on the district's website. If the district does not maintain a publicly accessible website, the district shall satisfy the public notice requirements through other means such as posting on the Oregon Transparency Website, community postings, bulletin boards, newspaper notice, or any other means reasonably calculated to provide actual notice to the general public. Modify this sentence to communicate how the district publishes its public notices.}

If a meeting will include an executive session, the notice shall comply with the above notice requirements and the notice shall also identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. Example:

“The Board will meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.”

If an executive session is to be part of an open regular, special, or emergency meeting, the notice shall comply with the above notice requirements and prior to entering the executive session, the Board chair shall make a public announcement and identify in open session the specific statutory provision and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization (See Board policy BDC – Executive Sessions for additional information on executive sessions.)

### **Complaints**

Complaints regarding Public Meetings Laws can be filed in accordance with Public Meetings Law complaint procedures outlined in Board policy KL – Public Complaints. Complaints must be filed within 30 days of the alleged violation.

### **[8]Mandatory Training**

Every member of the Board shall attend or view a training on Public Meetings Law as required by ORS 192.700 and Board policy BBAA – Board Member’s Authority and Responsibilities.]

END OF POLICY

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#### **Legal Reference(s):**

[ORS Chapter 192](#)  
[ORS 332.040 - 332.061](#)  
[ORS 332.107](#)  
[ORS 433.835 - 433.875](#)  
[OAR 199-050-0005 – 199-050-0085](#)

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<sup>8</sup> {Training is only required for districts with annual fiscal expenditures of \$1M or more. See ORS 192.700.}

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## South Umpqua School District 19

Code: BDC  
Adopted: 1/16/02  
Revised/Readopted: 6/07/17; 11/01/23  
Orig. Code: BDC

### Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 but may not take final action in executive session except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student in accordance with ORS 332.061.

An executive session may be included as an agenda item of a meeting open to the public in accordance with Board policy BDDC - Board Meeting Agenda or held as its own meeting. Public notice is required as outlined in Board policy BD – Board Meetings, Notices and Communications.

If an executive session is held as part of a meeting open to the public, the Board chair will announce the executive session in compliance with Board policy BD – Board Meetings, Notices and Communications and include and identify the appropriate statutory citation, appropriate subsection and the paragraph authorizing the session under ORS 192.660 or ORS 332.061 for holding such session and by noting the general subject of the executive session.

Example:

“The Board will now meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.”

Prior to or at the beginning of the executive session, the Board chair may read the following<sup>1</sup>:

“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.”

The Board may hold an executive session:

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<sup>1</sup> This statement should be amended if ORS 192.660 does not require that representatives of the news media be allowed to attend, ORS 332.061 allows the Board to vote in executive session, or the Board will not be returning to open session following the executive session. This statement can also be included on the agenda.

1. To consider the employment of a public officer, employee, staff member or individual agent; may not include a discussion or negotiation of compensation (including salaries and benefits).<sup>2</sup> (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer<sup>3</sup>, employee, staff member or individual agent who does not request an open hearing<sup>4</sup>; may not include a discussion or negotiation of compensation (including salaries and benefits). (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))
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.<sup>5</sup> (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.<sup>6</sup> (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<sup>7</sup>; may

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<sup>2</sup> 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. It also does not apply to the employment of the chief executive officer, other public officers, employees and staff members of the district unless:

- 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.

<sup>3</sup> To determine whether the individual involved is considered a public officer, consult with legal counsel.

<sup>4</sup> Notice must be provided to the public officer, employee, staff member or individual agent in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

- a. Identification of the governing body before which the matter will be considered (the Board);
- b. The time, date and location of the meeting;
- c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
- d. Information on how the public official may make a request for an open hearing.

<sup>5</sup> Consider including a reference to the law that exempts the information or records from public inspection in the notice.

<sup>6</sup> Legal counsel must be present in the executive session, either in-person or via electronic or telephonic communications.

<sup>7</sup> Notice must be provided to the chief executive officer, public officer, employee or staff member in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

- a. Identification of the governing body before which the matter will be considered (the Board);

not include a discussion or negotiation of compensation (including salaries and benefits or a general evaluation of an agency, goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs.

(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 matters pertaining to or examination of the confidential records of a student. (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.

Recordings or minutes shall be kept for all executive sessions in accordance with state law and Board policy – BDDG – Recordings and Minutes of Board Meetings.

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

END OF POLICY

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- b. The time, date and location of the meeting;
  - c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
  - d. Information on how the public official may make a request for an open hearing.

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**Legal Reference(s):**

[ORS 192.660](#)  
[ORS 192.685](#)  
[ORS 192.705](#)  
[ORS 332.045](#)

[ORS 332.061](#)  
[OAR 199-040-0015 - 0060](#)  
[OAR 199-050-0015](#)  
[OAR 199-050-0040](#)

[OAR 199-050-0050](#)  
[OAR 199-050-0060](#)

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

OREGON GOVERNMENT ETHICS COMMISSION, [Staff Advisory Opinion](#) No. 22-106S

## **Board Meeting Procedures**

### **1. Quorum**

A quorum of the Board is [three<sup>{1}</sup>] Board members.

### **2. Vote Needed for Exercise of Powers**

The affirmative vote of [three<sup>{2}</sup>] Board members will be necessary for exercising any of the Board's powers. All votes of the Board shall be taken by public vote, except when authorized in executive session under Oregon Revised Statute (ORS) 332.061.

### **3. Board Member Voting**

The results of all votes shall be recorded, including the vote of each member's vote by name, on all votes taken by the Board. A written ballot, if used, shall identify the individual Board member by name and their vote, and shall be announced during the meeting at which the vote occurred. Secret ballots are prohibited.

### **4. Abstaining from Vote**

Any conflicts of interest will be handled in accordance with ORS 244.120 and Board policy BBFA – Board Member Ethics and Conflicts of Interest. Board member abstentions will be documented in the meeting minutes or recording.

### **5. Parliamentary Procedure**

Official Board business will be transacted by motion or resolution at properly noticed<sup>3</sup> 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"<sup>4</sup> as modified by the Board will govern the Board in its deliberation. Modifications include the following: Motions

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<sup>1</sup> {ORS 332.055 establishes the quorum as a majority. If the Board has five members, three constitute a quorum. If the Board has seven members, four constitute a quorum. If the Board has nine members, five constitute a quorum.}

<sup>2</sup> {ORS 332.055 provides "the affirmative vote of the majority of members of the board is required to transact any business." If the Board has five members, three votes are required. If the Board has seven members, four votes. If the Board has nine members, five votes.}

<sup>3</sup> See ORS 192.640, OAR 199-050-0040 and Board policy BD/BDA – Board Meetings for notice requirements. {In the June 2026 policy update, OSBA will be recommending policy BD/BDA be recoded and renamed: BD – Board Meetings, Notices and Communications.}

<sup>4</sup> See *Robert's Rules of Order*, 12<sup>th</sup> Edition, § 49:21.

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.

Failure to follow *Robert's Rules of Order* will not invalidate a lawful Board decision.

## END OF POLICY

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### Legal Reference(s):

[ORS 192.650](#)  
[ORS 244.120\(2\)](#)  
[ORS 332.045](#)

[ORS 332.055](#)  
[ORS 332.057](#)  
[ORS 332.107](#)

[OAR 199-050-0005 \(9\)](#)  
[OAR 199-050-0055](#)

38 OR. ATTY. GEN. OP. 1995 (1978)  
41 OR. ATTY. GEN. OP. 28 (1980)

# South Umpqua School District 19

Code: BDDC  
Adopted:

## Board Meeting Agenda

{<sup>1</sup>} The Board chair will direct the preparation of an agenda for all meetings of the Board. The Board chair may seek assistance from the superintendent or another Board member. Items of business may be suggested by any Board member, staff member, student or patron of the district by notifying the Board chair or superintendent at least [five] working days prior to the meeting. The agenda will include the principal subjects anticipated to be considered at the meeting and be specific enough to permit the public to recognize the matters in which they are interested. When the agenda includes an executive session, the agenda shall identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. (See Board policy BDC – Executive Sessions for additional information.)

The Board chair may direct an amendment to the agenda until it is posted, including adding or removing items. The Board may also amend the agenda during a meeting by a majority vote of the Board. This includes adding items to the agenda during the meeting.

A consent agenda may be used by the Board. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be voted on and approved at the same time. An item on the consent agenda will be removed from the consent agenda upon request of a Board member prior to the consent agenda's consideration. The item removed from the consent agenda will then be placed on the regular agenda.

The agenda, together with supporting materials, will be distributed to Board members at least [three] full working days prior to the meeting. A copy of the agenda will be posted on the district website at least 48 hours prior to any regular meeting and 24 hours prior to any special meeting.

Copies of the agenda for the press and public will not contain any confidential information included in Board member packets.

END OF POLICY

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### Legal Reference(s):

[ORS 192.630](#)  
[ORS 192.640](#)  
[OAR 199-050-0040](#)

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<sup>1</sup> {The Board is encouraged to review current practices for agenda preparation and Public Meetings Law.}

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

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## **Recordings and Minutes of Board Meetings**

[<sup>1</sup>]The Board will ensure a [<sup>2</sup>]video] recording is made of all of its meetings and portions of meetings that are not held in executive session. These recordings will be posted on the district's website or social media site within seven days following the meeting.]

A video or audio recording of a meeting can be kept as the official record as long as all required content is included and it is kept in an allowable format<sup>3</sup>. Alternatively, the district may create written minutes. Written minutes do not need to be a verbatim transcript and can be kept in hard copy or electronic form<sup>4</sup>.

The official record must give a true reflection of the matters discussed at the meeting and the views of the participants, and must include the following information:

1. All members of the Board 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 for all actions taken<sup>5</sup>;
4. The substance of any discussion on any matter; and
5. A reference to any document discussed at the meeting.

If written minutes are created for meetings which do not take place in executive session, those minutes shall be available to the public within a reasonable time<sup>6</sup> after the meeting. These minutes [will be published to the district website and] may be requested from the district office.

