



Dave Kline, Superintendent

30429 S Grays Hill Rd
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AGENDA

REGULAR BOARD MEETING followed by Executive Session

COLTON MIDDLE SCHOOL - WEST ENTRANCE

21580 S Schieffer Rd, Colton, OR 97017

[Board Meeting Livestream](#)

Monday, September 14, 2026, 6:00 pm

If you would like to request an interpreter or other communication aid, please contact:
Katrina Raasch at 503-824-3535 or
raaschk@colton.k12.or.us

1. Call to Order
2. Flag Salute
3. Consent Agenda - action item
 1. Approval of Minutes from the Board Meeting
 2. Approval of hiring contracts
 - Preschool Mentor - Lisa Browning
 - CHS Student Council - Stephanie Fitzgerald
 - CHS Yearbook - Courtney Huske
 - CHS Volleyball Assistant - Ben Jedrzejewski
 - FFA Summer Co-Advisor - Christina Binford
 - Secretary 4 - Jena Alber
 - Health/PE Teacher - CHS Athletic Director - Timothy Fronius
 - FFA Summer Co-Advisor - Tessa Thomas
 - Volleyball Head Coach CMS - Holly Norris
4. Student Liaison Reports
5. School Group Reports
 - Booster Club
 - PTA
6. District Reports
 - Budget Update - Chris Gibb
 - Superintendent Report - Dave Kline
 - Division 22 Draft
 - SB 141 Report
7. Public Comment



COLTON VIKINGS STRIVING FOR EXCELLENCE BY:
EXPLORING PATHS • BUILDING STRENGTHS • FORGING CONNECTIONS



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8. Policy Update - action item

- a. BBAA – Individual Board Member's Authority and Responsibilities, Optional, Delete
- b. BBAA – Board Member's Authority and Responsibilities, Highly Recommended, New
- c. BBE – Vacancies on the Board, (Version 1) Optional, Delete
- d. BBE – Vacancies on the Board, Optional, New
- e. BBE-AR – Board Member Vacancy Application, Optional, New
- f. BCE – Board Committees, Optional, Delete
- g. BCE – Board Committees, Optional, New
- h. BDC – Executive Sessions, Highly Recommended, New
- i. BDC – Executive Sessions, Optional, Delete
- j. BDDC – Board Meeting Agenda, Optional, Delete
- k. BDDC – Board Meeting Agenda, Highly Recommended, New
- l. BDDG – Minutes of Board Meetings, Optional, Delete
- m. BDDG – Recordings and Minutes of Board Meetings, Highly Recommended, New
- n. KNA – Immigration Enforcement on District Property, Required, New
- o. KNA-AR(1) – Interactions with Immigration Enforcement, Highly Recommended, New
- p. KNA-AR(2) – Federal Immigration Enforcement Request Log, Optional, New

9. Resignation

- Samantha Lopez Morgan - Paraprofessional
- Ben Jedrzejewski - Volleyball Head Coach CMS
- Diane Prezell - Bus Driver

10. Approved Classified Contract between CACE and CSD - action item

11. Strategic Plan - Four Pillars • 4 Goals

- Student Success • Cezanne Decristoforo
- Staff Culture & Leadership • Eric Dilg
- Facilities Maintenance • Sid Gunter
- Community Relations • Jeremy Baurer

12. Strategic Plan Work Session – September 28th, 5:30 pm

13. Board Calendar:

- Site Visits

14. Studer

15. Social Media



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16. Colton Community Board Meeting
17. HVAC/Chiller Presentation
18. Facilities & Operations: Grounds
19. CMS Soccer Program
20. CHS Track
21. Book Read: Confessions of a School Board Member by Phil Gore
22. Colton School Board Calendar 2026-2027
23. Board Reports School Calendars

