



Northwest Regional
Education Service District

BOARD PACKET

MATERIALES DE LA MESA DIRECTIVA

OCTOBER *20*, 2020

20 DE OCTUBRE DE 2020

6:00PM - 8:00PM

CONTACT/CONTACTO

Lauren Slyh O'Driscoll

lslyh@nwresd.org | 503-614-1401



Northwest Regional Education Service District

**Welcome to this Public Meeting of the
NWRESD Board of Directors
Regular Meeting**

October 20, 2020

[Virtual Meeting: Register Here!](#)

6:00 PM	<p><u>CALL TO ORDER</u></p> <p>1. Board: Renee Bruce, Karen Cunningham, Tony Erickson, Dave Hollandsworth, DaWayne Judd, Marilyn McGlasson, Lisa Poehlitz, Chris Riley, Ross Tomlin</p>	Chair Poehlitz
6:02 PM	<p>2. PLEDGE OF ALLEGIANCE / LAND ACKNOWLEDGEMENT</p>	Chair Poehlitz
6:07 PM	<p>3. <u>AGENDA REVIEW/REVISION</u></p>	Chair Poehlitz
6:10 PM	<p>4. SUPERINTENDENT REPORT</p>	Dan Goldman
6:30 PM	<p>5. <u>COMMUNICATIONS TO THE BOARD/PUBLIC COMMENT</u></p> <p><i>The Northwest Regional Education Service District Board of Directors appreciates community members sharing information during public comments. The Board requests comments be limited to three (3) minutes per speaker. Speakers will state their name and home address for the record. While the Board does not respond to public comment, following the meeting, the Chair, Vice Chair, and Superintendent will together determine the appropriate level of response. Speakers may offer objective criticism of district operations or programs, but the Board will not hear complaints concerning specific district personnel.</i></p>	Chair Poehlitz
6:40 PM	<p>6. <u>2020-2021 RECOGNITION AND GOOD NEWS</u></p> <p>A. Speech Language Pathology Team Recognition</p>	Kelsey Cardwell
7:00 PM	<p>7. <u>CONSENT AGENDA</u></p> <p>A. September Board Meeting Minutes</p> <p>B. Personnel Action Report</p>	Chair Poehlitz Lauren O'Driscoll Joseph Hernandez
7:02 PM	<p>8. <u>REPORTS AND DISCUSSIONS</u></p> <p>A. Covid-19 Response Report: Limited In-Person Instruction & Evaluation Services</p> <p>B. Policy Updates - First Reading</p> <p>C. Administrative Reports</p>	Sarah Pope Joseph Hernandez Dan Goldman
7:35 PM	<p>9. <u>ACTION ITEMS</u></p> <p>A. October Financial Report</p> <p>B. Quarterly Assurances - 3rd Qtr 2020</p> <p>C. Designation of Facility Consultant Agency of Record</p>	Tami Montague Tami Montague Tami Montague
7:50 PM	<p>10. <u>GOOD OF THE ORDER</u></p>	Chair Poehlitz
8:00 PM	<p>11. <u>ADJOURN</u></p>	Chair Poehlitz

Next Meeting: November 17, 2020

PUBLIC PARTICIPATION IN BOARD MEETINGS

1. A visitor wishing to make public comment may contact the Board Secretary by emailing lslyh@nwresd.org or using the Q&A feature in the Zoom Webinar prior to the start of the meeting. Please include your name and address in your message and the topic for which you would like to provide public comment.
2. Members of the public will be asked to speak under item 5. **COMMUNICATIONS TO THE BOARD/PUBLIC COMMENT**
3. After being recognized by the Board chair, the speaker will be transitioned into the virtual webinar as a panelist. Please identify yourself: **full name and address and state your purpose in addressing the Board.**
4. A group of visitors with a common purpose should designate a speaker for the group.
5. Comments or statements by members of the public are limited to 3 minutes and should be brief and concise unless otherwise authorized by the Chair.
6. Speakers may comment on a topic not on the published agenda, however, the Board - at its discretion - may require that the proposal, inquiry, or request be submitted in writing. The Board reserves the right to refer the matter to the administration for action or study and to report at a subsequent meeting.
7. When meetings are large or controversial, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda or non-agenda item, may do so at the discretion of the Board Chair. The Chair will determine the amount of time that will be allotted for each individual.
8. Speakers may offer objective criticism of district operations or programs but the Board will not hear complaints concerning specific district personnel. Complaints against individuals must be addressed by following the steps in Policy KL ("Public Complaints") and Procedure KL-AR ("Complaint Form").
9. These procedures will be published on the back of every Board meeting agenda.

2020-21 NWRESD Board Goals

1. Attend board meetings consistently and arrive prepared to discuss presented materials.
2. Ensure board/superintendent working agreements are known, practiced, and monitored.
3. Improve Board governance.
4. Learn more about regional programs using the ESD Equity Lens.



Northwest Regional
Education Service District

PLEDGE OF ALLEGIANCE





INDIGENOUS LAND ACKNOWLEDGEMENT

THE LAND UPON WHICH WE STAND.

“WE WANT TO ACKNOWLEDGE THAT WE GATHER AS THE NORTHWEST REGIONAL ESD ON THE TRADITIONAL LANDS OF THE **ATFALATI** (TUALATIN/WAPATO LAKE), **NEKELIM** (NEHALEM), **SILETZ** AND **TILLAMOOK** PEOPLES, PAST AND PRESENT, AND HONOR WITH GRATITUDE THE LAND ITSELF AND THE PEOPLE WHO HAVE STEWARDED IT THROUGHOUT THE GENERATIONS.”

-ADAPTED FROM DELILAH FRIEDLER



Northwest Regional Education Service District

October 20, 2020

TO: Board of Directors

FR: Dan Goldman, Superintendent

RE: October Superintendent Report

EXPLANATION: Please find attached the Superintendent Report.

PRESENTER(S): Dan Goldman, Superintendent

SUPPLEMENTARY MATERIALS: October Superintendent Report

RECOMMENDATION: N/A

PROPOSED MOTION: N/A



October 20, 2020

COVID-19 Update - Instructional Model Announcement

Tonight our reopening schools lead, Deputy Superintendent Sarah Pope, will walk the Board through a number of key processes that we have been developing with a cross section of staff, administration and union leadership towards ensuring we are preparing for increased face-to-face instruction with students in the safest possible environment under the circumstances. We are currently in full Comprehensive Distance Learning (CDL).

As Sarah will highlight later tonight, the most [current case-rate data](#) for each of our counties - as well as statewide data - indicates that the virus continues to spread throughout the communities served by the NWRESD. Many of our districts - from [Beaverton](#) to [Nestucca Valley](#) - have now announced that they will remain in CDL through at least the second quarter (beginning of February).

Because these case-rates have persisted above the ODE/OHA guidance levels, and because we are now embarking on the beginning of the second quarter of the school year (our promised decision-point), we are announcing a continuation of Comprehensive Distance Learning for NWRESD services through at least the second quarter (February 8, 2021) of the school year.

While not what we had hoped for as we end our first quarter, this announcement provides for the continuity of services to our children and families as well as consistency for our NWRESD professional staff. Clearly, we were hoping the virus would be significantly more contained in our communities; however, the reality is otherwise.

Concurrently, we are systematically identifying children that are disengaged and planning for limited in-person instruction with those who are experiencing the greatest barriers. Additionally, we are finding that some aspects of special education services (such as evaluations which are required with stringent timelines associated) are less suitable in a digital environment. As such, we are setting up highly controlled testing centers and other spaces for the commencement of limited face-to-face services at a number of our sites and school districts.

Update: COVID-19 at St Mary's Home for Boys

A number of children and staff working at St. Mary's Home for Boys have tested positive for the virus. This event did not involve any of our ESD staff (as we were performing instruction virtually) with the exception of our administrators who had been working on site to troubleshoot tech issues. Both administrators have tested negative and are in quarantine at home.

The program is keeping the youth who tested positive in medical isolation, and the rest of their cottage is in quarantine. Visitation for all youth at St. Mary's is currently suspended. The Oregon Youth Authority currently has 32 youth placed at this program. We are working closely with St. Mary's, county health officials, and the Oregon Health Authority to monitor the issue. Connectivity has been an ongoing issue at St. Mary's as the "cottages" do not have internet access, further complicating CDL. Lisa Bates and her team have been partnering with treatment staff to work through these issues.

Legislative Session

Another legislative session is upon us. With a projected \$3.5b shortfall in state revenue to maintain current service levels in government programs in the next biennium, this session is going to be dominated by efforts to maintain funding levels in the State School Fund, the Student Success Act, and in other important regional grant and contract programs. With the likelihood that the legislature will meet virtually, there will likely be limitations on the number of proposals individual legislators can bring forward. The net result may be a session light on policy discussion and heavy on finances. Clearly, there is not going to be enough money to address all the needs across the state - and with less students enrolled in public schools, the budget challenges will be great this spring and into next year.

There will soon be ample opportunity for the Board to engage with our legislative partners in prioritizing school funding. OSBA is holding [meetings](#) for board members on the upcoming Legislative Session soon.

Local Service Plan

Each year, superintendents gather in November to approve proposed services associated with the Local Service Plan (LSP). Afterward, a proposed LSP is distributed to school boards for approval. In accordance with ORS 334, the LSP must be approved by the school boards representing two-thirds of the component districts with greater than 50 percent of the students voting in favor of the plan. Last week, superintendents met to review a draft of our core services and are in broad agreement with the service plan.

The timeline for LSP development and approval is as follows:

- **October:** NWRES D previews potential changes to Local Service Plan
- **November:** District Superintendents approve CORE services
- **December:** NWRES D Board adopts Local Service Plan
- **January:** NWRES D distributes Local Service Plan and Resolution to component districts for District Board approval
- **March:** School Districts return Board approved Resolution for Local Service Plan as per ORS 334.175 by March 1. NWRES D opens LSP Online system for district selections
- **April 15:** Districts finalize LSP Plans in LSP Online

One service that the group agreed to review for potential changes as we move through the year is our Truancy program. We are required by statute to offer truancy services. Currently, a number of districts pay for Truancy using service credits, while districts under 1000 students receive services for free. Others do not utilize the ESD at all for truancy. Because districts do not have a high need during CDL, we have reduced the staffing in this program by approximately 80% for this school year. It was agreed that we should investigate a potential program shift to more preventative services in the future and subsequently we will bring together district representatives for this discussion.

Support to Districts in Comprehensive Distance Learning

Our Professional Learning Team and our Ed. Tech personnel have been side-by-side with our district educators helping them get better in a virtual environment. While the feedback has been predictably mixed (it is a huge lift), it is improving. In all, we have a consistent group of approximately 200 educators from 10 districts involved in ongoing professional learning on a) how to utilize specific tech tools, b) the curation of resources that are both culturally relevant and sustaining *and* standards-based and rigorous, and c) how to engage students and families in the virtual learning process. It's a tall order, but I am proud of our team's flexibility and persistence. Under Johnna Timmes' and Stuart Long's leadership, our professional staff have pivoted at every turn to try to support the school district staff - and each training gets more positive feedback than the last. This is a great example of how our staff have changed their focus and taken on new roles to meet the needs of districts.

Daycare/Childcare for Employees

We have been convening school districts and staff from the Washington County Early Learning Hub in an effort to stand up emergency childcare/daycare services for "essential workers," including public educators. As previously mentioned, the County Commission had recently allocated over \$5m to this effort through grant opportunities to school districts via Federal CARES Act dollars. As you might imagine, quickly standing up a flexible, meaningful program with federal grant dollars that must be expended by December 31 is quite daunting. Bilingual communications to families have been distributed from the school districts and our staff will be able to access these services through their resident school district.

Grant Updates

With the first quarter of our fiscal year now complete, I wanted to share our [1st Quarter Grant Activity Update](#) with all of you. This first quarter was a big one. Given the delay in awarding Preschool Promise combined with the COVID relief grants, we had a lot of grants come through over the last few months.

Here are the highlights:

- Since July 1, we (or our districts) have been awarded 19 grants totalling \$6,216,151 through our grant writing efforts.

- Since July 1, we applied for 7 new grants totalling \$2,665,438. (4 have already been awarded and are included in the awarded totals below).
- This is an all time, one quarter record!

The above numbers represent grants either for the ESD or written on behalf of partner districts. Grants written and submitted directly by districts are not captured in these numbers.

We also learned last week (not reflected in the above numbers) that we received a significant Meyer Memorial Trust grant to support the creation of Equity Learning Teams (ELTs). As you recall, ELTs are a board-adopted strategy for deepening equity and anti-racism work across our schools and sites. The grant helps pay for contracted professional learning services to support ELT creation and action, as well as ongoing leadership development for equity. Currently Yashica Island and Sharif Liwaru have joined me in evaluating proposals for contracted racial equity professional learning support with the aim of working with the Leadership Team this winter and standing up ELTs - COVID-dependent - by the end of the year.

All Students Belong: New Administrative Rule from ODE

On September 18, the Oregon Department of Education (ODE) filed a [temporary administrative rule](#) with the Secretary of State, adopted by the State Board of Education, called *All Students Belong*. It focuses on the health and safety of our students and educators by creating a safer and more inclusive school climate. It specifically bans the use of three hate symbols: the noose, swastika, and the confederate flag. By rule, the Board will need to adopt an “All Students Belong” policy by January of this school year. We will be bringing a first-read recommendation to the Board next month.

Cascade Alliance for Equity

I hope you will join us for our two-part CAFE Equity Summit Series, [CONCRETE JUNGLE](#). We will engage together in deeper discussions on anti-racism, equity, and education from personal and local contexts. The sessions are targeted to helping educators take concrete actions close opportunity gaps and lean into anti-racist action.