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<sup>1</sup> {ORS 192.655 requires districts with an ADMr of 50 or more to record board meetings, and post the recording within seven days. Districts with fewer than 50 ADMr are exempt from this requirement and do not need to adopt this language.}

<sup>2</sup> {If the district lacks broadband internet, an audio recording is sufficient. See ORS 192.655.}

<sup>3</sup> Oregon Administrator Rule (OAR) 166-017-0045(4) requires moving images or audio recordings be kept in MP2, MP3, MP4, or WAVE formats.

<sup>4</sup> Oregon Administrator Rule (OAR) 166-017-0045(4) requires textual data or still images be kept in XML, ODT, TXT, PDF, RTF, PREG, JFIF, PNG, or TIFF formats.

<sup>5</sup> If minutes are kept in a recorded form, all voting will use a roll call vote and if minutes are kept in written form the minutes will identify the vote of each member by name under each board action.

<sup>6</sup> {The Oregon Attorney General's *Public Records and Meetings Manual* says, "three weeks arguably is within the reasonable time allowed by statute."}

Recordings or minutes<sup>7</sup> of executive sessions will be kept in the same manner as other meetings of the Board. If disclosure of material from executive session recordings or 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. Executive session minutes of a hearing held under ORS 332.061 shall contain only material not excluded under ORS 332.061(2) and information<sup>8</sup> will not be disclosed in accordance with ORS 332.061.

Either the recording or minutes of Board meetings will be kept permanently. If written minutes are created for any meetings of the Board, any recordings will be kept for at least one year after the minutes are created.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.610 - 192.705](#)

[ORS 332.061](#)

[OAR 166-017-0005 - 0095](#)

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

[OAR 199-050-0060](#)

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<sup>7</sup> “...a record of any executive session may be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law.” ORS 192.650(2)

<sup>8</sup>ORS 332.061 prohibits the disclosure of:

1. The name of the minor student;
2. The issue, including a student’s confidential records;
3. The discussion; and
4. The school board member’s vote on the issue.

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## **Qualifications and Duties of the Superintendent**

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current license that qualifies the individual to serve as superintendent of the district<sup>{1}</sup>;
2. A master's degree or higher in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative licensure requirements. The Board may take steps to assist an individual to qualify for such a license.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

### **General Functions**

1. The superintendent is the chief executive officer of the district and, under the direction of the Board, is responsible for control and operation of the school system, and for implementing the decisions and policies of the Board.

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<sup>{1}</sup> Please contact the Teacher Standards Practices Commission (TSPC) with questions regarding licensure.}

2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

### Specific Functions

The superintendent will have the duty and authority to perform the following specific functions:

1. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student;
2. Serve as educational leader to the Board, staff and community;
3. Act as the district's chief administrative officer;
4. Serve as district school clerk, performing such duties as required by law or by the Board;
5. Support the Board with scheduling meeting places, ~~prepare an agenda~~ providing for required notices, and ensuring any required recordings or minutes are created for all Board meetings and ~~other~~ for all committee meetings authorized by the Board, as appropriate;
6. Attend all regular and special meetings of the Board, except when excused;
7. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;
8. Administer adopted Board policies;
9. Regularly review adopted Board policies and make recommendations for needed changes;
10. Advise, inform and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of district operation;
11. Provide an ongoing program of communication to and from the community, staff and Board concerning district programs and activities;
12. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;
13. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;
14. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;
15. Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel; review and change those descriptions as needed or directed by the Board;
16. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff;
17. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;
18. Resolve problems of operations and settle disputes referred through administrative channels;

19. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;
20. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;
21. Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
22. Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
23. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
24. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;
25. ~~Provide for~~ ~~Evaluate the~~ performance ~~evaluations~~ of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
26. Assign and control the promotion of students;
27. Maintain a continuous inventory of all district property, furniture, material and supplies;
28. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;
29. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;
30. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;
31. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;
32. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;
33. Direct the district in its relationships with federal, state and local government agencies;
34. Cooperate with universities and colleges in their student-teacher training programs;
35. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;

36. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation;
37. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;
38. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;
39. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.075](#)  
[ORS 342.143](#)  
[ORS 342.173](#)

[ORS 342.850](#)  
[OAR 584-020-0000 - 0035](#)  
[OAR 584-046-0003 - 0024](#)

[OAR 584-080-0151](#)  
[OAR 584-080-0152](#)  
[OAR 584-080-0161](#)

# South Umpqua School District 19

Code: CBG  
Adopted: 1/16/02  
Revised/Readopted: 7/12/17; 6/05/24  
Orig. Code: CBG

## Evaluation of the Superintendent

{Required policy. OAR 581-022-2405 requires districts to “adopt and implement personnel policies which address...evaluation procedures.” Review the superintendent contract before adopting to ensure there is no conflicting language; modify policy as needed.}

The Board will formally evaluate the superintendent’s job performance [at least once each year]. The evaluation will be based on the superintendent’s job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board’s discussion and conferences with and about the superintendent and their performance will be conducted in an executive session, unless the superintendent requests a session open to the public.<sup>1</sup> Such an executive session will not include a general evaluation of any district goal, objective or operation or of any directive to personnel concerning district goals, objectives, operations or programs. Results of the evaluation will be written and placed in the superintendent’s personnel file.

At the Board’s discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent’s performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent’s employment contract and state law and rules. In those situations where the superintendent’s employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

### Legal Reference(s):

[ORS 192.660\(2\)\(i\), \(8\)](#)

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

<sup>1</sup> Notice must be provided to the superintendent with OAR 199-0040-0030. The superintendent must receive written notice of the meeting no less than on [OAR 199-040-0030](#) hours, whichever is greater, in advance of the meeting. The notice must include: [OAR 581-022-2405](#)

- Identification of the Board;
- The time, date and location of the meeting;
- The purpose for which the Board proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the Board will be reviewing and evaluating the performance of the superintendent; and
- Information on how the superintendent may make a request for an open hearing.

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Evaluation of the Superintendent – CBG

Hanson v. Culver Sch. Dist. (FDAB 1975).

# South Umpqua School District 19

Code: BBE  
Adopted:

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### Vacancies on the Board

Vacancies on the Board will be filled through the following procedures:

1. At a Board meeting, the Board will declare the vacancy<sup>1</sup>;
2. The Board or designee will establish an application period of at least 20 days. Applicants will be required to submit an application to the district office by the designated date. Deadlines and instructions will be posted on the district website. The Board can vote to extend or re-open the application period at any time;
3. After the application period has ended, the superintendent or designee will verify applicant eligibility. Applicants must:
  - a. Be an elector of the district.<sup>2</sup> This requires being registered to vote within the district;
  - b. Have resided in the district for a period of one year immediately preceding the appointment;
  - c. [Be a resident of the zone of the vacant position, if the position is zoned;]
  - d. Not be an employee of the district or a charter school located within the district[<sup>3</sup>], except as a substitute bus driver in accordance with ORS 332.016].
4. The Board will review applicant materials in an open Board meeting;
5. The Board may select applicants to interview. Any interview will be held in an open Board meeting;

<sup>1</sup> In accordance with ORS 332.030, the Board shall declare a vacancy upon any of the following:

1. The death or resignation of any Board member;
2. When a Board member is removed from office or the election of the Board member has been declared void by the judgment of any court;
3. When a Board member ceases to be a resident of district [or zone from which nominated (see exception for board members who move out of the zone, but remain residents of the district in ORS 332.030(2) - (3))];
4. When a Board member ceases to discharge the duties of office for two consecutive months unless prevented by sickness or other unavoidable cause;
5. When a Board member ceases to discharge the duties of office for four consecutive months for any reason; or
6. When a Board member is recalled.

<sup>2</sup> ORS 254.005(4) provides “‘Elector’ means an individual qualified to vote under section 2, Article II, Oregon Constitution.” District staff may verify this with local elections officials.

<sup>3</sup> {Include this bracketed language only if the district has an ADM of 50 or fewer.}

6. During an open Board meeting, the Board will vote to appoint one of the applicants. In the event that no applicant receives a majority of votes<sup>4</sup>, the Board may re-vote or vote to re-open the application period;
7. The newly appointed Board member(s) will take an oath of office before assuming the duties of office and will be seated immediately thereafter.

[If the vacancy occurs in a zone and an eligible zone resident cannot be found, the Board shall appoint one of the eligible residents from the district to serve in accordance with ORS 332.124.]

The appointee will serve until June 30 following the next election. At that election, either the remainder of the term for the position, or a full term for the position will be on the ballot.

If the offices of a majority of Board members are vacant at the same time, the directors of the [ ] Education Service District shall appoint persons to fill the vacancies from qualified individuals.

END OF POLICY

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**Legal Reference(s):**

[ORS 249.865 - 249.877](#)  
[ORS 254.005](#)  
[ORS 255.245](#)  
[ORS 255.335](#)  
[ORS 332.030](#)  
[ORS 332.122](#)  
[ORS 332.124](#)

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<sup>4</sup> ORS 332.055 requires the affirmative vote of a majority of Board members to transact any business. Consequently [three] votes are necessary to appoint a board member, regardless of how many vacancies exist.

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# South Umpqua School District 19

Code: BCB  
Adopted: 1/16/02  
Revised/Readopted: 6/07/17 Orig.  
Code(s): BCB

## Board Officers

~~At~~ No later than the next regular ~~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. In an election year, this meeting must occur no later than the last day of July. 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. ~~[Work with the superintendent to]~~ ~~[Direct the superintendent or designee to]~~ ~~establish~~ Prepare the agenda for ~~regular~~ Board meetings in accordance with Board policy BDDC – Board Meeting Agenda;
2. Call special meetings ~~when required~~;
3. Preside at ~~all~~ meetings of the Board and enforce the rules of order. The Board chair has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public comment is a part of the meeting, the Board chair may regulate the order and length of appearances and limit appearances to presentations of relevant points in accordance with Board policy BDDH – Public Comment at Board Meetings;
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 to another Board member;
6. Appoint ~~all~~ Board members to 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 vote; ~~and~~
8. Perform such other duties as may be prescribed by law or by action of the Board.