High School

September

- | | |
|--------------|--|
| 9/11 | CHS Senior Parking Paint Day |
| 9/11 | JV VolleyBall Home Game vs Grandview |
| 9/11 | Varsity Football Colton vs Central Linn @ Central Linn |
| 9/15 | Varsity & Varsity Volleyball Colton vs Sheridan @ Colton |
| 9/16 | CHS OPEN HOUSE |
| 9/18 | Varsity Football Colton vs Sheridan @ Colton |
| 9/21 | Junior Varsity Volleyball Colton vs Santiam @ Colton |
| 9/21 | Volleyball Colton vs Santiam @ Colton |
| 9/23 | Junior Varsity Volleyball Colton vs Kennedy @ Kennedy |
| 9/23 | Varsity Volleyball Colton vs Kennedy @ Kennedy |
| 9/24 | Junior Varsity Volleyball Colton vs Western Christian @ Colton |
| 9/24 | Varsity Volleyball Colton vs Western Christian @ Colton |
| 9/25 | Football Colton vs Jefferson @ Colton - Homecoming Game |
| 9/26 | Homecoming Dance |
| 9/28 to 10/1 | CHS MAP TESTING |
| 9/30 | & Junior Varsity Volleyball Colton vs Delphian @ Delphian |

October

- | | |
|------|---|
| 10/1 | CHS End of Quarter 1 |
| 10/1 | Junior Varsity & Varsity Volleyball Colton vs Sheridan @ Sheridan |
| 10/2 | Varsity Football Colton vs St. Paul @ Colton Senior Night |
| 10/5 | Varsity Football vs St. Paul @ St. Paul |
| 10/6 | Junior Varsity Volleyball Colton vs St. Paul @ Colton |
| 10/6 | Volleyball Colton vs St. Paul @ Colton |



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10/8 Junior Varsity Volleyball Colton vs Santiam @ Santiam
10/8 Varsity Volleyball Colton vs Santiam @ Santiam
10/9 Junior Varsity & Varsity Volleyball Colton vs Horizon Christian @ Horizon
10/9 Varsity Football Colton vs Regis @ Regis
10/12 Varsity & Varsity Volleyball Colton vs Kennedy @ Colton
10/14 Junior Varsity & Varsity Volleyball Colton vs Western Christian
10/15 RED CROSS BLOOD DRIVE at CHS
10/15 Junior Varsity & Varsity VB Colton vs Kennedy @ Colton
10/16 Varsity Football Colton vs Willamina @ Willamina
10/20 Junior Varsity & Varsity VB Colton vs Delphian
10/23 Varsity Football vs Santiam @ Santiam
10/27 Picture RETAKE DAY
10/29 CHS End of Quarter 1

Middle School

September

9/14 CMS Volleyball @ Crosshill
9/15 CMS Volleyball @ Blanchet
9/16 CMS Picture Day
9/16 CMS Volleyball @ CMS
9/16 CMS Football @ St. Mary's
9/17 1st CMS OBOB Meeting
9/21 CMS Volleyball
9/22 CMS Open House
9/23 CMS Football @ CHS
9/23 CMS Volleyball @ CMS
9/28 CMS Volleyball @ Mt. Angel
9/30 Volleyball @ CMS
9/30 CMS Football @ Jefferson

October

10/1 Volleyball @ Santiam
10/5 CMS Volleyball @ CMS
10/7 CMS Volleyball @ St. Mary's
10/7 CMS Football @ Monroe
10/12 Picture day retakes
10/13 CMS Volleyball @ CMS
10/14 CMS Volleyball @ Western Christian
10/14 CMS Football @ CHS
10/29 End of Quarter One



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Elementary School

September

9/11 **No School**
9/17 Jog a Thon Kick Off
9/30 School Picture Day

October

10/14 Jog a Thon
10/22 Jog a Thon Donations Due
10/28 Picture Retakes
10/29 PTA Fall Festival 6PM
10/29 Last Day Qtr 1

24. **Executive Session Colton School Board of Directors** will meet in Executive Session under ORS192.660(2)(i) to review and evaluate the performance of the superintendent or any other public officer, employee, or staff member unless that person requests an open hearing. The news media is not permitted to attend executive sessions held under this statute.