Sessions are October 21st from 2:30 pm to 4:00 pm and October 28th from 2:30 pm to 4:00 pm. [You can register here!](#)

The Cascade Alliance for Equity (CAFE) is a collaborative of MESD, CESD and NWRESA that seeks to leverage the collective work of educators and community partners across the region to foster culturally responsive practices that result in equitable opportunities and improved outcomes for all students in Oregon.



Northwest Regional
Education Service District

CONSENT AGENDA



Northwest Regional Education Service District

October 20, 2020

TO: Board of Directors

FR: Dan Goldman, Superintendent

RE: October 20 Consent Agenda

EXPLANATION: Consent Agenda as follows

A. Approval of September Minutes

B. Approval of Personnel Report

PRESENTER(S): Dan Goldman, Superintendent

SUPPLEMENTARY MATERIALS:

RECOMMENDATION: Approve the consent agenda.

PROPOSED MOTION: I move to approve the consent agenda as presented/amended.



Northwest Regional Education Service District

October 20, 2020

TO: Board of Directors

FR: Lauren Slyh O'Driscoll, Board Secretary

RE: September 2020 Meeting Minutes

EXPLANATION: Please find the attached September 2020 Regular Meeting Minutes.

PRESENTER(S): Consent Agenda

SUPPLEMENTARY MATERIALS: September 15, 2020 Regular Meeting Minutes

RECOMMENDATION: Approve as presented in the consent agenda.

PROPOSED MOTION: I move to approve the September 15, 2020 minutes as presented/amended.



Northwest Regional Education Service District

**Welcome to this Public Meeting of the
NWRESD Board of Directors
Regular Meeting Minutes**

**September 15, 2020
Virtual Meeting**

6:00 PM

1. CALL TO ORDER

Board: Karen Cunningham, Tony Erickson, Marilyn McGlasson, Lisa Poehlitz, Chris Riley, Ross Tomlin

Chair Poehlitz called the board to order at 6:01 pm.

2. [PLEDGE OF ALLEGIANCE / LAND ACKNOWLEDGEMENT](#)

Director McGlasson led the board through the pledge, Director Tomlin read the land acknowledgement.

3. AGENDA REVIEW/REVISION

Superintendent Goldman presented the board with the additions of Items 9E, 6B, and an updated Personnel Report.

4. [SUPERINTENDENT REPORT](#)

Superintendent Goldman and Deputy Superintendent Pope provided an overview of the Superintendent Report. Superintendent Goldman thanked Chair Poehlitz for attending and presenting at the annual in-service and appreciated Board Secretary O'Driscoll for her coordination of the event throughout technology obstacles. Additional updates on Acellus, Limited In-Person instruction, and the creation of an after-hours Help Desk for students/families were also provided.

5. COMMUNICATIONS TO THE BOARD/PUBLIC COMMENT

N/A

6. 2020-2021 RECOGNITION AND GOOD NEWS

A. [Diverse Educator Pathway Interns](#)

Marina Alvarez and Mariana Zaragoza provided a brief overview of the Diverse Educator Pathways program and introduced the following students:

- Wendy Echeverria
- Erick Velasquez
- Anthony Mendez
- Andrasis Navarrete
- Eddy Sanchez

These students shared some of their experience as interns with NWRESD and school districts over the summer and entertained questions from the board.

B. [GFOA Certificate of Achievement for Fiscal Department](#)

CAFR is reviewed by compliance board and this is the highest award an organization can receive. Superintendent Goldman and the Board congratulated CFO Montague and her team. CFO Montague wanted to highlight Andre Schellhaas' dedication to her role as the reason the ESD has been awarded this achievement 13 years in a row.

7. CONSENT AGENDA

A. Approval: [August Minutes](#)

B. Approval: [Personnel Report \(Updated 9/15\)](#)

9B. Approval: [2020-21 Board Committee Assignments](#) Moved to Consent Agenda

9C. Approval: [Adopt and Appropriate Supplemental Budget](#) Moved to Consent Agenda

Chair Poehlitz entertained a motion by Director McGlasson to approve the consent agenda with the addition of Items 9B and 9C . The motion was seconded by Director Tomlin and approved unanimously.

{Director Judd joined the meeting at 6:45pm.}

9. REPORTS AND DISCUSSIONS

A. [Administrative Reports](#)

10. ACTION ITEMS

A. Approval: [Resolution To Initiate Board Equity Policy Advisory Committee](#)

Chair Poehlitz entertained a motion by Director McGlasson to approve the resolution. The motion was seconded by Directors Cunningham and Bruce and passed unanimously.

~~B. Approval: [2020-21 Board Committee Assignments](#) Moved to Consent Agenda~~

~~C. Approval: [Adopt and Appropriate Supplemental Budget](#) Moved to Consent Agenda~~

D. Approval: [September Financial Report](#)

CFO Montague presented the September Financial Report and highlighted updates to simplify the monthly report. Chair Poehlitz expressed her appreciation for the added clarity. Chair Poehlitz entertained a motion by Director Tomlin to approve the financial report. The motion was seconded by Director Riley and passed unanimously.

E. Approval: [Addition of SSA Comprehensive Plan to LSP \(Updated 9/14\)](#)

Chair Poehlitz entertained a motion by Director Riley to approve the addition of the SSA Comprehensive Plan to the LSP. The motion was seconded by Directors Cunningham and Bruce and passed unanimously.

11. GOOD OF THE ORDER

Director Hollandsworth thanked the board for their support of him and his family over the past several months through the diagnosis and passing of a family member.

Director Bruce shared her experience observing her grandson start comprehensive distance learning from home in the Beaverton School District. She expressed her gratitude and how impressed she is at the heavy lift educators have taken over the summer to prepare for CDL.

Chair Poehlitz recommended all board members attend the OSBA Virtual Conference in November.



12. **ADJOURN**

The meeting was adjourned at 7:08 pm.

PUBLIC PARTICIPATION IN BOARD MEETINGS

1. A visitor may complete a 'Public Comment Card' and give it to the Board secretary at the Board table prior to the beginning of the meeting. After being recognized by the Board chair, the speaker will sit at the presenter's table and identify themselves with their full name and address and stating their purpose in addressing the Board.
2. A group of visitors with a common purpose should designate a speaker for the group.
3. Comments or statements by members of the public are limited to 3 minutes and should be brief and concise unless otherwise authorized by the Chair.
4. Speakers may comment on a topic not on the published agenda, however, the Board - at its discretion - may require that the proposal, inquiry, or request be submitted in writing. The Board reserves the right to refer the matter to the administration for action or study and to report at a subsequent meeting.
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7. These procedures will be published on the back of every Board meeting agenda.



Northwest Regional Education Service District

October 20, 2020

TO: Board of Directors

FR: Joseph J. Hernandez, Chief Human Resources Officer

RE: Personnel Report

EXPLANATION: The monthly Personnel Report highlights position changes across the agency - New Hires, Resignations, Retirements, Leaves of Absence, Employee Transfers, and Vacancies. Additional discussion can take place at the meeting on October 20, 2020.

PRESENTER(S): Joseph J. Hernandez

SUPPLEMENTARY MATERIALS: Please see attached: October Personnel report prepared by Kathy Fernandez.

RECOMMENDATION: N/A

PROPOSED MOTION: Move to accept the personnel report as presented in consent agenda

NW Regional Education Services District

Human Resources Office

5825 NE Ray Circle • Hillsboro, Oregon 97124 • (503) 614-1486 • (503) 614-1409

September 10, 2020 - October 9, 2020

NEW HIRES			
NAME	POSITION	BUILDING	COMMENTS
Valery Flanegin Briezen	Spanish Interpreter (1.0 FTE)	Washington SC	New FTE
Nora Illades	Spanish Interpreter (1.0 FTE)	Tualatin ECC	New FTE
Kayley McDonald	Occupational Therapist (1.0 FTE)	Beaverton ECC	Replacing Erin Dupuis
Tiffany Sixour	COTA (1.0 FTE)	Hillsboro & Scappoose SD	Replacing Lisa Baker
Sandra Sinner	Limited Term Administrative Assistant (1.0 FTE)	Washington SC	(9/28/2020 – 11/13/2020) Coverage for replacing Brenda Calzadilla
Heather Simko	RN (1.0 FTE)	Beaverton ECC	Replacing Jenna Pendergast
Amy Guse	EI/ECSE Site Based Admin Assistant (1.0 FTE)	Beaverton ECC	New FTE
Misty Clifton	EI/ECSE Site Based Admin Assistant (1.0 FTE)	Beaverton ECC	Replacing E. Ashley Jeffers
Valerie Lane-White	EI/ECSE Site Based Admin Assistant (1.0 FTE)	Columbia SC	Replacing Marianne Como
Alysha Bradford	EI/ECSE Site Based Admin Assistant (1.0 FTE)	Beaverton ECC	Replacing Rebecca Esterline
Bethany Bowers	SPED Coordinator (1.0 FTE)	Day Treatment & Vision Team	Reconfiguration of two vacancies
Doris Cambron Flores	Spanish Interpreter/Translator (0.5 FTE)	Tillamook SC	New FTE

RESIGNATIONS/RETIREMENTS			
NAME	POSITION	BUILDING	COMMENTS
DeMarcus Mitchell	Talent Acquisition & Retention Manager (1.0 FTE)	Washington SC	Resignation effective September 25, 2020
Lisa Baker	COTA (1.0 FTE)	Hillsboro & Scappoose SD	Resignation effective September 25, 2020
Sanjeev Sood	Technology Systems Supervisor (1.0 FTE)	Washington SC	Resignation effective October 2, 2020
Brenda Calzadilla	Administrative Assistant (1.0 FTE)	Washington SC	Resignation effective September 30, 2020

REQUESTS FOR LEAVES OF ABSENCE

NAME	POSITION	BUILDING	COMMENTS
Rosa Walker	Occupational Therapist	Tualatin ECC	Requesting reduced FTE .8 to .55 10/15 – 12/31/2020

EMPLOYEE TRANSFERS

NAME	FROM: BUILDING/POSITION	TO: BUILDING/POSITION	COMMENTS
Marianne Como	Columbia SC / EI/ECSE Site Based Admin Asst (1.0 FTE)	Washington SC / EI/ECSE Based Site Admin Asst (1.0 FTE)	New FTE

ADVERTISED VACANCIES (Information Only)

OPEN POSITION	BUILDING	STATUS	COMMENTS
Assistant Director of Human Resources (1.0 FTE)	Washington SC	09/10/2020 – 09/29/2020	Replacing Janine Mobley
Talent Acquisitions & Retention Manager (1.0 FTE)	Washington SC	09/11/2020 – 09/29/2020	Replacing DeMarcus Mitchell
Administrative Specialist (1.0 FTE)	Washington SC	09/29/2020 – 10/12/2020	Replacing Brenda Calzadilla
Administrative Specialist (0.1 FTE)	Knappa SD	09/25/2020 – 10/09/2020	New FTE
School Safety & Prevention Manager (1.0 FTE)	Washington SC	10/05/2020 - 10/05/2020	New FTE
Speech Language Pathologist (1.0 FTE)	Beaverton ECC	10/06/2020 – 10/21/2020	Replacing Deyanah Jarrar
RN (.1579 FTE)	Nestucca Valley SD	09/30/2020 – 10/15/2020	Open until filled
Instructional Coach – EI/ECSE (1.0 FTE)	Washington County	09/29/2020 – 10/16/2020	New FTE
Instructional Coach – EI/ECSE (1.0 FTE)	Tillamook County	09/29/2020 – 10/16/2020	New FTE
Speech Language Pathologist (1.0 FTE)	Scappoose SD	10/01/2020 – Open until filled	New FTE
Physical Therapist (1.0 FTE)	Multiple Locations	07/01/2020 – Open until filled	Ongoing recruitment
Occupational Therapist (1.0 FTE)	Multiple Locations	07/01/2020 – Open until filled	Ongoing recruitment
Teacher of the Visually Impaired (1.0 FTE)	Multiple Locations	07/01/2020 – Open until filled	Ongoing recruitment
Speech Language Pathologist (1.0 FTE)	Columbia SC	08/13/2020 – Open until filled	Ongoing recruitment

Physical Therapist (1.0 FTE)	Columbia SC	08/13/2020 – Open until filled	Ongoing recruitment
Early Childhood Education Specialist (1.0 FTE)	Columbia SC	09/18/2020 – Open until filled	Replacing Mithu Dasgupta (transferring)
School Psychologist (0.8 FTE)	St Helens SD	09/18/2020 – 10/18/2020	Replacing Bethany Bowers (moved to admin)
Professional Learning Coach (TOSA) 1.0 FTE	Washington SC	03/03/2020 - 04/23/2020 05/01/2020 - 05/05/2020	New FTE - 2 positions



Northwest Regional
Education Service District

GOOD NEWS & RECOGNITION



Northwest Regional Education Service District

5825 NE Ray Circle Hillsboro,
OR 97124-6436

October 5, 2020

To Ana Lia Oliva and Katherine Resch:

It is my pleasure to inform you that the Northwest Regional Education Service District Board of Directors would like to spotlight your outstanding advocacy and leadership on behalf of our speech-language pathology services.

Cathleen Jensen, executive director of K-12 special education says: “Thanks to Ana Lia and Kate's diligent advocacy, six speech-language pathologists in their clinical year fellowship at Northwest Regional ESD have received a \$10k scholarship award from a rural speech-language pathologist recruitment grant through the Oregon Department of Education. The scholarship recipients have also committed to two years of service at our agency.”

Additionally, you have been pivotal to the launch of the Diverse Speech-Language Pathology Pathway, a new partnership with Pacific University. These recent accomplishments on behalf of our SLP services demonstrate an outstanding display of our values: equity, innovative service, partnership, and student success. We look forward to recognizing you and learning more about this recent work.