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.

If a Board member is unable to continue to serve as an officer, a replacement will be elected. The replacement officer will serve the remainder of the officer's term, until the officer resigns or ceases to remain on the Board, or until the officer is removed or replaced by the Board.

## Board ~~or~~ District Spokesperson

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Board Officers – BCB

The Board may designate the chair, vice chair or another Board member as the Board's 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.~~ A Board member speaks on behalf of the Board only when specifically authorized by the Board. Official Board statements will be made using official district or Board communication channels, websites or social media accounts, or at official district events. When a Board member expresses personal opinions in public, the Board member is encouraged to clearly identify the opinions as personal. Comments made by Board members when not authorized by the Board are considered personal comments of the Board member.

END OF POLICY

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**Legal Reference(s):**

[ORS 255.335](#)  
[ORS 332.040](#)  
[ORS 332.045](#)

[ORS 332.057](#)  
[OAR 166-400](#)  
[OAR 166-400](#)

[OAR 166-400-0010\(9\)](#)  
[OAR 199-050-0050](#)

# South Umpqua School District 19

Code: EBB  
Adopted: 6/20/12  
Revised/Readopted: 8/02/17  
Orig. Code(s): EBB

## Integrated Pest Management

{ORS 634.740 requires boards to adopt policies regarding pest management.}

To ensure the health and safety concerns of student, staff and community members, the ~~district~~Board shall adopt an integrated pest management plan (IPM)<sup>{1}</sup> which emphasizes the least possible risk to students, staff and community members and shall adopt a list<sup>2</sup> of low-impact pesticides for use with the IPM plan. The IPM plan and list shall be available to the public through the district's website<sup>3</sup>.

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
  - a. Protect the health and safety of students and staff;
  - b. Protect the integrity of district buildings and grounds;
  - c. Maintain a productive learning environment; and
  - d. Protect local ecosystem health.
2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;
3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;
4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;
5. Evaluates the need for pest control by identifying acceptable pest population density levels;

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<sup>1</sup> {See Integrated Pest Management Program for Oregon Schools at <http://blogs.oregonstate.edu/schoolipm/>. The program includes access to Resources & Forms including Model plans for large school districts and small school districts.}

<sup>2</sup> See ORS 634.705(5).

<sup>3</sup> Inclusion of the list and IPM in the district's Healthy and Safe Schools Plan satisfies this requirement as long as it is posted on the district's website.

6. Monitors and evaluates the effectiveness of pest control measures;
7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;
8. Excludes the application of pesticides for purely aesthetic purposes;
9. Includes school staff education about sanitation, monitoring, inspection and pest control measures;
10. Gives preference to the use of nonchemical pest control measures;
11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and
12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The ~~district shall designate the~~ [Facilities Manager] ~~is designated~~ as the Integrated Pest Management Plan Coordinator(s) ~~give them~~ and has the authority for overall implementation and evaluation of the IPM plan.

### **Integrated Pest Management Plan Coordinator**

The IPM Plan Coordinator(s) shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;
2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;
3. Oversee pest prevention efforts;
4. Ensure identification and evaluation of pest situation;
5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment;
6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;
7. Evaluate pest management results; ~~and~~
8. Keep for at least four years following the application date, records of applied pesticides that include:
  - a. A copy of the label;
  - b. A copy of the Safety Data Sheet (SDS);
  - c. The brand name and U.S. Environmental Protection Agency (USEPA) registration number of the product;
  - d. The pest condition that prompted the application;
  - e. The approximate amount and concentration of pesticide applied;
  - f. The location and description of the area where the pesticide was applied;

- g. The type of application and whether the application was effective;
  - h. The name(s) of the person(s) applying the pesticide;
  - i. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
  - j. The dates and times for the placement and removal of warning signs; and
  - k. Copies of all required notices given, including the dates the IPM Coordinator(s) gave the notices.
9. Respond to inquiries about the IPM plan and refer complainants to Board policy KL - Public Complaints; and
10. Conduct outreach to district staff about the district's IPM plan.

At least once every five years, the Board shall review the IPM plan, make any necessary updates and readopt the IPM plan.<sup>4</sup> The final IPM plan shall include the day, month and year the Board adopted or readopted the plan.

END OF POLICY

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**Legal Reference(s):**

[ORS 634.116](#)  
[ORS 634.700 - 634.750](#)

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<sup>4</sup> For IPMs adopted prior to January 1, 2026, the Board shall review, update and readopt the IPM no later than January 1, 2027, or five years from the date of the most recent approval of the plan, whichever is later.



## **Student Health Services \*/\*\***

Although the district's primary responsibility is to educate students, the students' health and general welfare is also an important Board responsibility. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices. A health services plan shall be developed, implemented, and updated annually. The plan shall describe a health services program for all students at each facility that is owned or leased where students are present for regular programming.

The district shall maintain a written prevention-oriented health services plan for all students. The health services plan will<sup>1</sup>:

1. Explain available health care space that is appropriately supervised and adequately equipped for providing health care and administering medication or first aid;
2. Refer to available communicable disease prevention and management plan that includes school-level protocols<sup>2</sup>;
3. Outline a district-to-school communication plan<sup>3</sup>;
4. Provide information about health screenings, including immunizations and TB certificate requirements;
5. Describe how services for all students, including those who are medically complex, medically fragile or nursing dependent, and those who have approved 504 plans, individual education program plans, and individualized health care plans or special health care needs are managed<sup>4</sup>;
6. Integrate school health services with school health education programs and coordinate with health and social service agencies, public and private;
7. Describe how hearing, vision and dental screenings are managed and/or verified for required students<sup>5</sup>;

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<sup>1</sup> For exact language and complete requirement, see OAR 581-022-2220(1).

<sup>2</sup> For specific protocol content requirements, see OAR 581-022-2220(1)(b).

<sup>3</sup> For requirements of this plan see OAR 581-022-2220(1)(c).

<sup>4</sup> For more information regarding these requirements see ORS 336.201 and 339.869, OARs 581-021-0037, 581-015-2040, 581-015-2045, 851-045-0040 – 0060, and 851-047-0010 – 0030.

<sup>5</sup> For vision screening or eye examination or dental screening information see ORS 336.211 and 336.213.

8. Include a process to assess and determine a student's health services needs, including availability of a nurse to assess student nursing needs upon, during, and following enrollment with one or more new medical diagnose(s) impacting a student's access to education, and implement a student's individual health plan prior to attending school<sup>6</sup>;
9. Comply with OR-OSHA Bloodborne Pathogens Standards for all persons who are assigned to job tasks which may put them at risk for exposure to body fluids<sup>7</sup>;
10. Refer to adopted policy and procedures for medications in accordance with Oregon law<sup>8</sup>;
11. Include guidelines for the management of students who are medically complex, medically fragile, or nursing dependent as defined by ORS 336.201, including students with life-threatening food allergies and adrenal insufficiency while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before-school or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities<sup>9</sup>[; and][.]
12. [List the positions in the district which shall be required to obtain and maintain a first-aid/CPR/AED card in accordance with OAR 581-022-2220(3).]

Any nurse(s) employed by the district and providing services to students on behalf of the district shall be licensed in Oregon to practice as a registered nurse or nurse practitioner or be a licensed practical nurse (LPN) in alignment with LPN supervision requirements of OAR 851-045-0050 – 0060.

A nurse employed by the district shall follow all applicable requirements of ORS Chapter 678 and OAR Chapter 851. This includes, but is not limited to, delegation in accordance with OAR 851-047, which includes performing a nursing assessment of a student prior to delegation, providing adequate supervision during the delegation, and evaluating the skills, ability and willingness of the delegee.<sup>10</sup>

An administrator or other staff who is not a nurse may supervise, evaluate or direct a school nurse or registered nurse for purposes related to the nurse's role as a school employee, including but not limited to assigning the nurse's work hours, locations and workload and other matters addressed through a collective bargaining agreement. An administrator may not direct the school nurse or registered nurse in the practice of nursing.

A nurse employed by the district will function as an integral member of the instructional staff, serving as a resource person to teachers in securing appropriate information and materials on health-related topics.

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<sup>6</sup> For definitions for this policy see ORS 336.201.

<sup>7</sup> OAR 437-002-0360 lists various health and safety regulations that apply in the employment setting.

<sup>8</sup> Medication laws can be found in ORS 339.866 – 339.874 and OAR 581-021-0037; relevant Board policy includes JHCD/JHCDA - Medications.

<sup>9</sup> For guideline requirements see OAR 581-022-2220(1)(k).

<sup>10</sup> For additional delegation requirements see OAR [851-047-0030](#).

[The district provides a menstrual product **dispenser** with a variety of products in every student bathroom<sup>11</sup> which meets the requirements of law.]

END OF POLICY

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**Legal Reference(s):**

[ORS 329.025](#)  
[ORS 332.107](#)  
[ORS 336.201](#)  
[ORS 336.204](#)  
[ORS 336.211 – 336.214](#)  
[ORS 342.458](#)  
[OAR 581-021-0017](#)  
[OAR 581-021-0031](#)  
[OAR 581-021-0587](#)  
[OAR 581-021-0590](#)  
[OAR 581-022-2050](#)  
[OAR 581-022-2220](#)  
[OAR 581-022-2515](#)

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<sup>11</sup> [“Student bathroom” means a bathroom that is accessible by students, including a gender-neutral bathroom, a bathroom designated for females, and a bathroom designated for males. (OAR 581-021-0587)]

Every Student Succeeds Act, 20 U.S.C. § 7928 ~~(2018)~~(2024).

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g ~~(2018)~~(2024).

# South Umpqua School District 19

Code: ECAA  
Adopted: 1/16/02  
Revised/Readopted: 8/02/17  
Orig. Code(s): ECAA

## Access to Buildings

The Board directs the superintendent to control access to district buildings as appropriate and necessary to protect property, students and personnel.

The superintendent or designee will develop procedures to control access to school buildings and provide safeguards against unauthorized access to these buildings. Procedures will include staff members being responsible for district property (e.g., keys, access cards) in their possession.