Adjourn



COLTON VIKINGS **STRIVING FOR EXCELLENCE BY:**
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BOARD MEETING MINUTES

August 10, 2026

PRESENT: BOARD

Sid Gunter
Tim Behrens
Eric Dilg
Jeremy Baurer
Cezanne DeCristoforo

ADMINISTRATION

David Kline

SECRETARY

Katrina Raasch

Cezanne Decristoforo called the meeting to order at 6:00 pm.

MOTION (1:15): Jeremy Baurer made a motion to nominate Tim Behrens as board chair, seconded by Sid Gunter. Motion passed unanimously (in favor: Jeremy Baurer, Sid Gunter, Eric Dilg, Tim Behrens, and Cezanne Decristoforo).

MOTION (2:36) Cezanne Decristoforo nominated Jeremy Baurer as vice chair, seconded by Eric Dilg. Motion passed unanimously (in favor: Jeremy Baurer, Sid Gunter, Eric Dilg, Tim Behrens, and Cezanne Decristoforo).

MOTION (4:19) Eric Dilg made a motion to approve beginning-of-year business as listed in the board packet, seconded by Cezanne Decristoforo. Motion passed unanimously (in favor: Jeremy Baurer, Sid Gunter, Eric Dilg, Tim Behrens, and Cezanne Decristoforo).

a. Beginning of Year Business

- Employee Dishonesty/Embezzlement coverage will be \$250k for all employees (ORS 332.525).
Designate the following:
- Chief Administrative Officer/School District Clerk (ORS 332.515)
Dave Kline
- Custodian of Funds (ORS 328.441, 328.445)
Dave Kline
- Authorize Superintendent for Short Term Borrowing (ORS 328.441)
Dave Kline
- Budget Officer (ORS 294.331) The budget officer shall prepare or supervise the preparation of budget documents.
Dave Kline
- Official Auditors (ORS 297.405 and ORS 327.137 and ORS 328.465)
Clear Trail CPAs
- Regular Board Meeting Date, Time and Place



Regular board meetings have been held on the second Monday of each month. It is recommended that we continue with Monday nights since far fewer activities are scheduled for that night, making it easier for administrators and Board members to attend meetings. Continue a 6:00 pm start time.

- Depository for School Funds (ORS 328.441 and ORS 294.805 to 294.895)
 - Elementary School Associated Student Body Wells Fargo
 - Middle School Associated Student Body Wells Fargo
 - High School Student Body Association Wells Fargo
 - District Analyzed Business Checking Public Funds Wells Fargo
 - Local Government Investment Pool
 - Local Government Investment Pool for Bond
- Legal Counsel
 - Garrett-Hemann, and Hungerford Law Firm as primary legal counsel. We also recommend use of Oregon School Board Association Attorneys when necessary.
- Authorize Superintendent to Apply for Federal Funds. This authorizes sign-off on applications for Federal Funds
 - Dave Kline
- Newspaper of Record for District
 - Molalla Pioneer
- Designate the following persons to sign on district bank accounts:
 - Elementary Business Checking Plus Public Funds
 - Shannon Earls & Anthony Buckner
 - High School Student Body Association
 - Pollyanna Norton & James Severson
 - Middle School Associated Student Body
 - Bethany West & Raul Millan
 - District Accounts
 - Dave Kline, Katrina Raasch & Chris Gibb
- Superintendent to Oversee Civil Rights, Compliance Laws
 - Dave Kline
- Official(s) to Acquire Federal Surplus Property
 - Dave Kline
- Agent of Record for Employee Benefits
 - Brown & Brown Northwest
- Workers Compensation Insurance Carrier
 - SAIF
- Safety Officer
 - Joe Spear
- Approve Alternate Education Programs as required by Division 22. The Colton School District contracts with several alternative program providers for students who have needs that cannot be served by participating in the District's schools. Private alternative programs that are utilized are evaluated annually. The District may contract with the following alternative program providers during the school year:



Clackamas Community College
GED Preparation Classes
High School Completion Program
Clackamas Education Service District Programs
Parry Center for Children
Victory Academy
Multnomah Education Service District
Serendipity
Estacada School District
Oregon Trail School District
Molalla School District
Oregon City School District
Reynolds School District
Portland Public School District
Salem-Keizer School District
North Clackamas School District
Gresham-Barlow School District
SERP

MOTION (5:59) Eric Dilg made a motion to approve the minutes from the June 8, 2026 board meeting, seconded by Sid Gunter. Motion passed unanimously (in favor: Jeremy Baurer, Sid Gunter, Eric Dilg, Tim Behrens, and Cezanne Decristoforo).