We respectfully request your attendance—and the attendance of anyone else that you think should be present for this recognition—at our next board meeting at 6:00 p.m. on Tuesday, October 20, scheduled to take place virtually. We look forward to having the opportunity to personally thank you. Please RSVP to Lauren Slyh O’Driscoll, Board Secretary at 503-614-1401 or lslyh@nwresd.k12.or.us. She will be happy to answer any questions you have.

Sincerely,

Dan Goldman
Superintendent

■ CLATSOP COUNTY
503-325-2862
Fax: 503-325-1297
3194 Marine Drive
Astoria, OR 97103

■ COLUMBIA COUNTY
503-366-4100
Fax: 503-397-0796
800 Port Avenue
St. Helens, OR 97051

■ TILLAMOOK COUNTY
503-842-8423
Fax: 503-842-6272
2515 3rd Street
Tillamook, OR 97141

■ WASHINGTON COUNTY
503-614-1428
Fax: 503-614-1440
5825 NE Ray Circle
Hillsboro, OR 97124-6436



Northwest Regional
Education Service District

REPORTS & DISCUSSIONS



Northwest Regional Education Service District

October 12, 2020

TO: Board of Directors

FR: Sarah Pope, Deputy Superintendent

RE: COVID-19 Status Report

EXPLANATION: The COVID-19 Status Report will cover the region's COVID-19 metrics, NWRESD's planning for Limited In Person Instruction, and the health and safety protocols just completed.

PRESENTER(S): Sarah Pope, Deputy Superintendent

SUPPLEMENTARY MATERIALS: COVID-19 Status Report

RECOMMENDATION: N/A

PROPOSED MOTION: N/A

COVID Report

Response

Limited In-Person Instruction & Evaluation Services
NWRESD October 2020 Board Meeting

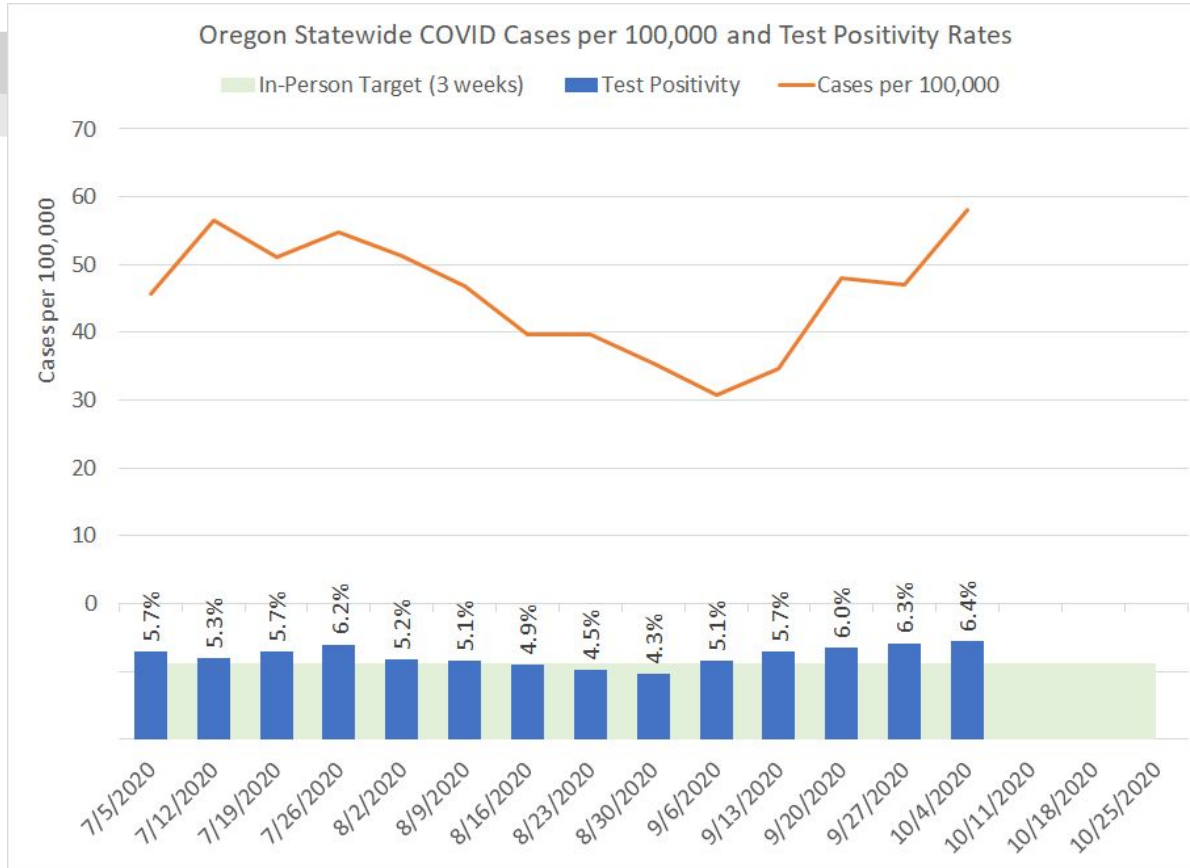




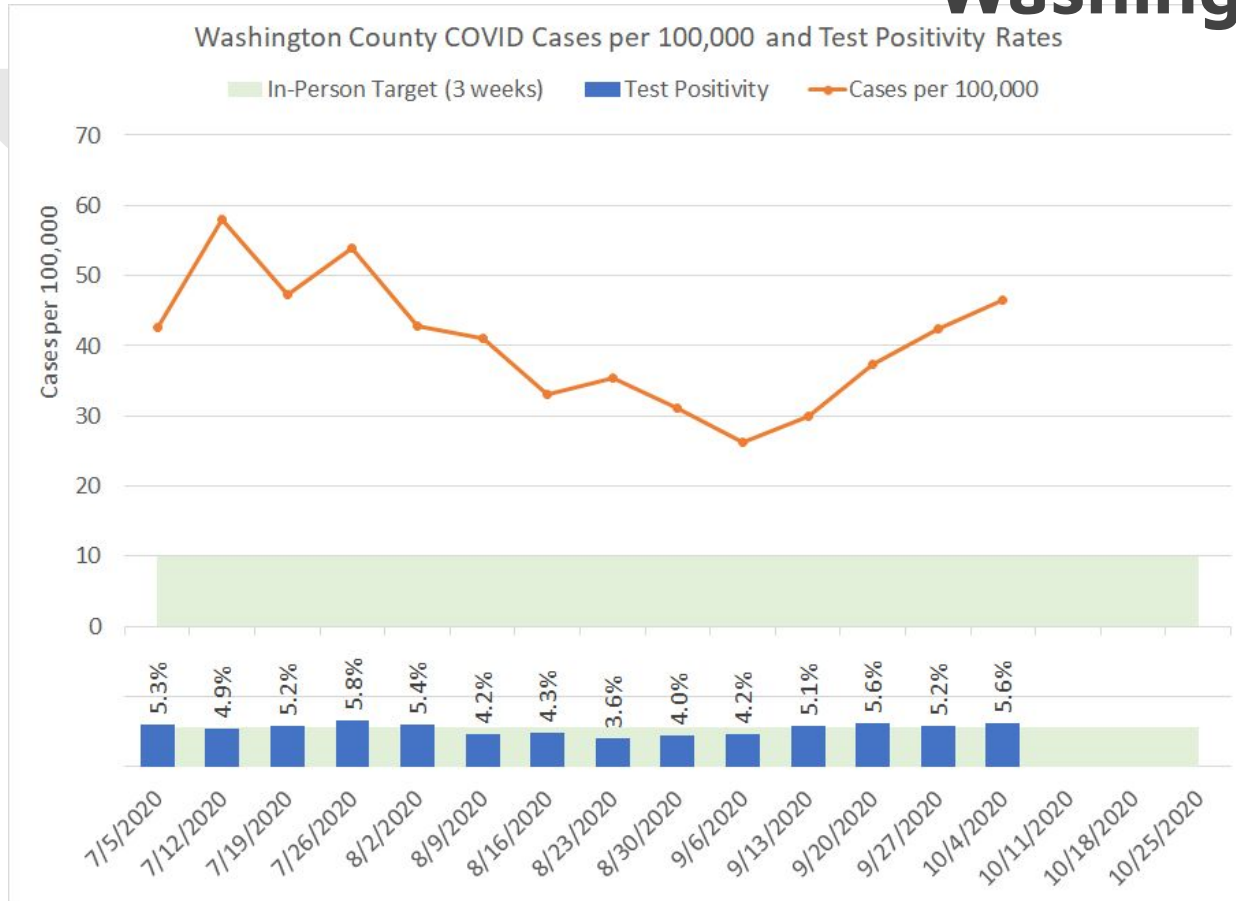
Objectives

- Regional COVID Rates Update
- Five Most Important Health & Safety Documents
- Evaluating for Limited In Person Instruction & Evaluation Services