Staff who fail to obey such procedures may be disciplined up to and including dismissal. Students who fail to obey such procedures may be disciplined.

When reviewing policies and procedures relating to school building security, the Board must consider the installation of a panic alarm system in accordance with ORS 339.408.

END OF POLICY

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### Legal Reference(s):

~~ORS 164.205 to 164.270~~  
~~ORS 332.107~~

[ORS 332.172](#)  
~~ORS 336.071~~

[ORS 339.408](#)

# South Umpqua School District 19

Code: DBEA  
Adopted: 1/16/02 Revised/Readopted:  
7/12/17; 12/17/25  
Orig. Code: 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. The term of the appointed members of a budget committee in a district that prepares an annual budget, will each be three years, with appointments made so that, as nearly as practicable, the terms of one-third of the members end each year. At least one member of the budget committee must be a member of the district's educational equity advisory committee.<sup>1</sup> 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 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 shall announce the time and place for all 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

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<sup>1</sup> {The budget committee is not required to include a member of the educational equity advisory committee until a vacancy on the budget committee occurs by a member who is not also a member of the school district board.} The district is not required to include a member of the educational equity advisory committee on the budget committee if no member of the committee is willing or able to serve on the budget committee.

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

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### **Legal Reference(s):**

[ORS 174.130](#)

[ORS 192.610 - 192.695](#)

[ORS 294.305 - 294.565](#)

[ORS 328.542](#)

[ORS 329.711](#)

[ORS 433.835 - 433.875](#)

[OAR 581-022-2307](#)

House Bill 4066 (2026)

# South Umpqua School District 19

Code: GBA  
Adopted: 3/16/11  
Revised/Readopted: 8/02/17; 12/18/19;  
1/17/22  
Orig. Code: GBA

## Equal Employment Opportunity

{OAR 581-022-2405 requires districts to have personnel policies which address affirmative action and equal employment opportunity.}

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

The district administers preference in hiring or promotion decisions in accordance with Oregon law for applicants claiming preference as a veteran, disabled veteran, state servicemember or former state servicemember.

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

The superintendent will develop other specific ~~recruiting~~ recruitment, interview~~ing~~ and evaluation procedures ~~as are~~ necessary to implement this policy. These procedures will seek to provide an equal employment opportunity and eliminate the effects of past and present discrimination[, intended or unintended, on the basis of race, religion, national origin, age, sex, marital status or physical or mental disabilities].

END OF POLICY

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

<sup>2</sup> ~~This unlawful employment practice~~ [Certain protections related to pregnancy, childbirth or a related medical condition as described in House Bill 2341 (2019) ~~(added to ORS 659A)~~ applies] to employers who employ six or more persons (ORS 659A.106 and ORS 659A.148).] {Remove if district has six or more employees.}

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

<sup>4</sup> ~~This unlawful employment practice~~ [Certain protections related to disability as described in ORS 659A.112 applies] only to employers who employ six or more persons (ORS 659A.106).] {Remove if ESD has six or more employees.}

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**Legal Reference(s):**

|                                              |                              |                                         |
|----------------------------------------------|------------------------------|-----------------------------------------|
| <a href="#">ORS 174.100</a>                  | <a href="#">ORS 659A.009</a> | <a href="#">ORS 659A.409</a>            |
| <del>ORS 243.317</del> <del>243.323</del> 05 | <a href="#">ORS 659A.029</a> | <a href="#">ORS 659A.820</a>            |
| <a href="#">ORS 326.051</a>                  | <a href="#">ORS 659A.030</a> |                                         |
| <a href="#">ORS 332.505</a>                  | <del>ORS 659A.040</del>      | <a href="#">OAR 581-021-0045</a>        |
| <del>ORS 342.934</del>                       | <a href="#">ORS 659A.082</a> | <a href="#">OAR 581-022-2405</a>        |
| <del>ORS 408.225</del> – 408.237             | <a href="#">ORS 659A.109</a> | <del>OAR 839-003-0000</del>             |
| <del>ORS 408.230</del>                       | <a href="#">ORS 659A.112</a> | <a href="#">OAR 839-006-0435</a> - 0480 |
| <del>ORS 408.235</del>                       | <a href="#">ORS 659A.147</a> | <a href="#">OAR 839-006-0440</a>        |
| <a href="#">ORS 652.210</a> - 652.220        | <a href="#">ORS 659A.233</a> | <a href="#">OAR 839-006-0450</a>        |
| <a href="#">ORS 659.850</a>                  | <del>ORS 659A.236</del>      | <a href="#">OAR 839-006-0455</a>        |
| <a href="#">ORS 659A.003</a>                 | <del>ORS 659A.309</del>      | <a href="#">OAR 839-006-0460</a>        |
| <a href="#">ORS 659A.006</a>                 | <del>ORS 659A.321</del>      | <a href="#">OAR 839-006-0465</a>        |

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (~~2018~~2024).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et. seq. (~~2018~~2024).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (~~2018~~2024); 29 C.F.R Part 1626 (~~2019~~2025).

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (~~2018~~2024).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (~~2018~~2024).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 794 (~~2018~~2024); 34 C.F.R. Part 104 (~~2019~~2025).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, ~~1701, 1703-1705, 1720~~ (~~2018~~2024);

Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Americans with Disabilities Act ~~of 1990~~/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (~~2018~~2024); 29 C.F.R. Part 1630 (~~2019~~2025); 28 C.F.R. Part 35 (~~2019~~2025).

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

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (~~2018~~2024).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (~~2018~~2024).

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

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

Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303, 4311 (~~2018~~2024).

# South Umpqua School District 19

Code: GCBDA/GDBDA-AR(1)  
Revised/Reviewed: 3/17/10;  
8/02/17;12/02/20;  
3/02/22

## Family and Medical Leave \*

(Version 1)

{This administrative regulation (AR) is intended for districts with 50 or more employees.. If the district has 25 or more and fewer than 50 employees, use version 2 (Oregon Family Leave Act (OFLA)) of GCBDA/GDBDA-AR(1) - Family Leave \*.

### Employee Eligibility

FMLA benefits are available to employees who have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and work at a worksite that employs 50 district employees within 75 miles of the worksite.

An employee who has previously qualified for and has taken some portion of FMLA leave may request additional FMLA leave within the same leave year. ~~In such instances, the employee may not need to requalify as an eligible employee.~~

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days<sup>1</sup> immediately prior to the first day of the start of the requested leave.<sup>[2]</sup> In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the district must consider days, paid or unpaid, an employee is maintained on payroll.

In determining average workweek, under FMLA and OFLA, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines.

An employee is eligible to take leave for any purposes of OFLA during a period of time covered by a public health emergency except:

1. An employee who has worked for the district for fewer than 30 days immediately before the date on which the family leave would commence; or
2. An employee who has worked for the district for an average of fewer than 25 hours per week in the 30 days immediately before the date on which the family leave would commence.

~~An employee of the district is eligible to take leave for purposes of OFLA if the employee:~~

~~3. Separates from employment with the district, irrespective of any reason:~~

<sup>1</sup> ~~Thirty days during a declared public health emergency.~~

<sup>2</sup> [The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options, employee leave at least as generous as the leave required by OFLA.]

- ~~a. — Is eligible to take OFLA leave OFLA at the time the employee separates; and~~
- ~~b. — Is reemployed by the district within 180 days of separation from employment; or~~

4. — Is eligible to take OFLA leave:

- ~~a. — At the beginning of a temporary cessation of scheduled hours of 180 days or less; and~~
- ~~b. — Returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.~~

An employee of the district who has separated and is reemployed within 180 days, or experiences a temporary cessation of schedule hours may be eligible for OFLA in accordance with ORS 659A.156.

Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled. The amount of time that an employee is deemed to have worked for the district prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours shall be restored to the employee when the employee is reemployed by the district within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

When an employee requests OFLA leave, or when the district acquires knowledge that an employee's leave may be for a purpose that constitutes OFLA leave, the district will notify the employee of the employee's eligibility to take OFLA leave within five business days, absent extenuating circumstances. Whether an employee is an "eligible employee" as defined in OAR 839-009-0210 is determined, a notice must be provided, at the commencement of the first instance of each purpose for leave listed in OAR 839-009-0240 during the OFLA leave year. If an employee is an "eligible employee" as defined in OAR 839-009-0210 for the purpose listed in OAR 839-009-0240, the employee's eligibility for that purpose does not change during the applicable 12-month period.

In addition:

1. An employee taking, in any order, some or all of 12 weeks of OFLA pregnancy disability leave and some or all of 12 weeks of OFLA leave for any other purpose, need not requalify each time the employee takes OFLA leave within the same leave year;
- ~~2. — An employee who has taken 2 weeks of OFLA child placement leave need not requalify for up to an additional 12 weeks of leave within the same leave year when used for the purposes of OFLA sick child leave;~~
- ~~3-2.~~ An employee unable to work because of a disabling compensable injury<sup>3</sup> need not requalify under OAR 839-009-0210 in order to use OFLA leave following a period the employee is off work due to the compensable injury.

~~In determining if an employee has been employed for the preceding 180 calendar days under OFLA, the district must consider days, paid or unpaid, an employee is maintained on payroll.~~

Leave under the Oregon Military Family Leave Act (OMFLA) applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

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<sup>3</sup> As defined in ORS 656.005.

~~In determining average workweek, under FMLA and OFLA, the employer must count the actual hours worked using the Fair Labor Standards Act (FLSA) guidelines.~~

## Qualifying Reason

Eligible employees may access FMLA leave entitlements for the following reasons:

1. Serious health condition of the employee or the employee's covered family member. "Serious health condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care<sup>4</sup> or continuing treatment by a health care provider<sup>5</sup>.
2. Parental leave<sup>6</sup> (separate from eligible leave as a result of a child's serious health condition):
  - a. Bonding with and caring for the employee's newborn child (within 12 months following birth);
  - b. Bonding with and caring for a newly adopted child or newly placed child in foster care {<sup>7</sup>} under the age of 18 (within 12 months of placement);
  - c. Caring for a newly adopted child or newly placed child in foster care 18 years of age or older who is incapable of self-care because of a mental or physical disability (within 12 months of placement);
  - d. Time to effectuate the legal process required for placement of a child in foster care or the adoption of a child.
3. Military caregiver leave: leave for the care for a covered servicemember if the eligible employee is the spouse, child or next-of-kin ~~who is a covered~~ of the servicemember with a serious injury or illness;
4. Qualifying exigency leave: leave arising out of deployment to a foreign country of the employee's spouse, child or parent who is a military member on active duty or call to covered active duty status.