MOTION (6:37) Eric Dilg made a motion to approve the hiring contracts listed in the board agenda, seconded by Cezanne Decristoforo. Motion passed unanimously (in favor: Jeremy Baurer, Sid Gunter, Eric Dilg, Tim Behrens, and Cezanne Decristoforo).

(8:53) Cezanne Decristoforo led a discussion on the campus clean up.

(14:08) Dave Kline led a discussion on the open house.

(15:13) Discussion on the all-staff breakfast provided by the board.

(17:45) Angie Weninger presented a PTA report.

(20:25) Dave Kline led a discussion on the funds allocation for facilities projects

MOTION (34:14): Cezanne Decristoforo made a motion to approve the funds allocation of \$50,000 for the stadium parking. Jeremy Baurer seconded. Motion passed unanimously (in favor: Jeremy Baurer, Sid Gunter, Eric Dilg, Tim Behrens, and Cezanne Decristoforo).

MOTION (38:22): Eric Dilg made a motion to approve the resolution as presented in the board packet. Cezanne Decristoforo seconded. Motion passed unanimously (in favor: Jeremy Baurer, Sid Gunter, Eric Dilg, Tim Behrens, and Cezanne Decristoforo).



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(39:19): Chris Gibb presented a financial report.

(40:22) Dave Kline presented a superintendent report.

- District CHS Construction Updates
- ODE/State Budget Updates
- Preschool Update
- Strategic Plan Reboot

(52:48) Discussion on the work session - August 24th @ 5 pm start time confirmed.

(56:29) Sid Gunter presented a board report.

(57:27) Cezanne Decristoforo presented a board report.

(58:16) Jeremy Baurer presented a board report.

(59:51) Eric Dilg presented a board report.

(1:01:01) Tim Behrnes presented a board report.

Tim Behrens adjourned the meeting at 7:05 pm.

_____ Board Chair	_____ Date	_____ Board Secretary	_____ Date
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Division 22 Standards Assurances for the 2025-26 School Year

September 2026

Overview

What are the Division 22 Standards?



- Standards for Public Elementary and Secondary Schools: all Oregon administrative rules (OARs) set out in Chapter 581, Division 22.

Example: 581 - 022 - 0102 Definitions
Chp. Div. Rule Title

- The standards that the Oregon legislature or the State Board has determined must be met in order to be a standard school district.
- Compliance with these rules ensures a baseline level of service across the state.

Division 22 Rule Categories

1. High-quality learning experiences
2. Aligned & focused educational systems
3. Engaged partners & communities
4. Safe & inclusive schools
5. Committed & supported staff

Priorities for
**STUDENT
SUCCESS**

Division 22
standards
include over
50 rules.



Snapshot: Division 22 Rules



What are the requirements for each of the rules?

Consult the following resources for information:

Resource	Description
<u>ODE's Rules at a Glance Summary</u>	Provides a high-level summary of each rule
<u>Secretary of State's Oregon Administrative Rules Database</u>	Consult the text of the OAR for all of the specific details
<u>ODE's Division 22 Standards Newsletter</u>	Biannual publication that highlights new/revised rules, clarifies existing rules; provides insights on how the standards intersect with current issues and trends in K-12 education, as well as resources and promising practices

What are the Division 22 Standards Assurances?

Combined Accountability Model

Districts report annually on compliance with each of the standards and include an explanation and corrective action plan for any rule with which the district is out of compliance.