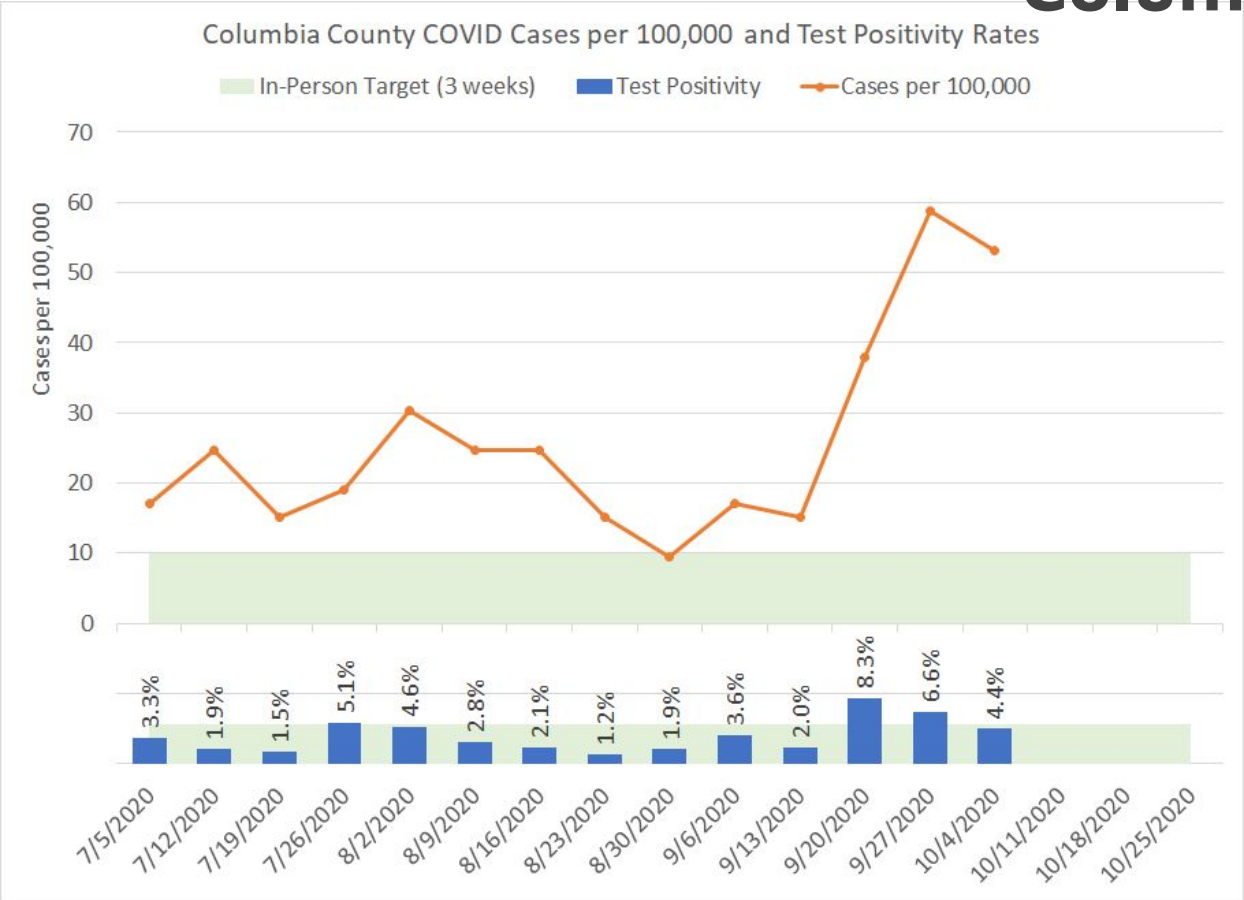
Statewide Data



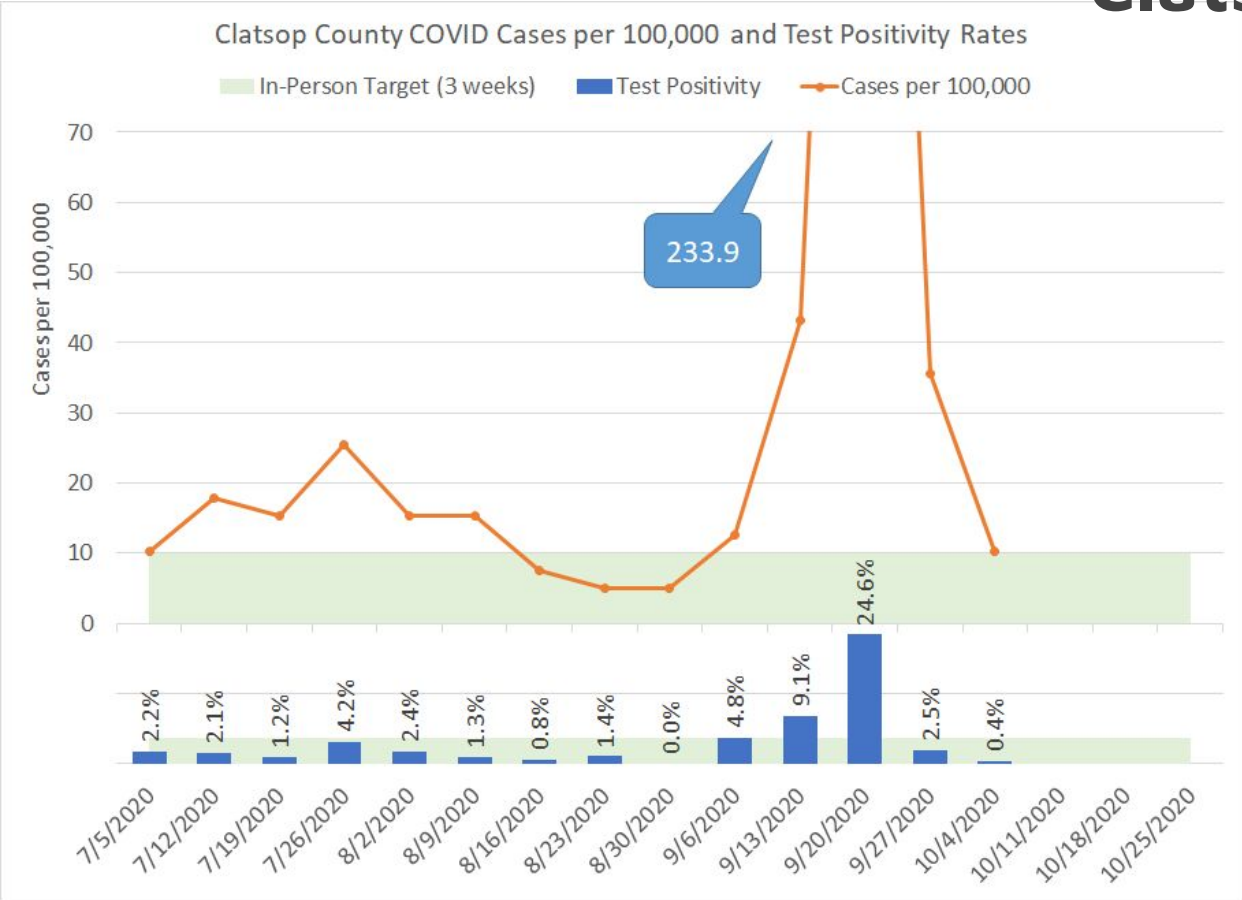
Washington County



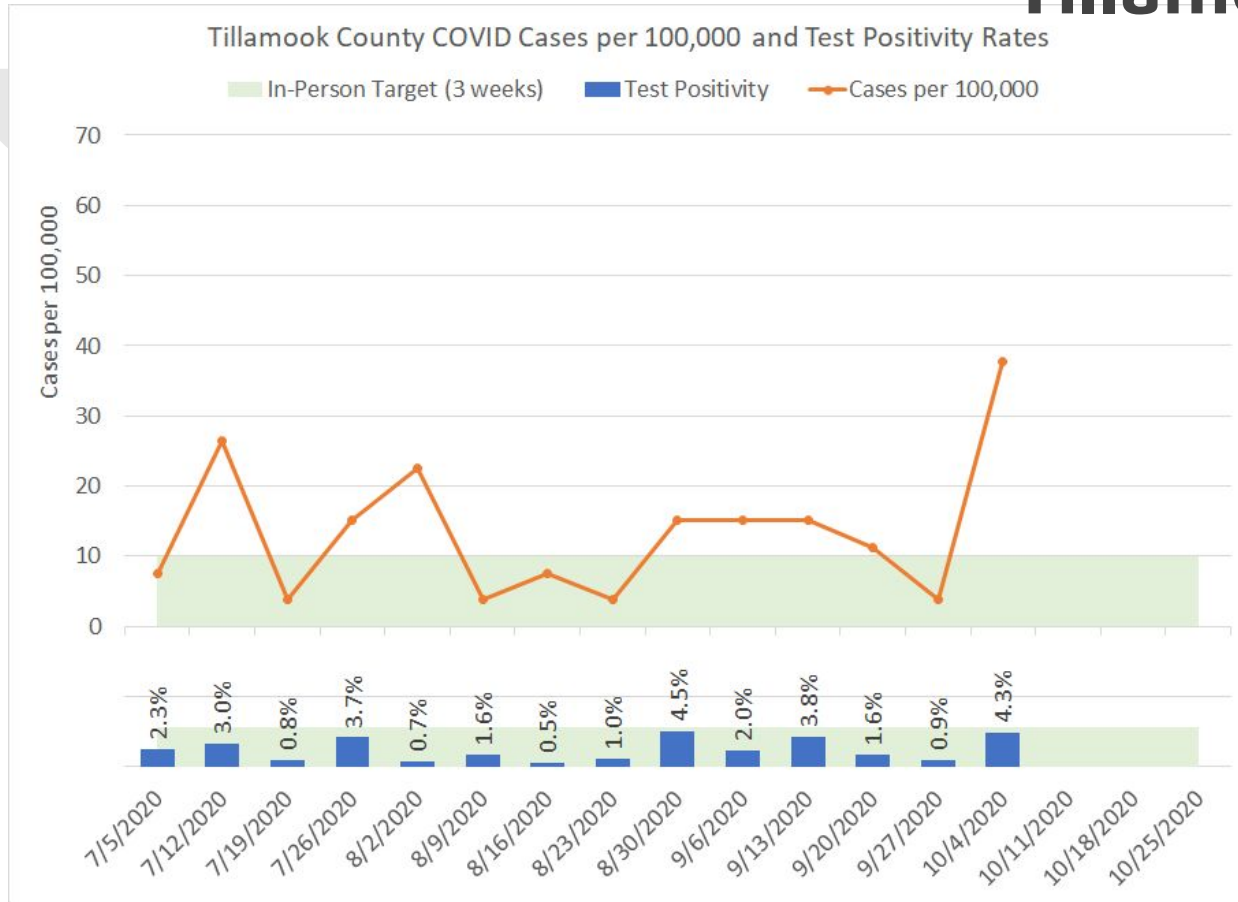
Columbia County



Clatsop County



Tillamook County





Recent Outbreaks

- St Mary's Home for Boys
- Clatsop County



5 Most Important Health & Safety Documents

NWRESD SPECIFIC:

- [COVID-19 Specific Communicable Disease Management Plan](#)
- [Outbreak & Emergency Response Procedures - NWRESD](#)
- [School/Site Specific Plans](#)

STATEWIDE GUIDANCE:

- [ELD Exclusion Guidelines](#)
- [ODE Scenarios](#)



LIMITED IN PERSON INSTRUCTION & EVALUATION SERVICES

- Process for evaluating for limited in person:
 - a. Submit ODE blueprints on Health & Safety Protocols
 - b. Review student engagement data & meet with family/student to lay out a re-engagement plan in CDL
 - c. Try additional intervention for 10 school days & re-evaluate engagement data in CDL
 - d. Identify students for limited in person who are still not engaged



LIMITED IN PERSON INSTRUCTION & EVALUATION SERVICES

- Process for evaluating for limited in person (cont):
 - E. Identify staff for limited in person and work through any necessary accommodations
 - F. Communicate with and train students, families, and staff
 - G. Start limited in person instruction with all health & safety protocols in place



Northwest Regional Education Service District

October 20, 2020

TO: Board of Directors

FR: Joseph J. Hernandez, Chief Human Resources Officer

RE: OSBA Policy Updates

EXPLANATION: The attached spreadsheet provides an overview of the proposed policy changes. These have been reviewed by the Board Policy Committee and their recommendations have been incorporated. Additional comments can be provided to the board at the meeting on October 20, 2020.

PRESENTER(S): Joseph J. Hernandez

SUPPLEMENTARY MATERIALS: Please see attached spreadsheet and policies.

RECOMMENDATION: *N/A - First Reading*

PROPOSED MOTION: *N/A - First Reading*

Policy Letter	Policy Name	Summary	Required, recommended, optional	Accept, reject, revise OSBA's edits	Details on revisions	Sent for board policy committee review	Next Steps	Comments from OSBA	First Read	Second Read
GBL	Personnel Records	Senate Bill 155 (2019) updated statute affecting release of personnel records when requests are received	Required	Small revision	Last sentence, we will go with [Board policy KBA - Public Records]. [The ESD will attempt to notify the employee of the request and that the ESD believes it is legally required to disclose certain records.]	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
GBLA	Disclosure of information	Senate Bill 155 (2019) updated statute affecting release of personnel records when requests are received	Highly Recommended	Accept	N/A	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
*GBEB	Communicable Diseases	Recent events in our communities prompted revisions to rules prescribed by the Oregon Health Authority (OHA) affecting school attendance by staff and students to protect public health. As a result, OHA added COVID-19 to the restrictable disease list and established criteria for returning staff and students to school, in addition to other revisions made to existing rules including changes in definitions and other parts of previous rules. Please continue to follow guidance as it is reported by OHA and the Oregon Department of Education in connection with these recommended changes. Legal Reference: OAR 333-019-1000	Staff Highly Recommended	Accept	N/A	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
JHCC	Communicable Diseases	Recent events in our communities prompted revisions to rules prescribed by the Oregon Health Authority (OHA) affecting school attendance by staff and students to protect public health. As a result, OHA added COVID-19 to the restrictable disease list and established criteria for returning staff and students to school, in addition to other revisions made to existing rules including changes in definitions and other parts of previous rules. Please continue to follow guidance as it is reported by OHA and the Oregon Department of Education in connection with these recommended changes. Legal Reference: OAR 333-019-1000	Students Required	Accept	N/A	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
*GBN/JBA	Sexual Harassment	The updates issued for policy and administrative regulations for sexual harassment result from release of revised Federal regulations for Title IX protections, and the release of updates to Oregon Administrative Rules revised to reflect new Oregon statute adopted in the 2019 Legislative session amending Oregon's sexual harassment definition and its policy and procedures requirements. Members will need to consider the urgency of adoption of these new recommended revisions to update procedures for complaints and investigations of sexual harassment reports or complaints for the coming school year. In compliance with these new recommended policy and administrative regulations, members need to consider which definition of sexual harassment a reported incident or complaint may align with and follow recommended procedure, and whether the reported incident or complaint may need to be investigated and processed under both State and Federal law established procedures.	Required	Small revision		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
JBA/GBN	Sexual Harassment	The updates issued for policy and administrative regulations for sexual harassment result from release of revised Federal regulations for Title IX protections, and the release of updates to Oregon Administrative Rules revised to reflect new Oregon statute adopted in the 2019 Legislative session amending Oregon's sexual harassment definition and its policy and procedures requirements. Members will need to consider the urgency of adoption of these new recommended revisions to update procedures for complaints and investigations of sexual harassment reports or complaints for the coming school year. In compliance with these new recommended policy and administrative regulations, members need to consider which definition of sexual harassment a reported incident or complaint may align with and follow recommended procedure, and whether the reported incident or complaint may need to be investigated and processed under both State and Federal law established procedures.	Required	Small revision	Include CHRO role only, rather than name, phone, email, keep the recommendations from Cathy/Joseph, follow comments	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>

Northwest Regional ESD

Code: GBL
Adopted: 6/20/17
Orig. Code: GBL

Personnel Records

An official personnel file will be established for each person employed by the Northwest Regional Education Service District (NWRES D). Such files will be maintained in a central location and are the property of the NWRES D.

All records containing employee medical condition information such as workers' compensation reports and release or permission to return to work forms will be kept confidential, in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

The superintendent or designee will be responsible for establishing regulations regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints and written disciplinary actions ~~to be~~ placed in their personnel file. All charges resulting in disciplinary action shall be considered a permanent part of an employee's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

Except as provided below, or required by law, NWRES D employees' personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee ~~or designee~~ may arrange with the human resource office to inspect the contents of ~~his/her~~ ~~their~~ personnel file on any day the human resource office is open for business;
2. Others designated ~~in writing~~ by the employee in writing may arrange to inspect the contents of the employee's personnel file in the same manner described above;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member, when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent or designee and members of the central administrative staff;
6. The NWRES D administrators and supervisors who currently or prospectively supervise the employee;
7. The employees of the human resource office; and

8. The attorneys for the NWRES D or the NWRES D's designated representatives on matters of NWRES D business;
9. Records created pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The ESD may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);
10. Upon request from a law enforcement agency, the Oregon Department of Human Services, the Teacher Standards and Practices Commission, or the Oregon Department of Education, in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination.

The superintendent or designee may permit persons other than those specified above to use and inspect employee records when, in his/her/their opinion, the person requesting access has a legitimate official purpose. The superintendent or designee will determine in each case the appropriateness and extent of such access.

~~Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order requiring their release~~

Release of personnel records to parties other than those listed above, will be in-line with [the ESD's public records procedures] [Board policy KBA - Public Records]. [The ESD will make a reasonable attempt to notify the employee of the request and that the ESD believes it is legally required to disclose certain records.]

Commented [1]: We will go with "Board policy KBA - Public Records"

Commented [2]: Keep [The ESD will attempt to notify] amended to [The ESD will make a reasonable attempt to notify ...] on 10/9/20

END OF POLICY

Legal Reference(s):

~~ORS 339.370 to -339.374~~ ~~ORS 342.143~~ ~~ORS 652.750~~
~~ORS 339.388~~ ~~ORS 342.850~~ ~~OAR 581-024-0245~~

~~OSEA v. Lake County Sch. District, 93 Or. App. 481 (1988).
 Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019);
 28 C.F.R. Part 35 (2019).
 Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. § 2000ff-1 (2018).~~

Legal Reference(s):

ORS 339.370 to -339.374 ORS 342.143 ORS 652.750
 ORS 339.388 ORS 342.850 OAR 581-024-0245

OSEA v. Lake County Sch. District, 93 Or. App. 481 (1988).
 Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).
 Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. § 2000ff-1 (2018).