Eligible employees may access OFLA leave entitlements for the following reasons:

1. Pregnancy disability leave: leave taken by an employee for their own disability related to pregnancy, including pregnancy termination or childbirth, whether the disability occurs before, during or after the birth of the child or for prenatal care, including fertility or infertility treatment.
2. Sick child leave: leave taken to care for an employee's child ~~who is~~ suffering from an illness, injury, or condition that requires home care. ~~Under OFLA, sick child leave includes~~; or leave taken to care

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<sup>4</sup> "Inpatient care" means an overnight stay in a hospital, hospice, or residential medical facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care. See 29 CFR § 825.114.

<sup>5</sup> "Continuing treatment" includes incapacity and treatment, pregnancy or prenatal care, chronic conditions, permanent or long-term conditions, conditions requiring multiple treatments, and absences attributable to incapacity. See 29 CFR § 815.115.

<sup>6</sup> Parental leave must be taken in one continuous block of time within 12 months of the triggering event.

<sup>7</sup> {ORS 659A.159 uses the term "foster child." Districts can choose to use either "foster child" or "child in foster care" throughout this administrative regulation.}

for an employee's child whose school or child care provider has been closed<sup>8</sup> in conjunction with a statewide public health emergency declared by a public health official.<sup>9</sup>

3. Bereavement leave: leave taken to deal with the death of a covered family member and includes leave taken to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member.<sup>10</sup> [When such leave is used for a family member who is related by affinity, the district requires an attestation form signed and submitted by the employee.]

4. ~~[Child placement leave: leave taken under OFLA before January 1, 2025, to effectuate the legal process required for placement of a foster child or the adoption of a child.]~~

5. ~~[Leave previously protected by OFLA<sup>11</sup>: 1) leave to which an eligible employee was entitled under ORS 659A.150 – ORS 659A.186 on June 30, 2024; and 2) leave to which an eligible employee would not be entitled under ORS 659A.150 – ORS 659A.186 on July 1, 2024 and may now be entitled leave under Paid Family Medical Leave (ORS 657B).]~~

Eligible employees may also access OMFLA ~~under OFLA~~ for the purpose of spending time with a spouse or domestic partner who is in the military and has been notified of an impending call or order to active duty, or who has been deployed during a period of military conflict.

## Definitions

1. Family member:
  - a. For the purposes of FMLA, “family member” means:
    - (1) Spouse<sup>12</sup>;
    - (2) Parent<sup>13</sup>; **or**

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<sup>8</sup> “Closure” (OAR 839-009-0210(5)) for the purpose of sick child leave during a statewide public health emergency declared by a public health official means a closure that is ongoing, intermittent, or recurring and restricts physical access to the child's school or child care provider as defined in OAR 839-009-0210(4).

<sup>9</sup> The district may request verification of the need for sick child leave under OFLA due to a closure during a statewide public health emergency. Verification may include:

1. The name of the child being cared for;
2. The name of the school or child care provider that has closed or become unavailable;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. With the care of a child older than 14, a statement that special circumstances exist requiring the employee to provide care to the child during daylight hours.

<sup>10</sup> Bereavement leave under OFLA must be completed within 60 days of the date the employee received notice of the death. The notice of the death of a family member may be by any means and from any source.

<sup>11</sup> OAR 839-009-0215. OFLA: Leave Previously Protected by OFLA.

<sup>12</sup> “Spouse” means individuals in a marriage, including “common law” marriage and same-sex marriage.

<sup>13</sup> “Parent” means a biological, adoptive, step or foster parent, or any other individual who stood “in loco parentis” to the employee when the employee was a child as defined herein. This does not include parents “in law.”

- (3) Child<sup>14</sup>; ~~or~~
- ~~(4) Persons who are “in loco parentis.”~~

b. For the purposes of OFLA, “family member” means an eligible employee’s:

- (1) Spouse or domestic partner;
- (2) Child or the child’s spouse or domestic partner;
- (3) Parent or the parent’s spouse or domestic partner;
- (4) Sibling or stepsibling, or the sibling’s or stepsibling’s spouse or domestic partner;
- (5) Grandparent or the grandparent’s spouse or domestic partner;
- (6) Grandchild or the grandchild’s spouse or domestic partner; or
- (7) Any individual related by blood or affinity whose close association with an eligible employee is the equivalent of a family relationship.<sup>15</sup>

2. Child:

- a. For the purposes of FMLA, “child” means the eligible employee’s biological or adopted child, a child the employee is fostering, a stepchild, a legal ward or a child of a person standing “in loco parentis”, who is either under the age of 18, or who is 18 years of age or older and who is incapable of self-care because of a physical or mental disability.
- b. For the purposes of Military Caregiver Leave and Qualifying Exigency Leave under FMLA, “child” means the employee’s child on covered active duty regardless of that child’s age.
- c. For the purposes of OFLA, “child” means the eligible employee’s biological or adopted child, a child the employee is fostering, a stepchild, the child of the employee’s spouse or domestic partner, or a child with whom the employee is or was in a relationship of “in loco parentis.”
- d. For the purposes of ~~child placement leave and sick child leave~~ ~~only~~ under OFLA, the child must be under the age of 18 or ~~an adult dependent child~~ substantially limited by a physical or mental impairment as described in ORS 659A.104.

3. In loco parentis:

- a. For the purposes of FMLA, “in loco parentis” means persons with day-to-day responsibility to care for or financially support a child, or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

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<sup>14</sup> “Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

<sup>15</sup> “Affinity” means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. This bond may be demonstrated by, but is not limited to the following factors, with no single factor being determinative:

- 1. Shared personal financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
- 2. Emergency contact designation of the employee by the other individual in the relationship or the emergency contact designation of the other individual in the relationship by the employee;
- 3. The expectation to provide care because of the relationship or the prior provision of care;
- 4. Cohabitation and its duration and purpose;
- 5. Geographic proximity; and
- 6. Any other factor that demonstrates the existence of a family-like relationship.

- b. For the purposes of OFLA, “in loco parentis” means person in the place of ~~the~~ a parent, having financial or day-to-day responsibility for the care of a child. A legal or biological relationship is not required.

4. Next of kin:

For the purposes of FMLA , “next of kin” means the nearest blood relative other than the covered servicemember’s spouse, parent or child in the following order of priority (unless otherwise designated in writing by the servicemember):

- a. Blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions;
- b. Siblings;
- c. Grandparents;
- d. Siblings of parents and their spouses; and
- e. First cousins.

5. Covered servicemembers:

~~For the purposes of FMLA, “covered servicemember” means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.~~

For the purposes of FMLA, “covered servicemember” means:

- a. A current member of the Armed Forces, including a member of the National Guard or Reserves, who:
  - (1) Is undergoing medical treatment, recuperation or therapy;
  - (2) Is otherwise in outpatient status; or
  - (3) Is otherwise on the temporary disability retired list for a serious injury or illness; or
- b. A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

6. Covered veteran:

For the purposes of FMLA, “covered veteran” means an individual who was:

- a. A member of the Armed Forces (including a member of the National Guard or Reserves);
- b. Discharged or released under conditions other than dishonorable; and
- c. Discharged within the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

7. Public health emergency:

For OFLA a “public health emergency” means;

- a. A public health emergency declared under ORS 433.441.

- b. An emergency declared under ORS 401.165 if related to a public health emergency as defined in ORS 433.442.

## Leave Period

For the purposes of calculating an employee's leave period for FMLA, the district will use the 12-month period measured forward from the date the employee's leave begins.

For the purposes of calculating an employee's leave period for OFLA, the district will use a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave commences.

~~The methods for calculating the leave period for FMLA or OFLA leave entitlement shall be used for all employees.~~

The leave period for the purposes of Military Caregiver Leave under FMLA shall be dependent on the start of any such leave regardless of the district's designated leave period described above.

## Leave Duration

For the purposes of FMLA, an eligible employee is generally entitled to a total of 12 weeks of qualified leave during the district's designated leave period (12-month period)<sup>16</sup>. Spouses who work for the district and are eligible for FMLA leave may be limited to a combined total of 12 weeks of FMLA leave during the district's designated leave period when the purpose of the leave is for:

1. Birth of a child or to care for a child after birth;
2. Placement of an adopted child or child in foster care, the care for an adopted child or child in foster care after placement; or
3. Care of the employee's parent with a serious medical condition.

Except in specific and unique instances, all qualified leave under FMLA counts toward an employee's leave entitlement within the designated leave period.

For the purposes of OFLA, an eligible employee is generally entitled to a total of up to 12 weeks of OFLA leave, for sick child leave and bereavement leave, during the designated leave period. An eligible employee is entitled to a total of two weeks of bereavement leave upon the death of each family member of the employee within a leave year, except that the eligible employee may not take more than four weeks of bereavement leave within a leave year.

An employee may also be entitled to take a total of 12 weeks of OFLA pregnancy disability leave within the same leave year.

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<sup>16</sup> An eligible employee taking Military Caregiver Leave under FMLA is entitled to up to 26 weeks of leave in the 12-month period beginning with the first day of such leave and regardless of any FMLA leave taken previously during the district's leave period. However, once the 12-month period begins for the purposes of Military Caregiver Leave under FMLA, any subsequent FMLA qualified leave, regardless of reason for such leave, will count toward the employee's 26-week entitlement under Military Caregiver Leave under FMLA.

Under OFLA, the employee may use all or part of the 12 weeks of sick child or bereavement leave and all or part of the 12 weeks of pregnancy disability leave in any order.