Local Accountability

Districts must:

- report to their local school board by Nov 1
- make a report available on the district website by Nov 1



State Accountability

- Districts must submit assurances to ODE by Nov 15
- ODE reviews all submissions and follows up with districts that have self-reported as being out of compliance



Division 22 Standards & Assurances of Compliance

“The Why”

- Signals our commitment to providing a high-quality educational experience and equitable opportunities for all students.
- Division 22 standards articulate the floor of the education to be provided to students, not the ceiling.
- Assurances process offers an opportunity for districts not in compliance to reflect on areas in need of attention and receive technical assistance.



What happens if the district is out of compliance?



- ODE reviews the district's proposed corrective action plan and either approves or rejects it.
- If the plan is not approved as submitted, ODE contacts the district and provides technical assistance and support.
- Once the district has an approved plan in place, ODE specialists may continue to provide support, as needed.
- The corrective action must be complete by the beginning of the next school year.
- If a district fails to come back into compliance after an opportunity for corrective action, ODE may withhold a portion of the district's State School Fund monies.

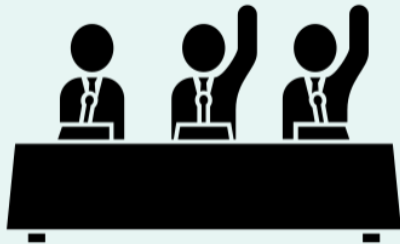
Report for the 2025-26 School Year

Division 22 Waivers for 2025-26

- [581-022-2115\(3\) Assessment of Essential Skills:](#)
 - **Essential Skills Graduation Requirements** are waived for students graduating through the end of the 2027-28 school year.
 - Note: Local Performance Assessment requirement in Section (2) remains in effect.
- [OAR 581-022-2120 Essential Skill Assessments for English Language Learners](#)
 - This related policy requirement has also been waived through the end of the 2027-28 SY.



Rule Now in Effect for the 2025-26 SY



Educational Equity Advisory Committees

Requires that districts establish a committee composed of parents, employees, students and community members to be selected by the school board and superintendent. For school districts with an average daily membership (ADM) of less than 10,000, the school district is required to first convene an educational equity advisory committee by September 15, 2025.

Revisions as a Result of HB 2453



Educational Equity Advisory Committees

- **Advisory Role:** Committees now advise the superintendent, not the school board.
- **Public Meeting Law:** Committees are no longer subject to public meeting requirements.
- **Membership Selection:** The superintendent now selects committee members; board approval is no longer required.

Rule Revision in Effect for the 2025-26 SY



Administration of State Assessments

- Added SEED Survey as required OSAS component
- Added mention of ELPA Screener as required OSAS component (not a new requirement, just making the rule more complete)
- Added clarification that districts must abide by ODE decisions regarding student test records

New TAG Requirements



Identification of Academically Talented and Intellectually Gifted Students

New for 2025-26:

- Any person may recommend a student they know to be screened throughout the school year.
- A definition of “screen” has also been added to the rule.

Preserving Student Instructional Time



Oregon Department of Education

OAR 581-022-2323 Implements Executive Order 26-06

- Districts that reduced student instructional time levels during the 2025-2026 or 2026-2027 school years must submit to ODE either:
 - a plan to restore student instructional time by the 2027-2028 school year or
 - evidence of the district school board approving the decision to not restore student instructional time and a public posting of the justification for that decision
- A district may not reduce student instructional time during the 2026-2027 school year.

Areas of Strength

Some districts start out by highlighting areas where progress has been made or where the district is exceeding the standard.

Most District requirements are met with fidelity of expectations

Corrective Action Implemented

If applicable, you may also want to highlight any corrective action that was in progress/completed during the 2025-26 school year.

- TAG Plan
- Educational Equity Advisory Committees

Looking Ahead: Compliance for the 2026-27 SY

New Requirements



Oregon Department of Education

Required Instructional Time

- EO 26-06 and OAR 581-022-2320 require districts to annually report the student instructional time provided during the previous school year.
- For 2025-26 this will be done through the Division 22 Assurance process.
- As a result of EO 26-06, **the State Board of Education may not grant waivers for the instructional time requirement** set forth in OAR 581-022-2320, except in the case of declared national or state disaster or public health emergency.