Northwest Regional ESD

Code: GBLA
Adopted: 6/20/17
Orig. Code: GBLA

Disclosure of Information

Authorized Northwest Regional Education Service District (NWRES D) officials may disclose information about a former employee's job performance to a prospective employer. The NWRES D officials are immune from civil liability for such disclosures under the following conditions:

1. The disclosure of information regarding the former employee's job performance is upon request of the prospective employer or the former employee. This disclosure is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was:
 - a. Knowingly false;
 - b. Deliberately misleading;
 - c. Rendered with malicious purpose; or
 - d. Violated civil rights of the employee protected under Oregon Revised Statute (ORS) 659 or 659A.
2. ~~The disclosure is of the disciplinary records of an NWRES D employee who has been convicted of a crime listed in Oregon Revised Statute (ORS) 342.143. These records are generally not exempt from disclosure under ORS 192.501 or ORS 192.502. Prior to the disclosure of a disciplinary record, an education provider shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a school employee who is not the subject of the disciplinary record.~~ Records created pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined by ORS 192.311. The ESD may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);
3. The disclosure is the result of a request from a law enforcement agency, the Oregon Department of Human Services, or the Teacher Standards and Practices Commission ~~regarding the records of investigations of suspected child abuse by an NWRES D employee~~ or the Oregon Department of Education in conducting an investigation related to suspected abuse or suspected sexual conduct to the extent allowable by state and federal law, including laws protecting a person from self-incrimination;
4. Not later than 20 days after receiving a request under ORS 339.374(1)(b), ~~an education provider that~~ the ESD, if it has or has had an employment relationship with the applicant shall disclose the information requested ~~and any disciplinary records that must be disclosed as provided by ORS 339.388(7).~~

END OF POLICY

Legal Reference(s):

[ORS 30.178](#)
[ORS 339.370 - 339.400](#)

[ORS 339.388](#)
[ORS Chapter 659](#)

[ORS Chapter 659A](#)

Northwest Regional ESD

Code: GBEB
Adopted: 6/20/17
Orig. Code: GBEB

Communicable Disease

The Northwest Regional Education Service District (NWRES D) shall provide reasonable protection against the risk of exposure to communicable disease for NWRES D employees while engaged in the performance of their duties. Reasonable P protection from communicable disease is generally shall be attained through immunization, exclusion or other measures provided for in Oregon Revised Statutes and Oregon Administrative Rules by Oregon law, by the local health department, or in the Communicable Disease Guidance published by the Oregon Department of Education and the Oregon Health Authority.

Employees shall comply with all measures adopted by the NWRES D and with all rules set adopted by the Oregon Health Authority, Public Health Division and the county-local health department. Employees have a responsibility to report to the NWRES D when infected with a communicable disease unless stated otherwise by law.

~~Employees shall provide services to students who are infected with a communicable disease except as provided by law. In those cases where a communicable disease is diagnosed and confirmed, the NWRES D shall inform the appropriate employees to protect against the risk of exposure.~~

An employee may not attend work while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that the employee has or has been exposed to any disease and for which exclusion is required in accordance with law and per administrative regulation GBEB-AR - Communicable Diseases - Staff. If the disease is a reportable disease, the administrator will report the occurrence to the local health department.

Employees shall provide services to students as required by law. In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.

~~Employees who have the responsibility to work with or to provide services to persons other than students, shall provide the services to all such persons, including those who are infected with a communicable disease, and shall provide the services in accordance with this policy. Where the NWRES D knows that a person is infected with a communicable disease it shall inform the employees, as appropriate, to protect against the risk of exposure.~~

~~No employee shall be denied the opportunity to provide service solely on the basis that the employee is infected with a communicable disease except as otherwise required by law. However, the NWRES D may require an employee infected with a communicable disease, which is diagnosed and confirmed, to comply with such reasonable measures, including submission to NWRES D paid medical examinations, as may be determined as conditions of continued employment.~~

The ESD shall protect the confidentiality of an employee's health condition and record to the extent possible and consistent with federal and state law.

[The ESD will include, as part of its emergency plan, a description of the actions to be taken by the ESD staff in the case of a declared public health emergency or catastrophe that disrupts ESD operations.]

Commented [1]: keep

The superintendent will develop administrative regulations necessary to implement this policy.

~~The NWRESD shall protect the confidentiality of an employee's health condition/record to the extent possible.~~

END OF POLICY

Legal Reference(s):

OSBA Model ESD Sample Policy

Code: GBN/JBA
Adopted:

Sexual Harassment

The ESD is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the ESD. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The ESD processes complaints^{1} or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the ESD, the ESD will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The ESD may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures^{2}.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties³ shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student’s educational activity or program;
 - b. Interferes with a school or ESD staff member’s ability to perform their job; or

^{1} Some ESDs choose not to use the terms “complaint” and “complainant” because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If you choose to change these terms, make sure that you are consistent and clear. Note, “complainant” is defined under federal law.}

^{2} Common complaint procedures that may also be involved include: Nondiscrimination (AC), Workplace Harassment (GBEA), [Hazing,]Harassment, Intimidation, Bullying, [Menacing,]Cyberbullying, Teen Dating Violence and Domestic Violence – Student (JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (GBNAA/JHFF)

³ “Third party” means a person who is not a student or a school or ESD staff member and who is: 1) on or immediately adjacent to school grounds or ESD property; 2) at a school-sponsored activity or program; or 3) off school grounds or ESD property if a student or a school or ESD staff member acts toward the person in a manner that creates a hostile environment for the person while on school or ESD property, or at a school- or ESD-sponsored activity.

- c. Creates an intimidating, offensive or hostile environment.
3. Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.^{4}

Sexual harassment does not include conduct that is necessary because of a job duty of a school or ESD staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's action, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, ^{5}physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance].

Commented [1]: keep

Oregon Procedures

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

Name	Position	Phone	Email
_____	_____	_____	_____
[_____]	[_____]	[_____]	[_____]

This/These individual(s) is/are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. [This person is also designated as the Title IX Coordinator.]^{6} See GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

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Response

Any staff member who becomes aware of behavior that may violate this policy shall ^{immediately} report to a ESD official. The ESD official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

Commented [3]: keep

1. Student is protected and to promote a nonhostile learning environment;

^{4} The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1)(b). If the ESD would like to include the full statutory definition, it can do so.

^{5} OAR 581-021-0038 requires that the policy include a "examples of harassing behaviors covered by policy". The bracketed list in this policy reflects OSBA's recommendations. The ESD has discretion in what is included in this list. If you are listing behaviors not reflected in our recommendations, please make sure that you have your list reviewed by your school ESD's legal counsel.

^{6} This must be communicated elsewhere, but it is a good reason to specify it here as well.

2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the ESD official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to [immediately] report their concerns to ESD officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate ESD official.

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Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The ESD may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. [Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.]

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The ESD will use [a reasonable person] standard when determining whether a hostile environment exists. [A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.]⁷

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Commented [7]: keep

The ESD may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. [Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for ESD electronic systems;

⁷ We strongly recommend that the board receive input from ESD administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined by a reasonable person to be..." 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.

5. Trainings and education for staff and students; and

6. Increased notifications regarding ESD procedures and resources.]

Commented [8]: keep

When a student or staff member is harassed by a third party, the ESD will consider the following:

1. [Removing that third party's ability to contract or volunteer with the ESD, or be present on ESD property;

2. If the third party works for an entity that contracts with the ESD, communicating with the third party's employer;

3. If the third party is a student of another district, ESD or school, communicate information related to the incident to the other district, ESD or school;

4. Limiting attendance at ESD events; and

5. Providing for additional supervision, including law enforcement if necessary, at ESD events.]

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No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or

2. Any terms or conditions of employment or of work or educational environment of a school or ESD staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the ESD's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notice

When a person⁸ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the ESD shall provide written notification to the following:

1. Each reporting person;

⁸ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the ESD should consider when to contact the person's parent.

2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include⁹:

1. Name and contact information for all person designated by the ESD to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or ESD that the [student, student's parents, staff member, person or person's parent] [person] who filed the complaint may pursue, including the person designated for the school or ESD for receiving complaints and any timelines.
4. Notice that civil and criminal remedies that are not provided by the school or ESD may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or ESD, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or ESD;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services;
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the ESD's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

⁹ Remember confidentiality laws when providing any information.

Commented [10]: recommend adopt "person"

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the ESD office and on the website of the school or ESD.

[Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.]

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FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the ESD conditioning the provision of an aid, benefit, or service of the ESD on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the ESD's education program or activity¹⁰;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic Violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

¹⁰ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs. (Title 34 C.F.R. § 106.44(a))

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A ESD's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The ESD will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. See GBN/JBA-AR(2) - Title IX Sexual Harassment Grievance Procedures.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The report can be made at any time.

[Person or position] is designated as the Title IX Coordinator [and can be contacted at [insert phone number]]. The Title IX Coordinator will coordinate the ESD's efforts to comply with its responsibilities related to this AR. The ESD prominently will display the contact information for the Title IX Coordinator on the ESD website and in each handbook. {¹¹}

Commented [12]: person

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Response

The ESD will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.¹² The ESD shall treat complainants and respondents equitably by providing supportive measures¹³ to the complainant and by following a grievance procedure¹⁴ prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant

¹¹ Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements}

¹² (Title 34 C.F.R. § 106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

¹³ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the ESD's educational environment, or deter sexual harassment.¹³ The ESD must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

¹⁴ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, see GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.¹⁵

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.¹⁶The ESD must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The ESD shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the ESD of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the ESD does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the ESD will respond.

[Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator or the Assistant Secretary¹⁷, or both.]

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No Retaliation

Neither the ESD or any person may retaliate¹⁸ against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The ESD must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

¹⁵ The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

¹⁶ The ESD may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

¹⁷ Of the United States Department of Education

¹⁸ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

Publication

This policy shall be made available to students, parents of students and staff members. This policy [and contact information for the Title IX Coordinator] shall be prominently published in the [school] [ESD] student handbook and on the [school][ESD] website. This policy shall also be made available at each school office and at the ESD office. The ESD shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any [student, parent of a student, school or ESD staff member, or third party] [person] upon request.

- Commented [15]: delete
- Commented [16]: keep ESD
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- Commented [18]: person

END OF POLICY

Legal Reference(s):

- | | | |
|-----------------------------|------------------------------|----------------------------------|
| ORS 243.706 | ORS 342.850 | ORS 659A.030 |
| ORS 334.125 | ORS 342.865 | OAR 581-021-0038 |
| ORS 342.700 | ORS 659.850 | OAR 584-020-0040 |
| ORS 342.704 | ORS 659A.006 | OAR 584-020-0041 |
| ORS 342.708 | ORS 659A.029 | |

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
 Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).
 Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
 Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

OSBA Model ESD Sample Policy

Code: JBA/GBN

Adopted:

Sexual Harassment

The ESD is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the ESD. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The ESD processes complaints^{1} or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the ESD, the ESD will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The ESD may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures^{2}.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties³ shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student's educational activity or program;
 - b. Interferes with a school or ESD staff member's ability to perform their job; or
 - c. Creates an intimidating, offensive or hostile environment.

^{1} Some ESDs choose not to use the terms "complaint" and "complainant" because they feel the stigma associated with the terms discourage victims from reporting conduct. The terms used in this policy are consistent with those included in the law. If you choose to change these terms, make sure that you are consistent and clear. Note, "complainant" is defined under federal law. }

^{2} Common complaint procedures that may also be involved include: Nondiscrimination (AC), Workplace Harassment (GBEA), [Hazing,]Harassment, Intimidation, Bullying, [Menacing,]Cyberbullying, Teen Dating Violence and Domestic Violence – Student (JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (GBNAA/JHFF)

³ "Third party" means a person who is not a student or a school or ESD staff member and who is: 1) on or immediately adjacent to school grounds or ESD property; 2) at a school-sponsored activity or program; or 3) off school grounds or ESD property if a student or a school or ESD staff member acts toward the person in a manner that creates a hostile environment for the person while on school or ESD property, or at a school- or ESD-sponsored activity.

3. Assault when sexual contact occurs without the student’s, staff member’s or third party’s consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.^{4}

Sexual harassment does not include conduct that is necessary because of a job duty of a school or ESD staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person’s action, offensive because of that other person’s sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, ^{5}physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one’s sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance].

Oregon Procedures

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

Name	Position	Phone	Email
_____	_____	_____	_____
[_____	_____	_____	_____]

This/These individual(s) is/are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. [This person is also designated as the Title IX Coordinator.]^{6} See GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall [immediately] report to a ESD official. The ESD official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the

^{4} The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1)(b). If the ESD would like to include the full statutory definition, it can do so.

^{5} OAR 581-021-0038 requires that the policy include a “examples of harassing behaviors covered by policy”. The bracketed list in this policy reflects OSBA’s recommendations. The ESD has discretion in what is included in this list. If you are listing behaviors not reflected in our recommendations, please make sure that you have your list reviewed by your school ESD’s legal counsel.

^{6} This must be communicated elsewhere, but it is a good reason to specify it here as well.

student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the ESD official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to [immediately] report their concerns to ESD officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate ESD official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The ESD may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. [Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.]

The ESD will use [a reasonable person] standard when determining whether a hostile environment exists. [A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.]⁷

The ESD may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

7. [Discipline of staff and students engaging in sexual harassment;
8. Removal of third parties engaged in sexual harassment;
9. Additional supervision in activities;
10. Additional controls for ESD electronic systems;
11. Trainings and education for staff and students; and
12. Increased notifications regarding ESD procedures and resources.]