~~[In addition to the 24 weeks of possible OFLA leave identified above, an eligible employee is entitled to a total of two weeks of child placement leave within an OFLA leave year until January 1, 2025. The adoption or foster placement of multiple children at one time entitles the employee to take only one two-week period of child placement leave.]~~

Unlike FMLA, OFLA does not combine the leave entitlement when two or more family members work for the district. Under OFLA, family members who work for the district may be restricted from taking concurrent OFLA qualified leave.<sup>17</sup>

For the purposes of OMFLA, an eligible employee is entitled to 14 days of leave per call or order to active duty or notification of a leave from deployment. When an employee also meets the eligibility requirements of OFLA, the duration of the OMFLA leave counts toward that employee's leave entitlement during the designated leave period.

Qualified leave under FMLA and OFLA for an eligible employee will run concurrently during the designated leave period if for the same qualifying reason. Qualified leave under FMLA will run concurrently with other qualified leave covered under Paid Family and Medical Leave Insurance (PFMLI) and/or available sick leave under ORS 653.601 - 653.661 for eligible employees. Qualified leave under OFLA may also run concurrently with leave taken under the sick ~~time~~leave law in ORS 653.601 - 653.661 if for the same qualifying reason, but not concurrent with PFMLI.

For the purpose of tracking the number of leave hours an eligible employee is entitled and/or has used during each week of the employee's leave, leave entitlement is calculated by multiplying the number of hours the eligible employee normally works per week by 12<sup>18</sup>. If an employee's schedule varies from week-to-week, a weekly average of the hours worked over the 12 months worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek<sup>19</sup>. If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

Holidays which occur within the week taken as FMLA may be counted against FMLA entitlement.<sup>20</sup> However, for leave taken in increments of less than one week, holidays in which employees generally are not expected to report do not count against the employees FMLA leave entitlement.

Under OFLA, days in which the district is not in operation, are not counted toward intermittent or reduced work schedule OFLA leave.

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<sup>17</sup> Exceptions to the ability to require family members to take OFLA qualified leave at different times are when one employee needs to care for a child for a purpose described in ORS 659A.159 (1)(a) while another employee is taking pregnancy disability leave or, one or more of the employees is taking bereavement leave.

<sup>18</sup> For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.

<sup>19</sup> For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.

<sup>20</sup> See 29 CFR § 825.200(h).

## Intermittent Leave

With the exception of parental leave under FMLA which must be taken in one continuous block of time, an eligible employee is permitted under FMLA or OFLA to take intermittent leave for any qualifying reason.

Intermittent leave is taken in separate periods of time (i.e., hours, days, weeks, etc.), rather than in one continuous period of time, and/or requiring an altered or reduced work schedule. For OFLA this includes but is not limited to sick child leave taken requiring an altered or reduced work schedule because the intermittent or recurring closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

When an exempt employee is eligible for both OFLA and FMLA leave, and the employee takes intermittent leave in blocks of less than one day, if done in accordance with 29 CFR § 825.206, the district may reduce the employee's salary for the part-day absence without the loss of the employee's exempt status in accordance with OAR 839-020-0004(32).

When an exempt employee is eligible for OFLA leave ~~is but not covered by~~ FMLA leave, and the employee takes intermittent leave in blocks of less than one day, the district will jeopardize the employee's exempt status if the district reduces the employee's salary for the part-day absence.

An employee's FMLA and/or OFLA intermittent leave time is determined by calculating the difference between the employee's normal work schedule and the number of hours the employee actually works during the leave period. The result of such calculation is credited against the eligible employee's leave entitlement.

## Alternate Work Assignment

Under FMLA, the district may transfer an employee taking intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment to an alternate position for which the employee is qualified and which better accommodates an employee's recovery from a serious health condition, a serious health condition of a spouse, parent, ~~son, or daughter~~ or child, or a serious injury of illness of a covered servicemember. However, the district may not transfer the employee to an alternative position in order to discourage the employee from taking leave or otherwise work a hardship on the employee.

Under FMLA, when an employee who is taking leave intermittently or on a reduced leave schedule and has been transferred to an alternative position no longer needs to continue on leave and is able to return to full-time work, the employee will be placed in the same or equivalent job as the job they left when the leave commenced. An employee may not be required to take more leave than necessary to address the circumstance that precipitated the need for leave.

Under OFLA, the district may transfer an employee on intermittent OFLA leave or reduced work schedule into an alternate position with the same or different duties to accommodate leave, provided:

1. The employee accepts the position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;

3. The transfer is compliant with any applicable collective bargaining agreement, as well as with state and federal law;
4. The transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
5. The transfer is not used to discourage the employee from taking leave or to create a hardship for the employee.

Under OFLA, an employee transferred to an alternate position for the purpose of a reduced work schedule must be returned to the employee's former position when the employee notifies the employer that the employee is ready to return to the former position at the end of the alternate duty leave.

The district may transfer an eligible employee to an alternate position that accommodates OFLA pregnancy disability leave provided:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with any applicable collective bargaining agreements, as well as with state and federal law;
4. The transfer is not used to discourage the employee from taking OFLA leave or to create a hardship for the employee.

Under OFLA, if an eligible employee is transferred to an alternative position and as a result the employee works fewer hours than the employee worked in the original position, the employee's OFLA leave time is determined by calculating the difference between the number of hours the employee worked in the original position and the number of hours the employee actually works in the alternative position.

An employee is not on OFLA leave if the employee has been transferred – as provided for in OAR 839-009-0245 (5) – to an alternate position for the purpose of alternate work duties that the employee is able to perform within the limitations of the employee's pregnancy disability, but not requiring a reduced workweek. An employee working in an alternate position retains the right to return to the employee's original position at any time during the employee's OFLA leave. This does not impair the right of an employee to a reasonable accommodation or the application of any other state or federal law.

### **Special Rules for School Employees**

For the purposes of FMLA, "instructional employee" means those whose principal function is to teach and instruct students in a class, a small group or an individual setting. Athletic coaches, driving instructors and special education assistants, such as ~~signers~~<sup>24</sup> ~~interpreters~~<sup>24</sup> for the hearing impaired, are included in this definition. This definition does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers or bus drivers.

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<sup>24</sup> ~~29 CFR 825.600(e)~~ uses "signers."

FMLA leave that is taken for a period that ends with the school year and begins with the next semester is considered consecutive rather than intermittent. The period during the summer vacation when the employee would not have been required to report for duty is not counted against the employee's FMLA leave entitlement. In any such situation, the eligible instructional employee will receive any benefits during the break period that employees would normally receive if they had been working at the end of the school year.

#### 1. Foreseeable Intermittent Leave Exceeding 20 Percent of Working Days

When the qualified leave is foreseeable, will encompass more than 20 percent of the eligible instructional employee's regular work schedule during the leave period, and the purpose of such leave is to care for a family member with a serious medical condition, for a covered servicemember or for the employee's own serious medical condition, the district may require the eligible instructional employee to choose either to:

- a. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b. Temporarily transfer to an available alternate position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than the employee's regular position.

If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the district may require the employee to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the district may require the employee to delay the taking of leave until the notice provision is met.

#### 2. Limitation on Leave Near the End of the Term<sup>22</sup>

When an eligible instructional employee requests leave near the end of the term, the district may require the following:

- a. When the qualified leave begins more than five weeks before the end of the term, the district may require the employee to continue taking leave until the end of the term if:
  - (1) The leave will last at least three weeks; and
  - (2) The employee would return to work during the three-week period before the end of the term.
- b. When the qualified leave begins during a five-week period before the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required by the district to remain on leave until the end of the term if:
  - (1) The leave will last more than two weeks; and

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<sup>22</sup> "Academic term" means the school semester, which typically ends near the end of the calendar year and the end of spring each school year. In no case may a school have more than two academic terms or semesters each year for purposes of FMLA. 29 CFR § 825.602(b)

- (2) The employee would return to work during the two-week period before the end of the term.
- c. When the qualified leave begins within three weeks of the end of the term and the purpose of such leave is parental leave, for the serious health condition of a family member or to care for a covered servicemember, the eligible instructional employee may be required to remain on leave until the end of the term if the length of the leave will last more than five working days.

If the district requires an eligible instructional employee to remain on leave until the end of the term as described above, additional leave required by the district until the end of the school term shall not count against the eligible instructional employee's leave entitlement.

For the purposes of OFLA leave, if an employee<sup>23</sup> begins a period of bereavement leave during the three-week period before the end of the term and the duration of the leave is greater than five working days, the district may require the employee continue on family leave until the end of the term.

### **Paid/Unpaid Leave**

FMLA and OFLA do not require the district to pay an eligible employee who is on a qualified leave. Paid Family and Medical Leave Insurance (PFMLI) leave taken via Paid Leave Oregon or an equivalent plan will run concurrently with FMLA and leave available under ORS 653.601 - 653.661 when taken for the same purpose. An employee may elect to use any available accrued paid leave including personal, sick or vacation leave during the leave period [ <sup>24</sup> to the extent that the total combined amount of accrued paid leave and benefits received from PFMLI does not exceed an amount equal to the employee's full wage replacement during the period of leave]. [The total combined amount received by using accrued leave and PFMLI may exceed the employee's full wage replacement during the period of leave.] The district will notify the eligible employee when the requested leave has been designated as FMLA or OFLA leave and ask the employee about the use of available accrued paid leave.

Eligible employees taking OMFLA leave are entitled to use available accrued paid time off during the OMFLA leave period.

### **Benefits and Insurance**

When an eligible employee returns to work following a FMLA-, OFLA- or OMFLA-qualified leave, the employee must be reinstated to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

During an OFLA qualified leave an eligible employee does not accrue seniority or other benefits that would have accrued while the employee was working, unless the terms of a collective bargaining agreement, other agreement or other district policy provide otherwise.<sup>25</sup> The eligible employee is also subject to layoff to the same extent similarly situated employees not taking OFLA leave are subject unless

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<sup>23</sup> Applies only to an employee who is employed principally in an instructional capacity by the district.