Revised Graduation Requirements for 2027



Diploma and Modified Diploma Requirements

Credit requirements for students graduating on or after January 1, 2027 include 0.5 credit in Personal Financial Education and 0.5 credit in Higher Education & Career Path Skills.

Revised Safety Requirements



Emergency Plans and Safety Programs

- Plans and drills required for procedures related to: Evacuate (fire drill), Lockdown, Secure, Shelter, Hold, and Earthquakes.
- Tsunami plans and drills required for schools in the inundation zone.
- School boards must consider an emergency alert system if not in use.

Revised Evaluation Requirements



Educational Leadership – Administrator Standards

Administrator standards have been updated to the Professional Standards for Educational Leadership, which are currently used by TSPC for administrator licensure. These standards have more specific, detailed language and a greater focus on key issues such as equity, talent development, leadership capacity, and instructional leadership.

Districts must align administrator evaluations to the updated standards by September 30, 2027.

Compliance for the 2026-27 SY

Include this slide to update the Board on any action the district has taken to meet the new requirements or recent changes in policy or practice that may take the district out of compliance with any of the Division 22 Standards during the current school year (2026-27).





Oregon's New Accountability System

Understanding SB 141 & Performance Growth Targets

Colton School District

Presented to the Colton School Board
colton.k12.or.us/page/school-board-policies

From LPGTs to PGTs: What Changed?



Previous SIA Accountability Model

Longitudinal Performance Growth Targets (LPGTs) included:

Four-Year Graduation Five-Year Completion Third Grade Reading Ninth Grade On-Track K-12 Regular Attenders

★ Workforce Development - connected to CTE

After 2025–2026, previously established LPGTs will no longer apply as the state transitions to the new accountability model in 2026–2027.



New SB 141 Accountability Model

Senate Bill 141 — the Education Accountability Act — maintained the original SIA metrics, added K-2 Regular Attenders and 8th Grade Math, and rebranded the metrics as Performance Growth Targets (PGTs).

Four-Year Graduation Five-Year Completion Third Grade Reading Ninth Grade On-Track K-12 Regular Attenders K-2 Regular Attenders 8th Grade Math

Districts must also select one Local Performance Growth Target from:

5th Grade Science Achievement Academic Growth Career & Workforce Readiness Multilingual Proficiency Postsecondary Readiness



Sources:

- Integrated Guidance Appendix P: Detailed Guidance on Longitudinal Performance Growth Targets (LPGT)
- Statewide Performance Growth Targets Under the Education Accountability Act

Defining SB 141 Common Metrics



COMMON METRICS

K-2 REGULAR ATTENDANCE	1	The percentage of students in grades K-2 attending more than 90% of their enrolled school days.
K-12 REGULAR ATTENDANCE	2	The percentage of students in grades K-12 attending more than 90% of their enrolled school days.
3RD GRADE ELA PROFICIENCY	3	The percentage of students proficient on statewide English Language Arts (ELA) assessments in third grade.
8TH GRADE MATH PROFICIENCY	4	The percentage of students proficient on statewide mathematics assessments in eighth grade.
9TH GRADE ON-TRACK	5	The percentage of students earning at least one quarter of their graduation credits by the end of the summer following their ninth-grade year.
4-YEAR GRADUATION RATE	6	The percentage of students earning a regular or modified diploma within four years of entering high school.
5-YEAR COMPLETION RATE	7	The percentage of students earning a regular, modified, extended, or adult high school diploma, or a GED within five years of entering high school.



Source:
• The Education Accountability Act's Performance Growth Targets 2026



Defining SB 141 Local Metrics



LOCAL METRICS

5TH GRADE SCIENCE ACHIEVEMENT	1	An indexed measure of student achievement in science using the Oregon Statewide Summative Assessment System (OSAS).
ACADEMIC GROWTH	2	The change in a student's score over time measured by interim tests in Language Arts and Math.
CAREER AND WORKFORCE READINESS	3	The weighted composite total of Career and Technical Education (CTE) Participants and CTE Concentrators.
BILINGUAL AND MULTILINGUAL PROFICIENCY	4	Percentage of students earning the seal of biliteracy or multiliteracy.
POSTSECONDARY READINESS	5	The composite of students earning dual credit and Advanced Placement and International Baccalaureate completion.