When a student or staff member is harassed by a third party, the ESD will consider the following:

1. [Removing that third party's ability to contract or volunteer with the ESD, or be present on ESD property;

{⁷ We strongly recommend that the board receive input from ESD administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined *by a reasonable person* to be..." 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.}

2. If the third party works for an entity that contracts with the ESD, communicating with the third party's employer;
3. If the third party is a student of another district, ESD or school, communicate information related to the incident to the other district, ESD or school;
4. Limiting attendance at ESD events; and
5. Providing for additional supervision, including law enforcement if necessary, at ESD events.]

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or ESD staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the ESD's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notice

When a person⁸ who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the ESD shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include⁹:

1. Name and contact information for all person designated by the ESD to receive complaints;
2. The rights of the person that the notification is going to;

⁸ Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the ESD should consider when to contact the person's parent.

⁹ Remember confidentiality laws when providing any information.

3. Information about the internal complaint processes available through the school or ESD that the [student, student’s parents, staff member, person or person’s parent] [person] who filed the complaint may pursue, including the person designated for the school or ESD for receiving complaints and any timelines.
4. Notice that civil and criminal remedies that are not provided by the school or ESD may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or ESD, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or ESD;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services;
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the ESD’s drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person’s knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students’ parents, staff members and member of the public at each office, at the ESD office and on the website of the school or ESD.

[Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.]

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the ESD conditioning the provision of an aid, benefit, or service of the ESD on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the ESD's education program or activity¹⁰;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic Violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A ESD's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The ESD will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* GBN/JBA-AR(2) - Title IX Sexual Harassment Grievance Procedures.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The report can be made at any time.

[Person or position] is designated as the Title IX Coordinator [and can be contacted at [insert phone number]]. The Title IX Coordinator will coordinate the ESD's efforts to comply with its responsibilities related to this AR. The ESD prominently will display the contact information for the Title IX Coordinator on the ESD website and in each handbook.^{11}

¹⁰ "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs. (Title 34 C.F.R. § 106.44(a))

^{11} Note the difference in requirements for Title IX and Oregon law. It makes sense to align these requirements }

Response

The ESD will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.¹² The ESD shall treat complainants and respondents equitably by providing supportive measures¹³ to the complainant and by following a grievance procedure¹⁴ prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.¹⁵

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.¹⁶ The ESD must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The ESD shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the ESD of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the ESD does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the ESD will respond.

¹² (Title 34 C.F.R. § 106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

¹³ (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the ESD's educational environment, or deter sexual harassment.¹³ The ESD must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

¹⁴ This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

¹⁵ The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

¹⁶ The ESD may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

[Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator or the Assistant Secretary¹⁷, or both.]

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Neither the ESD or any person may retaliate¹⁸ against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The ESD must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy [and contact information for the Title IX Coordinator] shall be prominently published in the [school] [ESD] student handbook and on the [school][ESD] website. This policy shall also be made available at each school office and at the ESD office. The ESD shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any [student, parent of a student, school or ESD staff member, or third party] [person] upon request.

END OF POLICY

Legal Reference(s):

[ORS 243.706](#)
[ORS 334.125](#)
[ORS 342.700](#)
[ORS 342.704](#)
[ORS 342.708](#)

[ORS 342.850](#)
[ORS 342.865](#)
[ORS 659.850](#)
[ORS 659A.006](#)
[ORS 659A.029](#)

[ORS 659A.030](#)
[OAR 581-021-0038](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

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

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

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

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

¹⁷ Of the United States Department of Education

¹⁸ Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

Northwest Regional ESD

Code: JHCC
Adopted: 8/07/17
Orig. Code: JHCC

Communicable Diseases

The Northwest Regional Education Service District (NWRES D) shall provide reasonable protection for students against the risk of exposure to communicable disease. ~~The NWRES D will follow the Oregon Department of Education and the state and local health authorities' rules and regulations pertaining to communicable diseases.~~

Reasonable protection from communicable disease is generally ~~shall be~~ attained through immunization, exclusion or other measures provided ~~for in~~ by Oregon ~~Revised Statutes and rules of~~ law, by the ~~county~~ local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law. ~~Services generally will not be provided to students excluded under this policy unless otherwise required by law.~~

~~Where the NWRES D knows that a student is infected by any communicable disease for which the student would not be excluded under this policy, the school involved shall take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of the students.~~

~~The NWRES D may, for the protection of both the infected student and the exposed student, provide an educational program in an alternative setting. A student shall continue in the alternative setting, if provided, until such time that:~~

- ~~1. The NWRES D determines that the student presents no unreasonable risk of infection to the other students and bears no unreasonable risk of opportunistic infections; or~~
- ~~2. The student is ordered to be returned to the classroom by a court or other authority of competent jurisdiction.~~

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation JHCC-AR - Communicable Diseases - Students. If the disease is a reportable disease, the administrator will report the occurrence to the local health department. The administrator will also take whatever reasonable steps it considers necessary to organize and operate its programs in a way which both furthers the education and protects the health of students and others.

The ESD may, for the protection of both the student who has a restrictable disease and the exposed student, provide an educational program in an alternative setting.

The NWRES D will include as a part of its emergency procedure plan a description of the actions to be taken by NWRES D personnel in the case of pandemic flu outbreak declared public health emergency or other catastrophe that disrupts NWRES D operations.

The NWRESD shall protect the confidentiality of each student’s health condition and record to the extent possible and consistent with ~~the overall intent of this policy~~ federal and state law. In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.

END OF POLICY

Legal Reference(s):

[ORS 431.150 - 431.157](#)

[ORS 433.001 - 433.526](#)

[OAR 333-018](#)

[OAR 333-019-0010](#)

[OAR 333-019-0014](#)

[OAR 333-019-1000](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2220](#)

OREGON DEPARTMENT OF EDUCATION AND OREGON HEALTH AUTHORITY, *Communicable Disease Guidance* (2020).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).



Northwest Regional
Education Service District

ADMINISTRATIVE REPORTS



COLUMBIA COUNTY BOARD REPORT

Prepared by Stacy Rager

October, 2020

EI/ECSE Services:

Services to our children and families are well underway, with more good things to come as Technology provides devices for our “unconnected” families to utilize. Our first round of devices deploy this week, along with home “tool kits” for our children accessing the Stars Online Learning System (SOLS). Teachers are providing regularly scheduled virtual services, parent coaching, and the IAs are creating pre-recorded learning activities that are shared with the families throughout the week.

We continue our search for an additional Speech Language Pathologist, Early Childhood Education Teacher, and a permanent Physical Therapist.

Goal setting wraps up this week. Program staff are focusing on social-emotional learning (aligned with Strategic Plan Goal 2.3.1), improved attendance and engagement for our BIPOC children and families (aligned with Strategic Plan Goal 1), and many are working towards proficiency in the various new electronic platforms being used to deliver services to our families.

School Aged Services:

The staff serving the St. Helens School District report that online learning is progressing well. They are all feeling a bit overwhelmed at the amount of time spent online, but are happy to be working with their students and are encouraged by the engagement of the children.

Other Information:

The first Col. Co. school counselor meeting was held on October 8. A hot discussion topic was how districts are delivering social-emotional education and support to children and families during comprehensive distance learning. Districts are approaching this in different ways, and the desire to ensure that all students are connected and healthy was a high priority. Most of the districts, with support from our agency, will use the DESSA this year as a universal screening tool. (The DESSA is a strength-based SEL assessment tool that measures the social and emotional competence of youth.)



COMMUNICATIONS BOARD REPORT

Prepared by Kelsey Cardwell

October 2020

Website Redesign

Since the last board report, we've made significant progress on the website redesign.

- The communications team attended 12 hours of training; about 30 web editors representing our various departments and programs attended nine hours of training, each.
- We started meeting with web editors to plan out the final steps before a late-November launch.
- We have gained editing access to the new site and have started working through technical issues.

The new website will serve as a foundation for unified, cohesive communications across the agency, which will be particularly important as we move through the various phases of reopening across our physical sites. Though we had planned the web project before we could have predicted the COVID-19 pandemic, the timing has proven to be quite prescient. It has been relatively easy to coordinate meetings that have required attendance from across counties, departments and disciplines. Most importantly, **the new website will build our capacity to communicate during a time when our community needs more relevant and accurate information than ever before. As an example, the new site:**

- Uses valuable homepage real estate to feature news, social media and calendar updates, unlike our current static homepage.
- Reduces the domains and sites we manage by about one dozen sites.
- Automates review processes for content that has a regular review period, e.g. required reporting.
- Enables us to post emergency alerts across all school and program pages in one step.
- Improves site visitors' ability to search, because all content is hosted on the site versus linked at more than a dozen different domains.
- Provides us with more accurate and reaching analytics, so we can advise on future site improvements.

Newsletters

This month, we sent our second ever external partner newsletter. We also helped two of our schools launch new digital newsletters.

- [NWRESD Partner Newsletter](#)
- [Columbia Academy Newsletter](#)
- [Day Treatment Center Newsletter](#)

Custom NWRESD face coverings

This week, our courier is delivering custom NWRESD face coverings to all sites so we can distribute those to our staff. We have set a few aside for our board as well.



Early Intervention/Early Childhood Special Education October 2020

Monthly Board Report

For more information, please contact Nancy Ford, nancyf@nwresd.k12.or.us

As the EI/ECSE program continues into the school year, the program is planning a series of parent trainings provided by EI/ECSE staff. The parent trainings will be provided virtually across Clatsop, Columbia, Tillamook and Washington Counties. The topics will include *Supporting Positive Behaviors at Home*, *Communication Strategies-English*, *Communication Strategies-Spanish*, *Potty Training*, *The Importance of Routines*, and *Zones of Regulation and Sensory Based Supports for Home*. FACT Oregon is tentatively scheduled to provide a parent training on *Kindergarten Transition*. In addition, staff are proposing additional trainings including *Technology for Families*, *Yoga for Young Children and Their Families*, *Picky Eaters* and *Articulation Therapy at Home and Carryover*.

Seesaw is a new online platform the program is utilizing to increase child and parent engagement as well as a communication tool with families. As a follow up to the initial trainings staff received on Seesaw additional training will be provided over the next month. The trainings include *Seesaw 201 for Teachers*, *Effective and Engaging Remote Learning*, *Partner with Families Throughout the Year* and *Support English Language Learners*.

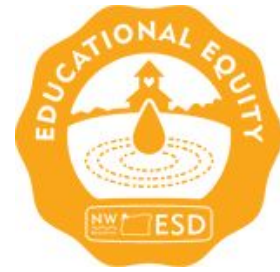
The EI/ECSE program continues collaborative preschool partnerships with both school districts and agencies. The districts included in these partnerships is Beaverton School District, Gaston School District, Hillsboro School District, St. Helens School District and Tigard-Tualatin School District. Agencies the EI/ECSE program has partnerships with is Learning Years Day School, Pacific University Early Learning Center, and Tualatin Hills Park and Recreation District. The hope was to have increased district partnerships in 2020-2021 but due to a variety of reason districts have put a hold on creating preschools within their district.

Starting in October, the EI/ECSE program began tracking child and family engagement. In the spring and summer, service coordinators identified families that lacked technology access. The program recently received Hot Spots and 125 iPads that are being deployed to families needing technology access for distance learning for their child. Another 200 iPads are on order and will be deployed once they are received and set up. For families that are not engaging staff are working with families individually to determine what the barriers are and how we can overcome those barriers.

The STAR Online Learning System (SOLS) supplemental curriculum is being implemented throughout the region. 200 SOLS kits were purchased for families to utilize with Level 1 and Level 2 curriculum. The kits contain specific manipulatives that align with the goals in the curriculum and help parents engage their child in the lessons. There are two kits that were developed; one for children under the age of three and one for children ages three to five.

October 2020

Equity and Family Partnerships Administrative Report



Introduction

The Office of EFP purpose is to deepen NWRESD's commitment to equity and antiracism.

Strategic Plan

With the adoption of the 2020-2025 Strategic Plan, we have started work on identifying tactics and steps to accomplish the strategies of the Strategic Plan goals.

Regional Racial Equity Learning and Partnerships

Our partnership within the Cascade Alliance For Equity continues in a virtual environment for equity PD across the greater region of the six counties.

Next up is a two-part CAFE Equity Summit Series, [CONCRETE JUNGLE](#). We will engage together in deeper discussions on racism, equity, and education from personal and local contexts. We will seek concrete actions that are needed in our strange current environment.

Sessions are October 21st and October 28th from 2:30 pm to 4:00 pm.

Policy Committee

After the adoption of the resolution which included the formation of a diverse Equity Policy Advisory Committee to conduct policy and procedural reviews to eliminate practices that perpetuate inequities and systemic racism, Equity and Family Partnerships have begun the participant selection criteria and process development with Human Resources and Communication departments.

Racial Equity Facilitator Training

To enhance our ability to sequence and facilitate racial justice transformative learning, the staff of Equity and Family Partnerships are participating in Equity Literacy Institute's 12-hour Racial Equity Facilitator training. This series, led by founder Paul Gorski, is designed to strengthen skills of those who lead racial equity and justice professional learning for educators using the equity literacy framework.

Submitted by:
Sharif Liwaru, Director, Equity and Family Partnerships



CONCRETE JUNGLE:

A deep discussion on racism, equity, education and concrete actions needed in today's strange world.

10/21/20 & 10/28/20
2:30 pm - 4:00 pm

Events throughout Oregon are impacting our work in immediate ways. Cascade Alliance for Equity is excited to bring our communities together again to learn how we support our students in the face of these realities.