<sup>24</sup> {Select one of the two bracketed options based on district practice, i.e., keep the ending to this sentence OR delete this ending and keep the following bracketed sentence. See ORS 657B.030(2) for additional guidance.}

<sup>25</sup> See also ORS 342.934(4)(d) in reduction force situations.

the terms of an applicable collective bargaining agreement, other agreement or the district's policies provide otherwise.

For the purposes of FMLA and OFLA, the district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified leave period. The eligible employee is required to pay the employee portion of any such group health insurance contribution as a condition of continued coverage.

For the purposes of FMLA qualified leave, the district's obligation to maintain the employee's group health insurance coverage will cease if the employee's contribution is remitted more than 30 calendar days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

For the purposes of OMFLA, the eligible employee is entitled to a continuation of benefits.

### **Fitness-for-Duty Verification**

For purposes of FMLA, prior to the reinstatement of an employee following a leave which was the result of the employee's own serious health condition, the district may require the employee to obtain and present a Fitness-for-Duty Certification. If the district is going to require a Fitness-for-Duty Certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA leave and that failure to provide the certification may result in a delay or denial of reinstatement. Any costs associated with obtaining the certification shall be borne by the employee.

### **Application**

For purposes of FMLA, an eligible employee requesting FMLA leave shall provide at least 30 days' notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start date, duration and reasons for the requested leave. When appropriate, the eligible employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district. ~~An eligible employee able to give advance notice of the need to take FMLA leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.~~

For purposes of OFLA, an eligible employee shall provide at least [<sup>26</sup>30] days' written notice of the need for foreseeable leave before starting family leave. An employee may commence family leave without prior notice in the event of: an unexpected illness, injury or condition of a child of the employee that requires home care; the death of a family member; the closure of the school or child care provider of the employee's child due to a public health emergency unless the declaration of the emergency was issued by the Governor at least 30 days before commencement of the leave; or an illness, injury or condition related to the employee's own pregnancy or childbirth that disables the employee from performing any available job duties offered by the district. If an employee commences leave without prior notice as allowed above, the employee must give oral notice<sup>27</sup> to the employer within 24 hours of the commencement of the leave and must provide the written notice within three days after returning to work. Failure of an employee to provide the required notice for leave may result in the district deducting up to three weeks from the

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<sup>26</sup> {This number of days should align with the days provided in the leave request form.}

<sup>27</sup> Oral notice may be given by any other person on behalf of the employee taking the leave.

employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

The district may request additional information<sup>28</sup> to determine the requested leave qualifies as FMLA or OFLA leave as provided by law. The district may designate the employee as provisionally on FMLA or OFLA leave until sufficient information is received to properly make a determination.

An eligible employee able to give advance notice of the need to take leave must follow the district's known, reasonable and customary procedures for requesting any kind of leave.

For the purposes of FMLA, if advance notice is not possible, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," for the purpose of FMLA leave, means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. In most situations, as soon as practicable will be within one business day of an employee becoming aware of the need. Failure of an employee to provide the required notice for FMLA leave may result in the district delaying the employee's leave up to 30 days after the notice is ultimately given.<sup>29</sup>

For the purposes of OFLA, if an eligible employee is taking leave in an unforeseeable situation, an employee must give oral or written notice<sup>30</sup> within 24 hours before or after commencement of the leave.

In all cases, proper documentation must be submitted no later than three working days following the employee's return to work.

For purposes of OMFLA, an employee must provide the district with notice of the intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

## Verification

Under FMLA, the district may require an eligible employee to provide medical certification, when appropriate<sup>31</sup>, to support the stated reason for such leave. In most cases, the district will provide written notification to an employee of this requirement within five working days of the employee's request for leave. The employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required, unless not practicable. Any additional certifications, including second and third opinions, will be in accordance with applicable law.

Under OFLA, the district may require an eligible employee to provide medical verification, when appropriate<sup>32</sup>, to support the stated reason for qualifying OFLA leave. The district will provide written notification to an employee of this requirement and state the consequences for failure to provide the

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<sup>28</sup> ~~Except in cases to verify OFLA bereavement leave unless the district requires the use of an attestation form for purposes of determining affinity.~~ See OAR 839-009-0260 for OFLA and 29 CFR § 825.305 et. al. for FMLA.

<sup>29</sup> See 29 CFR § 825.304.

<sup>30</sup> Notice may be given by any other person on behalf of the employee taking the leave.

<sup>31</sup> Medical verification is not allowed in every situation. Review current laws and guidance for more information.

<sup>32</sup> Medical verification is not allowed in every situation. Review current laws and guidance for more information. (OAR 839-009-0260)

requested medical verification. If the employee gives advance written notice of foreseeable leave, the district may require the employee to provide medical verification for OFLA leave before the leave starts. If the employee begins unforeseeable OFLA leave without prior notice, the employee is required to submit such medical verification within 15 calendar days after receipt of the district's request for medical verification. The employee may be subject to disciplinary action for not providing the requested medical verification.

For the purposes of OFLA qualified leave, costs associated with obtaining the medical verification shall be borne by the district, or be paid as otherwise allowed by law. The district will not delay the use of qualifying OFLA leave when medical verification is not received before the commencement of unforeseeable leave. The district may not require an employee to obtain a second opinion.

Under OFLA, the district may request verification for the need for leave to care for a child who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency. A request for verification may include a request for:

1. The name of the child requiring home care;
2. The name of the school or child care provider that is subject to the closure;
3. A statement from the employee that no other family member of the child is willing and able to care for the child; and
4. A statement that special circumstances exist that require the employee to provide home care for the child during the day, if the child is older than 14 years of age.

### **Posted Notice**

The district will post the Bureau of Labor and Industries Family Leave notice in each building or worksite in an area that is accessible to and regularly frequented by employees.<sup>33</sup> The district will also post a notice explaining the provisions of FMLA and providing information concerning the procedures for filing complaints.<sup>34</sup>

### **Record Keeping**

The district will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

### **Federal vs. State Law**

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<sup>33</sup> [https://www.oregon.gov/boli/employers/Documents/BOLI\\_Printable\\_FamilyMedLv.pdf](https://www.oregon.gov/boli/employers/Documents/BOLI_Printable_FamilyMedLv.pdf) {Electronic posting **is not** sufficient to satisfy this requirement, but may be used to supplement the physical posting.}

<sup>34</sup> <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf> {Electronic posting **is** sufficient as long as it is posted prominently where it can be readily seen by employees and applicants for employees. The poster and the text must be large enough to be easily read and contain fully legible text.}

Both federal and state law contain provisions for family and medical leave. Federal regulations state an employer must comply with all leave laws; that the federal law does not supersede any provision of state law that provides greater family or medical leave rights than those established pursuant to federal law; and if leave qualifies for FMLA and OFLA leave, the leave used counts against the employee's entitlement under both laws. State law requires that FMLA and ~~OFLA or other~~ state leave entitlements run concurrently when for the same purpose.

BUDGET COMMITTEE HEARING  
Wednesday, June 3, 2026 6:15 PM Pacific

South Umpqua School District  
558 Chadwick Ln  
Myrtle Creek, OR 97457

Greg Bicondoa: Present  
William Hill: Present  
Jeff Johnson: Present  
Randy Richardson: Present  
David Stevens: Present  
Anandita Tiwari: Present

Present: 6.

1. Call to Order/Roll Check

David Marshall  
Cynthia Rohn  
Don Brown  
Jennifer Reid

David Stevens called the meeting to order at 6:16 pm. David Marshall, Cynthia Rohm, Don Brown, and Jennifer Reid were not in attendance.

2. Flag Salute

3. Budget Hearing- Public Input  
None

4. Adjourn Meeting

Meeting was adjourned at 6:17 pm

## REGULAR BOARD OF DIRECTORS MEETING

Wednesday, June 3, 2026 Immediately  
following Budget Committee Meeting

South Umpqua School District  
558 Chadwick Ln  
Myrtle Creek, OR 97457

### 1. Call to Order/Roll Check

Dave Stevens called the meeting to order at 6:17 pm.

### 2. Adoption or Adjustment of Agenda

I motion to approve the agenda for June 03, 2026. This motion, made by Anandita Tiwari and seconded by William Hill, Carried.

Greg Bicondoa: Yea, William Hill: Yea, Jeff Johnson: Yea, Randy Richardson: Yea, David Stevens: Yea, Anandita Tiwari: Yea  
Yea: 6, Nay: 0

### 3. Citizens Request of the Board

None

### 4. Coffenberry Middle School FBLA Presentation

Coffenberry Middle School FBLA students appeared before the Board and presented speeches in preparation for the upcoming FBLA National Leadership Conference.

### 5. Request for out-of-state travel

Makeena House, a student from South Umpqua High School, was present to request Board approval for out-of-state travel. The student shared information about the trip's purpose and answered questions from the Board.

### 6. Superintendent Communication

Superintendent Bare provided updates to the board. She shared that the district celebrated staff appreciation last week, celebrating teachers and classified staff from each building who exemplify excellence in South Umpqua, reflecting on our many accomplishments this past year, celebrating our retirees, and preparing for a much-deserved summer rest for our hard-working educators. Waypoint registration opened on June 1st, and Superintendent Bare will provide enrollment numbers to the school board to track the progress.

Superintendent Bare reminded the board about the upcoming tracings this summer and in the fall.

#### 6.1. Enrollment Report

Superintendent Bare presented the enrollment report. Enrollment is at 1310- CMS-247,CVS-191, SUHS-393,MCE-235, TCE-244.

#### 6.2. I.R.R.E. Survey Summary

Erika Bare presented data from the I.R.R.E. survey. The survey had a 90% participation rate among staff and students. Superintendent Bare highlighted areas that showed improvement compared to previous survey results and identified areas of focus for continued growth and improvement.

## 7. Financial Report

Shy Chapman presented the District's Revenue and Expenditure Report, reflecting financial activity through May 28<sup>th</sup>, 2026. The projected ending fund balance for the fiscal year ending June 30, 2026, is currently \$3,718,168. This projection is subject to change as we complete year-end processing.