Source:
• The Education Accountability Act's Performance Growth Targets 2026



Types of Performance Growth Targets (PGTs)



Statewide Performance Growth Targets

“Ambitious and attainable goals to improve student outcomes across Oregon. These are developed by ODE and adopted by the State Board of Education.”



Similar District Performance Growth Targets

“Used as an input to help school districts and charter schools set their local targets, these are a set of targets provided by the state that show what progress looks like among districts with similar characteristics.”



Local Performance Growth Targets

“School districts and charter schools co-develop with ODE in order to ensure each district or charter school will contribute to statewide progress.”



Source:

- Statewide Performance Growth Targets Under the Education Accountability Act

Statewide Targets



The State Board of Education adopted statewide targets for the common metrics on April 28, 2026:

Metric	2024-25 Statewide Actual Rate	2029-30 Statewide PGT
K-2 Attendance	70.7%	82.0%
K-12 Attendance	66.5%	78.3%
3rd Grade English Language Arts	40.3%	52.6%
8th Grade Math	28.9%	52.0%
9th Grade On-Track	86.6%	94.9%
4-year Graduation	83.0%	92.3%
5-year Completion	87.4%	95.4%

ODE developed the following statewide targets for local metrics to support development of PGTs:

Metric	2024-25 Statewide Actual Rate	2029-30 Statewide PGT
5th Grade Science Achievement (Index 0-150)	50.2	68.1
Academic Growth	N/A	TBD*
Career and Workforce Readiness (Index 0-400)	120.7	167.2
Multilingual Proficiency	7.4%	14.4%
Postsecondary Readiness	45.6%	58.1%



Source:
• Statewide Performance Growth Targets Under the Education Accountability Act

Similar District Performance Growth Targets



“The 2025 Education Accountability Act (Senate Bill 141) requires the Oregon Department of Education (ODE) to set metric targets for ‘similar school districts’ and requires school districts to use these metric targets when setting performance growth targets for:

- K-2 Regular Attenders
- K-12 Regular Attenders
- 3rd Grade ELA
- 8th Grade Math
- 9th Grade On Track
- Four-year Graduation
- Five-year Completion
- Workforce Readiness



Source:

- Determining Similar Districts (SB 141)

Similar District Performance Growth Targets



Assigning Similar District Groups and Clusters

- ODE engaged district leaders in the development of similar districts.
- Preliminary groupings were released in December of 2025 and districts had an opportunity to appeal their group assignment. Cluster assignment was not appealable.
- Methodology has been published for the processes that were utilized to assign districts to groups and clusters.

Setting Similar District Performance Growth Targets

- ODE announced the release of the Similar District Performance Growth Targets on May 27, 2026.
- Performance growth targets and growth expectations vary greatly between groups and clusters.
- Methodology used to establish targets for groups and clusters has been requested from ODE.



Sources:

- Determining Similar Districts (SB 141)
- Education Accountability Act (SB 141) Similar Districts Technical Manual

8th Grade Math: Similar District Performance Growth Targets



Illustrative example — showing how targets vary by Group/Cluster statewide. Colton's specific cluster and targets should be confirmed against ODE's published Similar District Performance Growth Targets.

Group and Cluster	2024-25 Actual	2029-30 PGT	Diff. vs Statewide	School Districts in Cluster
Group 1, Cluster 1	38.7	45.7	-6.3	Bend-LaPine; Eugene 4J; Greater Albany...
Group 1, Cluster 2	27.2	38.8	-13.2	Beaverton 48J; David Douglas; Gresham-Barlow...
Group 2, Cluster 1	45.9	84.0	+32.0	Ashland 5; Corvallis 509J; Grants Pass 7...
Group 3, Cluster 1	26.4	43.6	-8.4	Astoria 1; Canby 86; Cascade 5; Central...
Group 4, Cluster 2	18.3	40.3	-11.7	Baker 5J; Bandon 54; Brookings-Harbor...
Group 5, Cluster 2	23.4	70.2	+18.2	Adrian 61; Amity 4J; Annex 29; Athena...
Charter Cluster 1	33.5	69.6	+17.6	Baker Early College; Powell Butte Comm...