Join us for our next two part CAFE Equity Summit Series. Space is limited so register for free today!

REGISTER: [TinyURL.com/CAFEoctober2020](https://tinyurl.com/CAFEoctober2020)



[TheTimelsNowOregon.com](https://www.thetimelsnoworegon.com)





October 2020 Fiscal Report

Fiscal Services

Our Fiscal Department goal of Operational Improvement in support of Strategic Goal Collective Commitment 6.4 and 6.5 started in earnest in October 2020. A specialist from Tyler Technology (Infinite Visions software) worked with our Payroll and Human Resources staff to help us design two new budget control systems (Position Control and EPARs). We will be working with our users (all of our management staff) to provide re-fresh and re-train opportunities to optimize the use of these systems.

Several staff have been attending virtual trainings and information meetings hosted by OASBO, ASBO and ODE this month. These opportunities help keep our staff fresh on the operational and procedural tools they use to provide seamless services to our staff.

Work with Districts

Regional Business Officials Meetings:

Quarterly NWRESD hosts a collaboration meeting with business officials from our region. The first of these meetings this year will happen in early November. These forums are typically well attended and give these professionals an opportunity to network, discuss best-practice, and problem-solve current topics.

Audits

Audit reports are being reviewed and finalized for the ESD and for the component school district we provide audit support to. Formal reports will be presented to various boards between now and January. Kudos to our audit team led by Andre Schellhaas in once again turning out pristine accounting reports on behalf of the districts we serve.

2021-2022 Local Service Plan

Work on the 2021-2022 Local Service Plan has begun with preliminary departmental conversations about potential changes to services we offer districts next fiscal year. Superintendents were given a preview of core services at their meeting in October and will vote on the final core plan at their meeting in November. The NWRESD Board will review and finalize the full service menu at its December board meeting. Final service menus go out to district boards in January for approval in time for districts (and NWRESD departments) to use for budget development.

BOARD REPORT

Prepared by Joseph Hernandez

October 2020

Strategic plan updates:

With the adoption of the recent strategic plan for the next five years (2030-2025), HR has been tasked with many elements that will aid in moving towards equitable practices within our agency. Notably, we are tasked with diversifying the recruitment process through strategic goal 1.4. This work is critical and will be rolled out in various ways through partnerships and collaboration. Examples include:

- Collaborate with communications to utilize social media platforms for job posts (based on NWRESD's LinkedIn)
 - We have 94 new visitors (increase of 27%)
 - We have 20 new followers (increase of 25%)
 - 2,100 post impressions (increase of 137%)
 - *We know that having an engaging social media will assist in diversifying our recruitment efforts in filling various positions.*
- Participation at the Oregon Speech and Hearing Association to assist with recruitment of Speech Language Pathologists

Other HR News:

The HR department has been busy for our recruitment of two vacant positions (Assistant Director of Human Resources and the Talent Acquisition and Retention Manager role). We had a robust recruitment plan for both roles. We posted the roles on various job boards including: LinkedIn, Partners in Diversity, MacsList, AASPA, HR Networks, and COSA.

We had a total of 28 applicants for the Assistant Director of Human Resources role (both complete and incomplete applications). Additionally, we had a total of 30 applicants for the Talent Acquisition and Retention Manager role (both complete and incomplete applications). The pool is competitive and we look forward to filling the vacancies.

Instructional Services October News and Updates

Student Success Act

Student Investment Account work is entering an exciting new phase. Updated district allocations were posted to ODE's website September 19th. Districts who were requested by ODE to provide additional information or who wish to make significant changes to their plan have until October 15th to submit changes or additions. Rob Saxton and Randy Schild of RS2 Consulting will provide guidance and support to our districts as they submit plans for the next round of accountability.

ODE has also notified an intent to grant districts \$3 per student enrolled to create an early warning system. This system must enable school districts [and stakeholders] to take necessary corrective actions to assist students in graduating from high school. NWRESA will collaborate with multiple districts in the region to purchase and implement Ion, a multi tiered system of support that provides teams of educators the ability to access the common indicators of attendance, behavior, and course grades and to identify those students in need of additional support to be on track for high school graduation.

Outdoor School

All of Outdoor School's core staff have returned to work and plans continue for implementing our comprehensive distance learning (CDL) for 2020-2021. Staff have engaged in conversations with two of the largest districts served to learn about their needs and hopes for Outdoor School this year. These conversations have helped clarify CDL priorities and overall approach to this most challenging year. In mid-September, OSU Extension Service released funding strategies related to the possible ways students will experience Outdoor School in 2020-2021. There is a specific strategy for CDL which includes a requirement that any CDL-based Outdoor School experience must be a minimum of 18 hours in total duration. The typical three consecutive day requirement for an Outdoor School experience is being waived for this year so our CDL experience can be spread out over a longer period of time which should better fit the needs of participating districts.

Grants

NWRESA Nets Over 6M in Grant Funding in First Quarter

Over the past three months, the NWRESA grant writing team has helped districts and ESD programs secure 19 grants totalling \$6,216,151 in new funding. These grant funds will support Preschool Promise programs across the region, the continuation of our 9th Grade Success Network, early learning equity programs, an ESD staff wellness program, a renewal of

Hillsboro's Latino mentorship program, coordinated enrollment support for early learning, and COVID relief.

Congratulations to all of our districts and teams who received grant funding this quarter!

Early Learning

NW Regional ESD has applied to the Oregon Parenting Education Collaborative to become the new backbone organization for Northwest Parenting Hub. Northwest Parenting is a tri-county hub coordinating a network of high-quality parenting education programs that support parents in their critical role as their child's first and most important teacher. The current backbone organization for NW Parenting, Clatsop County Public Health, completed a strategic planning process with stakeholders and it was determined that a backbone shift to a more regional entity would best suit the hub's continued growth toward sustainability. We anticipate hearing the result of our application by mid-November. To learn more about NW Parenting and parenting education programming, contact Dorothy Spence at dspence@nwresd.k12.or.us.

NW Regional CCRR continues to support child care providers and early learning programs by connecting them to grants, emergency supplies and community resources. In Clatsop, Columbia and Tillamook counties there are growing community partnerships to support child care in the form of county grants, county strategic planning and SBDC support for small business relief. Partners are focused on short term urgent relief and long term sustainable solutions. To get involved in the growing partnerships in your community contact Eva Manderson at emanderson@nwresd.k12.or.us.

Professional Learning

The Professional Learning Team has had an eventful September.

The Reimagining Schools Professional Learning Series has been focused on leveraging educational technology to create positive virtual learning spaces where students feel safe, connected, supported, and valued. Through a combination of demonstration and discussion, participants have been learning about ways to increase student collaboration and engagement as well as using interactive slides to promote student choice in an online setting. In October, participants will be learning about "Building Relationships with Students to Support Successful Learning Partnerships."

The 9th Grade Success Network received a \$1.2 million dollar grant from the Bill and Melinda Gates Foundation to deepen their work and to support teams across our region to ensure students are on track to graduate. After a successful August launch for team leads and administrators, the team will host the first convening with 30+ teams on October 7th. The network is focused on the importance of 9th grade on track and building connection in virtual

spaces. Later this month, the team will launch this year's student network to elevate student voice and leadership across our region.

The **Diverse Educator Pathways** program is thrilled to report that students have begun their college classes. The team is currently working on the Grow Your Own grant recently released from ODE.

Northwest Promise

NW Promise is off to a great start this year. We are excited to welcome new teachers in our Anatomy & Physiology, Math, and Writing Sponsored Dual Credit PLCs. Our dual credit teachers are also receiving additional support for Comprehensive Distance Learning. We are still accepting applications for Winter and Spring articulation. Interested administrators or teachers should contact Betsy Brower at nwpromise@nwresd.k12.or.us.

We are now offering New World of Work (NWOW) virtually! We are offering training to teachers and district partners remotely in October and November and scholarships are available to cover the cost of attendance. NWOW is a great solution during CDL to enhance CTE curriculum and ensure that our students are still developing their employability skills. To be included in an upcoming training, or to find out more information about how NWOW could support your teachers, contact Raya Nichols, NWRES D Career and College Coordinator at rnichols@nwresd.k12.or.us.

Migrant Education

This September the MEP welcomed two new part-time Family Engagement Specialists (FES): Amanda Casian (Clatsop County) and Andrea Gonzalez (Tillamook County). They have been vital to our effort to connect families with supports offered through MEP and the school districts. Many MEP families do not utilize an email address regularly; which is problematic when one considers the fact that virtually all methods of communication used by school districts require an email address to create and access an account. In an effort to inform parents about the importance of having an email, encourage and support them in creating an account and provide support signing up for ParentVue and other communication platforms parents need to stay connected with their child's teachers and school; MEP (Kudos to Amanda and Andrea for all their hard work) launched an email campaign *Todos Conectados*. Over 30 families that have signed up for an email account and are now connected to information from the school district and their child's teacher!

While school districts are generally supplying devices to students for CDL, many school districts are now waiting for devices that are on backorder for months. MEP is currently providing Chromebooks and Hotspots to approximately 50 MEP families. More than 200 families received MEP technology support related to CDL; including login support, web navigation, support with platforms (Canvas, Google Classroom, etc.). Our new Family Engagement Specialists successfully collaborated with Astoria School District and the Consejo Hispano to host an

informative parent meeting about CDL. Amanda also helped create a Spanish video for the school district explaining STAR testing to parents. Sandra Silva, our School Readiness Specialist, has been working with Elena Barreto in the EL Hub to provide support recruiting Migrant families for the Preschool Promise grant. She's also collaborating with Consejo Hispano and Bumble Preschool in Astoria to provide Spanish speaking Preschool support for MEP & Latinx families. The whole team pitched in to prepare and deliver emergency food bags to MEP families in Clatsop County impacted by the recent outbreak at Pacific Seafood. Our Lead Recruiter, Eredi Pintor, and Sandra Silva our Preschool Specialist Pitched in to shop, Jose Milian assembled the bags; Iridian drove them to the coast and Amanda and Andrea will distribute them to families in need. In addition, Warrenton-Hammond School District (WHSD), which was operating with an in-person model, abruptly switched to CDL. MEP supplied all 40 Migrant students in WHSD with a bag of school supplies to support their learning at home.

STEM/Career & Technical Education

The Northwest STEM Hub is off to a busy start for the 2020-21 school year. We were very excited to engage Clatsop County community and education partners on September 30th for a conversation about innovation and K-12 partnerships for our first Think Tank convening.

Throughout the month of October, we will be deploying over 900 STEM kits to our school district partners to support students' and families' distance learning. In partnership with the Oregon Science Project and STEM Hub colleagues across Oregon, we are recruiting for our next Rural Learning Collaborative. Educators and community partners are encouraged to register here and engage in this robust conversation about our regional and statewide NGSS needs. In response to COVID, we are transitioning our Manufacturing Day event to a virtual experience with industry partner interviews conducted by our St. Helens' High School Ambassadors and training demonstrations by OMIC R&D. Check out our [YouTube Channel](#) for weekly videos! Coming to an inbox near you in mid-October are the second round of Community Innovation Mini-grants. We are hoping to award 12 grants of \$2500 to regional projects that focus on equity, innovation, and partnership.

Northwest Regional Educator Network (NREN)

NW Regional Educator Network (NREN) Plan was approved by the Educational Advancement Council in June, and funds were released on July 1, 2020. The NREN is currently seeking district educators to participate in design teams focused on regional mentors of color for educators of color and/or the transforming HR practices design team. Any districts interested in leading a pilot can sign-up to expand affinity groups or design a pilot involving equity coaches for administrators. All pilots focus on reaching our AIM of retaining and recruiting educators of color at a district and regional level. NREN funds will cover the costs associated with the pilots, focusing on organizing design teams that initiate PDSA cycles, reengage educators, and create promising network practices.

SPECIAL STUDENT SERVICES

Monthly Board Report

October, 2020

For more information, please contact Cathy Jensen, cjensen@nwresd.k12.or.us

New Special Education Coordinator: This past September, the Special Student Services department welcomed Bethany Bowers as the new Coordinator for the Blind and Visually Impaired (BVI) Services program at NWRESD. The team also welcomed a new TVI, Elizabeth Thomas.

Virtual Assessments: iPads have been purchased for the School Psychology Team in order to support the ability to provide tele-assessment as part of the special education eligibility process. The team will use the iPads to assess students in a safe and physically-distanced way. Tina Meier-Nowell and Ana Lia Oliva, coordinator of the SLP team, are collaborating on this effort.

Telepractice: The K-12 SLP Program and Augmentative Communication - Assistive Technology programs have been engaged in focused work in the area of setting up their telepractice with families and students and teleconsultation services with educational teams to support the increased access to student services and accessibility to Comprehensive Distance Learning.

Equipment Donations: Our colleagues at Southern Oregon ESD recently experienced the loss of their Phoenix campus due to the wildfires in the area. Lost in the fire were materials and equipment needed to support students with special needs. NWRESD joined other Low Incidence Regional Programs around the state in gathering items to donate or loan to our partners. Items included Orthopedic Equipment, Autism Materials, and Braille Embossing Equipment. Thanks goes to NWRESD staff members who assisted in the equipment identification: Emma Stotler, Equipment Center Specialist; Brandi Hanson, Physical Therapist; Kate Pritchard, Occupational Therapist; Tina Meier-Nowell, ASD Team Coordinator; and J Beresheim, BVIS Technology Specialist.



Ortho equipment donated to Southern Oregon ESD by NWRESD

Levi Anderson Learning Center: Students are attending five 45-minute classes per day in our school program and with approximately 85% of our students passing 80% of all classes attended. Some parent feedback from meeting with Principal Lisa Bates in weekly sessions:

"CDL is working for my son who was not successful going to class daily in person. He has structure at home and likes going to his virtual classes to see his teachers and other peers."