## 8. Facilities Update

Joe Motta provided the board with an update on district projects. The fencing at the high school is nearing completion. The gate will be installed after students are out for the summer. Mr. Motta reported that a contractor had been selected for the restroom remodel project. The district selected Terrell and Sons Construction. Their bid came in at \$361,000. Mr. Motta presented the board with the designs for the new restrooms.

## 9. Student Services Update

### 9.1. Special Education Report Cards

Emily Veale presented a comparison of the 2023-24 and 2024-25 Special Education Report Cards. She reported that the overall special education student population decreased, while the graduation rate increased by 8.33% and the dropout rate decreased by 1.19%. Mrs. Veale also noted a reduction in proficiency gaps in several areas. One area of concern was 4th-grade mathematics, where the proficiency gap widened by 4%; however, she shared that plans are already in place to provide additional math support for special education students.

### 9.2. Attendance Report

Emily Veale provided an update on student attendance. Elementary attendance remained relatively stable, while attendance at Canyonville School also remained around 70%. Coffenberry Middle School and South Umpqua High School experienced declines in attendance. Mrs. Veale discussed the supports being put in place at each building. Jeff Johnson asked about the new start times and the high school attendance. Superintendent Bare reported an increase in daily attendance at the high school.

## 10. Teaching and Learning Update

### 10.1. Social Studies Textbooks

Ryan Savage provided the Board with an update on the 6-12 social studies curriculum adoption process. Following a comprehensive review by a committee of teachers and administrators, the committee selected Teachers Curriculum Institute (TCI) as the

recommended instructional materials program. TCI was identified as the program that best aligns with Oregon Social Science Standards, district instructional priorities, and the needs of South Umpqua students and staff. Staff also noted that the program includes regularly updated instructional materials and replacement textbooks at no additional cost to the district.

#### 10.2. I Ready data update

Ryan Savage presented i-Ready reading and mathematics assessment results for grades K-9. The Board received an overview of district-wide performance data, followed by a review of grade-level results.

#### 11. Foundation Communication

Jeff Johnson reported that the foundation had recently awarded \$20,000 in scholarships to graduating high school students.

#### 12. Consent Agenda*(All items may be adopted by a single motion unless pulled for special consideration.)*

Approve. This motion, made by Jeff Johnson and seconded by Anandita Tiwari, Carried.

Greg Bicondoa: Yea, William Hill: Yea, Jeff Johnson: Yea, Randy Richardson: Yea, David Stevens: Yea, Anandita Tiwari: Yea

Yea: 6, Nay: 0

12.1. Approve minutes from May 06, 2026, Board meeting, May 20, 2026, Budget Committee Work Session, and May 20, 2026, Board Work Session.

#### 13. Action Items

13.1. Approve Resolution 2026-13, Resolution for Appropriating Special Revenue Funds Renew America Schools.

Approve Resolution 2026-13, Resolution for Appropriating Special Revenue Funds Renew America Schools. This motion, made by Jeff Johnson and seconded by Anandita Tiwari, Carried.

Greg Bicondoa: Yea, William Hill: Yea, Jeff Johnson: Yea, Randy Richardson: Yea, David Stevens: Yea, Anandita Tiwari: Yea

Yea: 6, Nay: 0

#### 13.2. Approve meal prices for the 2026/27 school year

Approve meal prices for the 2026/27 school year. This motion, made by Anandita Tiwari and seconded by William Hill, Carried.

Greg Bicondoa: Yea, William Hill: Yea, Jeff Johnson: Yea, Randy Richardson: Yea, David Stevens: Yea, Anandita Tiwari: Yea

Yea: 6, Nay: 0

13.3. Approve Food Service Management Contract with Sodexo for the 2026-27 school year. Approve Food Service Management Contract with Sodexo for the 2026-27 school year. This motion, made by Jeff Johnson and seconded by Anandita Tiwari, Carried.

Greg Bicondoa: Yea, William Hill: Yea, Jeff Johnson: Yea, Randy Richardson: Yea, David

Stevens: Yea, Anandita Tiwari: Yea  
Yea: 6, Nay: 0

13.4. Approve Resolution 2026-14—Adopt the Budget, Appropriate Funds, and Impose & Categorize Taxes for the 2026–27 Fiscal Year

Approve Resolution 2026-14-Adopt the Budget, Appropriate Funds, and Impose & Categorize Taxes for the 2026-27 Fiscal Year. This motion, made by Anandita Tiwari and seconded by Jeff Johnson, Carried.

Greg Bicondoa: Yea, William Hill: Yea, Jeff Johnson: Yea, Randy Richardson: Yea, David Stevens: Yea, Anandita Tiwari: Yea  
Yea: 6, Nay: 0

13.5. Establish date and time of July board meeting

Establish date and time of July board meeting. This motion, made by Jeff Johnson and seconded by William Hill, Carried.

Greg Bicondoa: Yea, William Hill: Yea, Jeff Johnson: Yea, Randy Richardson: Yea, David Stevens: Yea, Anandita Tiwari: Yea  
Yea: 6, Nay: 0

The board discussed the July board meeting date and July 6, 2026, at 6:15 pm was selected.

13.6. Approve the adoption of the district's K–12 social studies instructional materials.

Approve the adoption of the district's K-12 social studies instructional materials. This motion, made by Jeff Johnson and seconded by Anandita Tiwari, Carried.

Greg Bicondoa: Yea, William Hill: Yea, Jeff Johnson: Yea, Randy Richardson: Yea, David Stevens: Yea, Anandita Tiwari: Yea  
Yea: 6, Nay: 0

13.7. Request for out-of-state travel, South Umpqua High School

Request for out-of-state travel, South Umpqua High School Student. This motion, made by Jeff Johnson and seconded by William Hill, Carried.

Greg Bicondoa: Yea, William Hill: Yea, Jeff Johnson: Yea, Randy Richardson: Yea, David Stevens: Yea, Anandita Tiwari: Yea  
Yea: 6, Nay: 0

14. Announcements

15. Board Member Comments

16. Board chair closing comments

17. Adjourn Meeting

Meeting was adjourned at 7:52 pm.



**SOUTH UMPQUA  
SCHOOL DISTRICT**

Unlocking Unlimited Potential in Every Student

## Board Reports

July 06, 2027

To: Board of Directors

From: Superintendent, Erika Bare

**Subject: Action Items – 13.1.1 – 13.1.14 Procedural Appointments and Authorizations for the 2024-25 School Year**

Date: June 26, 2026

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**Summary:** The Board is asked to approve the procedural appointments and authorizations for the 2026-27 school year.

**Background:** Procedural appointments and authorizations are approved annually by the School Board. These appointments and authorizations provide district officials with decision making authority for district business, identification of district approved legal representation, identification of media outlets of record, set temporary hourly rates, re-adoption of board procedures and policies, identification of the School Board as the Contract Review Board for the district, and designate signing authority on accounts and investments. Many of the approvals and appointments are required by Oregon Revised Statutes (ORS).

**Previous Board Action:** Procedural appointments and authorizations are approved annually by the School Board.

**Financial Implications:** None

**Staff Recommendation:** Staff recommends approval of the procedural appointments and authorizations listed as Action Items 13.1.1 through 13.1.14.

**School Board Actions:**

Motion: I move to approve the procedural appointments and authorizations listed as Action Items 13.1.1 through 13.1.14.





# **SOUTH UMPQUA SCHOOL DISTRICT**

Unlocking Unlimited Potential in Every Student

## **2026-2027 Board Meeting Calendar**

| Date              | Type of Meeting                       | Time      |
|-------------------|---------------------------------------|-----------|
| July 06, 2026     | Board Regular Session                 | 6:15 p.m. |
| August 5, 2026    | Board Regular Session                 | 6:15 p.m. |
| September 2, 2026 | Board Regular Session                 | 6:15 p.m. |
| October 7, 2026   | Board Regular Session                 | 6:15 p.m. |
| October 21, 2026  | Board Work Session                    | 6:15 p.m. |
| November 4, 2026  | Board Regular Session                 | 6:15 p.m. |
| December 2, 2026  | Board Regular Session                 | 6:15 p.m. |
| January 6, 2027   | Board Regular Session                 | 6:15 p.m. |
| February 3, 2027  | Board Regular Session                 | 6:15 p.m. |
| February 17, 2027 | Board Work Session                    | 6:15 p.m. |
| March 3, 2027     | Board Regular Session                 | 6:15 p.m. |
| April 7, 2027     | Board Regular Session                 | 6:15 p.m. |
| April 21, 2027    | Board/Budget Committee Work Session   | 6:15 p.m. |
| May 5, 2027       | Board Regular Session                 | 6:15 p.m. |
| May 19, 2027      | Board/Budget Committee Work Session   | 6:15 p.m. |
| June 2, 2027      | Budget Public Hearing + Board Session | 6:15 p.m. |



**SOUTH UMPQUA  
SCHOOL DISTRICT**

Unlocking Unlimited Potential in Every Student

## Action Item

July 06, 2026

To: Board of Directors  
From: Erika Bare, Superintendent  
**Subject: Action Item –Alternate Education Locations**  
Date: July 06, 2026

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**Summary:** The Board is asked to approve the list of alternate education locations for the 2025-2026 school year.

**Background:** The School Board annually approves alternate education locations for South Umpqua School District students.

**Previous Board Action:** The current list of alternate education locations for SUSD students was approved in July 2025, and expired June 30, 2026.

**Financial Implications:**

Varies, depending on number of students.

**Staff Recommendation:**

Staff recommends approval of the list of alternative education locations for the 2026-27 school year.

**School Board Actions:**

Motion: I move to (approve) the South Umpqua School District list of alternative education locations for the 2026-2027 school year.

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# South Umpqua School District

## Alternative Education Sites 2026-2027

- Woolley Center (diploma/GED)
- Oregon Virtual Academy (OVA) Charter in North Bend on-line
- InterMountain Educational Service District Virtual Learning Academy

### Students in Detention

- Douglas County Detention Facility - Mt. Nebo Alternative Program

*(clearly this is not a choice and is for adjudicated youth in juvenile jail pending trial dates or serving time for PV)*

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- Deer Creek Adolescent Treatment Center
- Horizons Foster Education – Students served by DHS. DHS referral only