Parents shared that they liked the order, design, and content of the middle school instruction as it is interesting and easier for students to follow.



Northwest Regional Education Service District

TECHNOLOGY BOARD REPORT

Prepared by Stuart Long

Comprehensive Distance Learning Support

In conjunction with Instructional Services we have contracted with Instructure, the maker of Canvas, to hold two training sessions with a cadre of district based “superusers” to help grow instructional technology support capacity in districts. Additionally, the CTA Synergy team has been working collaboratively with both Instructure and Edupoint to help troubleshoot synchronization issues as they arose. Finally, we have posted for an Instructional Technology Specialist position to deepen our learning management system expertise, hold district training sessions, and grow our in house support capacity around instructional technology.

Cybersecurity Awareness Month

October is the 17th annual cybersecurity awareness month. In this age of remote work schools are more vulnerable than ever to cyber attacks. This year there have been a string of ransomware events that have impacted school districts in Oregon and across the country. The primary purpose of these attacks is both to hold data hostage in exchange for money but all too often the theft of the data as well. Throughout the month we are communicating to help keep staff aware of this threat and provide some simple steps staff can take to protect themselves both at work and at home. Additionally, this summer we implemented a two-step login process to help better secure our Visions system, we will be updating our antivirus tools to the next generation of software, and also adding tools to protect data in our Google Drive environment. Lastly, we continue to partner with our fellow ESDs across the state to share security information and best practices.

Strategic Plan Work

Technology Services is beginning to take our first steps to help close the digital divide as specified in our Strategic Plan. We are meeting with our NWRES D Data Team to improve the consistency and quality of data that locates those needing greater connectivity. We are also meeting with other state technology leaders to coordinate our work so that mapping efforts are aligned.



Northwest Regional
Education Service District

ACTION ITEMS



Northwest Regional Education Service District

October 20, 2020

TO: Board of Directors

FR: Tami Montague, CFO

RE: Monthly Financial Update

EXPLANATION: Monthly Financial Summary report for period ending September 30, 2020

PRESENTER(S): Tami Montague

SUPPLEMENTARY MATERIALS: Attached to this cover sheet:

Summary Financial Statements – September 30, 2020.

RECOMMENDATION: N/A

PROPOSED MOTION: I move to accept the monthly financial report as presented.

FY 2020-2021 NWRESD FINANCIAL SUMMARY

For the Period Ending September 30, 2020

GENERAL FUNDS (100-199)	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$ 3,928,173	\$ -	\$ 5,434,926	\$ 5,434,926	\$ 4,940,842	\$ 494,084
REVENUES						
Local Sources	548,423	92,377	15,146,752	15,239,129	16,069,400	(830,271)
Intermediate Sources	-	-	-	-	-	-
State Sources	11,987,084	12,517,415	25,522,318	38,039,733	38,006,000	33,733
Federal Sources	-	-	-	-	-	-
Other Sources	53,777	-	278,200	278,200	397,000	(118,800)
TOTAL REVENUE	\$ 12,589,284	\$ 12,609,792	\$ 40,947,271	\$ 53,557,062	\$ 54,472,400	\$ (915,338)
EXPENDITURES						
Instruction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services	2,089,342	1,711,642	6,282,689	7,994,331	8,345,952	351,621
Enterprise and Community Services	-	-	-	-	-	-
Facilities Acquisition and Construction	-	-	-	-	-	-
Other Uses	-	-	47,119,288	47,119,288	47,192,290	73,002
Contingencies	-	-	-	-	1,375,000	1,375,000
Unappropriated Ending Fund Balance	-	-	-	-	2,500,000	2,500,000
TOTAL EXPENDITURES	\$ 2,089,342	\$ 1,711,642	\$ 53,401,977	\$ 55,113,619	\$ 59,413,242	\$ 4,299,623
SURPLUS / (DEFICIT)	\$ 10,499,941	\$ 10,898,150	\$ (12,454,706)	\$ (1,556,557)	\$ (4,940,842)	
Projected Year End Fund Balance				\$ 3,878,370	7.24%	of Revenues

ALL OTHER FUNDS (200-599)	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$ 5,212,438	\$ 52,026	\$ 1,928,968	\$ 1,980,994	\$ 1,948,968	\$ 32,026
REVENUES						
Local Sources	5,491,917	2,431,042	36,104,589	38,535,631	38,108,524	427,107
Intermediate Sources	-	-	-	-	-	-
State Sources	6,156,245	754,165	34,213,991	34,968,156	34,555,637	412,518
Federal Sources	1,589,581	3,195	7,627,767	7,630,962	8,117,647	(486,684)
Other Sources	24,752	26,000	6,823,984	6,849,984	7,004,056	(154,071)
TOTAL REVENUE	\$ 13,262,495	\$ 3,214,402	\$ 84,770,331	\$ 87,984,733	\$ 87,785,864	\$ 198,870
EXPENDITURES						
Instruction	\$ 6,845,042	\$ 6,253,160	\$ 39,792,445	\$ 46,045,605	\$ 47,991,914	\$ 1,946,309
Support Services	6,382,255	6,098,885	25,399,822	31,498,707	33,314,363	1,815,656
Enterprise and Community Services	339,472	187,728	1,375,688	1,563,416	1,714,493	151,077
Facilities Acquisition and Construction	-	-	191,282	191,282	200,000	8,718
Other Uses	262,578	1,231,748	6,764,103	7,995,851	8,227,063	231,212
Contingencies	-	-	-	-	-	-
Unappropriated Ending Fund Balance	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 13,829,347	\$ 13,771,521	\$ 73,523,339	\$ 87,294,860	\$ 91,447,832	\$ 4,152,972
SURPLUS / (DEFICIT)	\$ (566,851)	\$ (10,557,118)	\$ 11,246,992	\$ 689,874	\$ (3,661,968)	
Projected Year End Fund Balance				\$ 2,670,868	3.04%	of Revenues

**NW Regional ESD
Monthly Financial Report**

Superintendent's Expense Report

Expenses:	Registration Meeting/Conf	Airfare	Mileage & Parking	Hotel	Dues/Fees	Meals	Other	Total
July-20								0.00
August-20							1,949.96	1,949.96
September-20							2,980.00	2,980.00
October-20								0.00
November-20								0.00
December-20								0.00
January-21								0.00
February-21								0.00
March-21								0.00
April-21								0.00
May-21								0.00
June-21								0.00
Total Expenses	0.00	0.00	0.00	0.00	0.00	0.00	4,929.96	4,929.96

Detailed Expense Report

September 2020						
Vendor	Date	PO #	Amount	Type*	Description of Product / Service	
NORTHWEST AMERICAN SIGN LANGUAGE ASSOCIATION	9/18/2020	210333	\$980.00	PO	Provide ASL Interpreter services for annual NW Inservice	
PHILEMON ULINWA	9/23/2020	210103	\$2,000.00	PO	Provide ASL Interpreter services for annual NW Inservice	
			<u>\$2,980.00</u>			
August 2020						
Vendor	Date	PO #	Amount	Type*	Description of Product / Service	
BANK OF AMERICA	8/18/2020	210112	\$140.00	PO	mmercercer-ZOOM.US-webinar upgrade for Lauren Sly O'D	
BANK OF AMERICA	8/18/2020	210195	\$1,497.00	PO	tgoldner-RUN THE WORLD-software for running all st	
BANK OF AMERICA	8/18/2020	210195	\$140.00	PO	mmercercer-ZOOM.US-Laurens' zoom account upgrade	
USPS.COM	8/25/2020	0	\$7.50	JE	Reclass PO 201841-l.slyh-USPS.COM-Shipping 3.31.20	
* BANK OF AMERICA	8/31/2020	210295	\$25.46	PO	l.slyh-Amazon-Notebook/Planner	*new to report
* BANK OF AMERICA	8/31/2020	210321	\$140.00	PO	mmercercer-Zoom-Laurens' zoom account upgrade	*new to report
			<u>\$1,949.96</u>			

**NW Regional ESD
Monthly Financial Report**

Board of Directors' Expense Report

Expenses:	Registration Meeting/Conf	Airfare	Mileage	Hotel	Meals	Legal/Audit	Dues/Fees	Other	Total
July-20									\$ -
August-20	\$60.00						\$3,520.00	\$6,112.00	\$9,692.00
September-20							\$1,500.00		\$1,500.00
October-20									\$0.00
November-20									\$0.00
December-20									\$0.00
January-21									\$0.00
February-21									\$0.00
March-21									\$0.00
April-21									\$0.00
May-21									\$0.00
June-21									\$0.00
Total Expenses	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,020.00	\$6,112.00	\$11,192.00

Detailed Expense Report

September 2020					
Vendor	Date	PO #	Amount	Type*	Description of Product / Service
OREGON SMALL SCHOOLS ASSOC	9/11/2020	210308	\$1,500.00	PO	2020-2021 Oregon Small Schools Association members
			<u>\$1,500.00</u>		
August 2020					
Vendor	Date	PO #	Amount	Type*	Description of Product / Service
OREGON SCHOOL BOARDS ASSN	8/6/2020	210149	\$30.00	PO	Summer Board Virtual Conference - Registration Fee
OREGON SCHOOL BOARDS ASSN	8/6/2020	210149	\$30.00	PO	Summer Board Virtual Conference - Registration Fee
BANK OF AMERICA	8/18/2020	210162	\$60.00	PO	tgoldner-AWESOME GAPPS INC-Awesome Table Computer
OREGON SCHOOL BOARDS ASSN	8/28/2020	210242	\$525.00	PO	2020-2021 Policy Management
OREGON SCHOOL BOARDS ASSN	8/28/2020	210242	\$2,400.00	PO	2020-2021 Policy Management
OREGON SCHOOL BOARDS ASSN	8/28/2020	210242	\$595.00	PO	2020-2021 Policy Management
MILLER NASH WIENER HAGER & CARLSON LLP	8/31/2020	210213	\$5,992.00	PO	2020-21 Miller Nash Invoicing
BANK OF AMERICA	8/31/2020	210316	\$60.00	PO	tgoldner-AWESOME GAPPS INC-Subscription for search
			<u>\$9,692.00</u>		

*new to report

*new to report



Northwest Regional Education Service District

October 20, 2020

TO: Board of Directors

FR: Tami Montage, CFO

RE: Quarterly Statement of Assurance - October 2020

EXPLANATION: At the recommendation of Polly Rogers (auditor), I will provide the board with a Quarterly Statement of Assurance in October, January, and April. This document will address items the auditor recommends the business office attest to the board on a quarterly basis.

PRESENTER(S): Tami Montague

SUPPLEMENTARY MATERIALS: Quarterly Statement of Assurance - October 2020

RECOMMENDATION: Approve as presented

PROPOSED MOTION: I move to approve the Quarterly Statement of Assurance - October 2020 as presented/amended.



Northwest Regional Education Service District

DATE: October 20, 2020
TO: NWRESD Board of Directors
FROM: Tami Montague, Chief Financial Officer
RE: Quarterly Statement of Assurance

1. All cash, investment and credit card accounts have been balanced, reconciled and reviewed and all cash and investment accounts are reconciled to the general ledger by the business office as of: **September 30, 2020.**
2. The adopted budget reflects expected expenditures.
3. All payroll reports have been filed and payroll liabilities have been paid timely.
4. All federal and state reimbursement requests as well as required financial reporting forms have been filed timely.
5. All credit card expenditures, travel and other reimbursements have been reviewed and approved at the proper level.
6. There have been no significant changes to the internal control system, to the accounting system or accounting policies.
7. Currently the business office is adequately staffed to allow for proper segregation of duties and I am not aware of any new pronouncements or other financial changes that may require additional staff time to properly implement.
8. All financial statements that have been provided to the board are accurate and complete to the best of my knowledge and I am aware of no other financial matters that the board should be aware of at this time.
9. I know of no cases of fraud or other misconduct within the district and I have not been asked by the superintendent to do anything that makes me feel uncomfortable or to present any information I believe is inaccurate.

Respectfully submitted,

Tamira Montague, CFO



Northwest Regional Education Service District

October 12, 2020

TO: Board of Directors

FR: Rick Wahlstrom, Director of Operations & Tami Montague, Chief Financial Officer

RE: Designation of Facility Consultant Agency of Record

EXPLANATION:

Oregon Contract Law ORS279C.110 allows local contracting agencies, in this case the NWRESD Board of Directors, to directly appoint certain professional services agencies including architects and/or engineers to provide consulting services based on past work product or services rendered.

In past years, NWRESD has contracted professional services from **Cardno** to assist us with the development of the Miller Education Building in FY2011 which is now the Hillsboro Early Childhood Center and to provide a facility condition assessment for the Clatsop Service Center in FY2020.

We are seeking assessments similar to what was conducted last year on the Clatsop Service Center for the remaining NWRESD owned properties: the Washington Service Center, Hillsboro Early Childhood Center and Columbia Service Center. We will use this information to create a long-term planned maintenance budget and schedule for our existing properties.

PRESENTER(S): Rick Wahlstrom, Director of Operations & Tami Montague, Chief Financial Officer

SUPPLEMENTARY MATERIALS: Cardno - [Clatsop Service Center Facility Condition Assessment](#) (NWRESD Board Meeting April 21, 2020)

RECOMMENDATION: Staff recommends the NWRESD Board of Directors designate Cardno as the NWRESD engineer of record for the purposes of consultation on facility conditions.



Northwest Regional Education Service District

PROPOSED MOTION: "I move to designate Cardno as the NWRESD Civil Engineering professional services firm for the purpose of conducting facility condition assessments for NWRESD sites".



Northwest Regional
Education Service District

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