Similar District PGT is below Statewide Target

Similar District PGT is more than 10 pts above Statewide Target

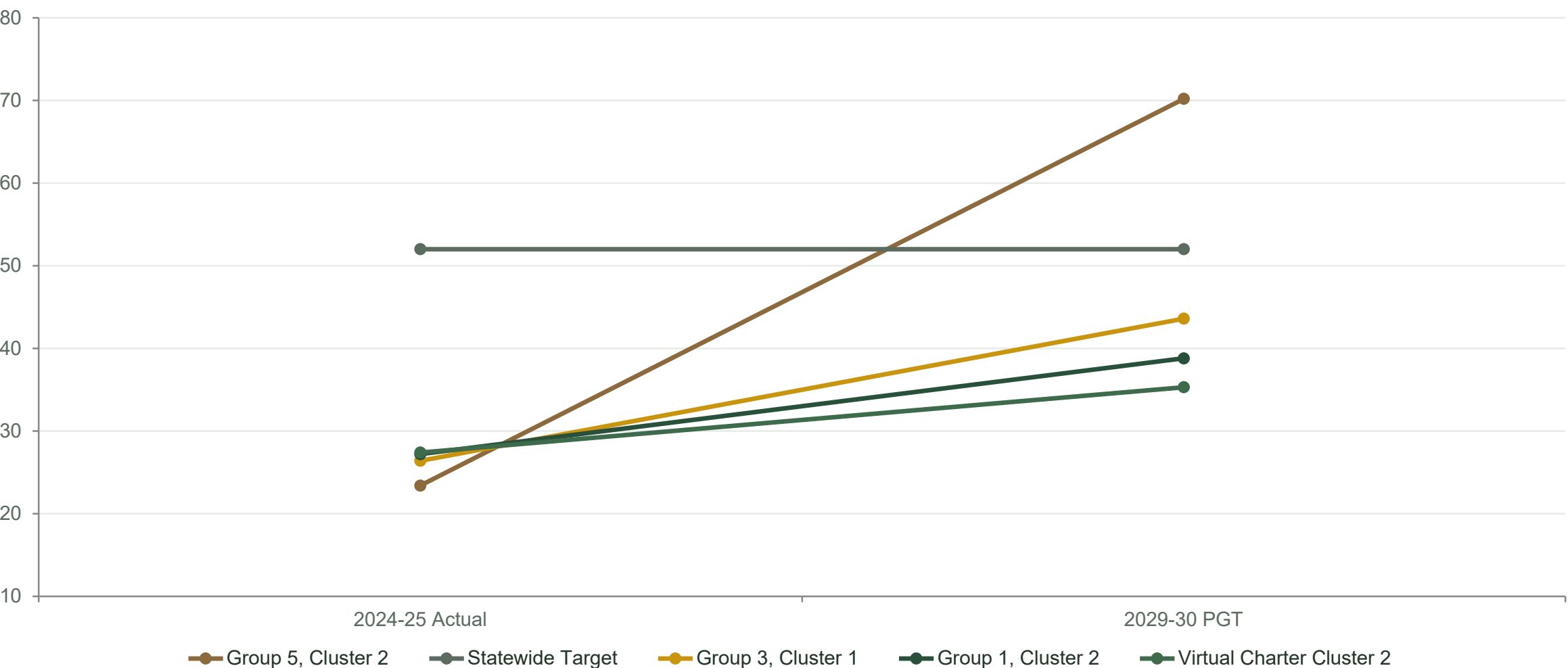


Source:
• Similar District Performance Growth Targets

8th Grade Math: Growth Trajectories by Cluster



Sample data illustrating how widely growth expectations vary between Similar District clusters, relative to the statewide target.



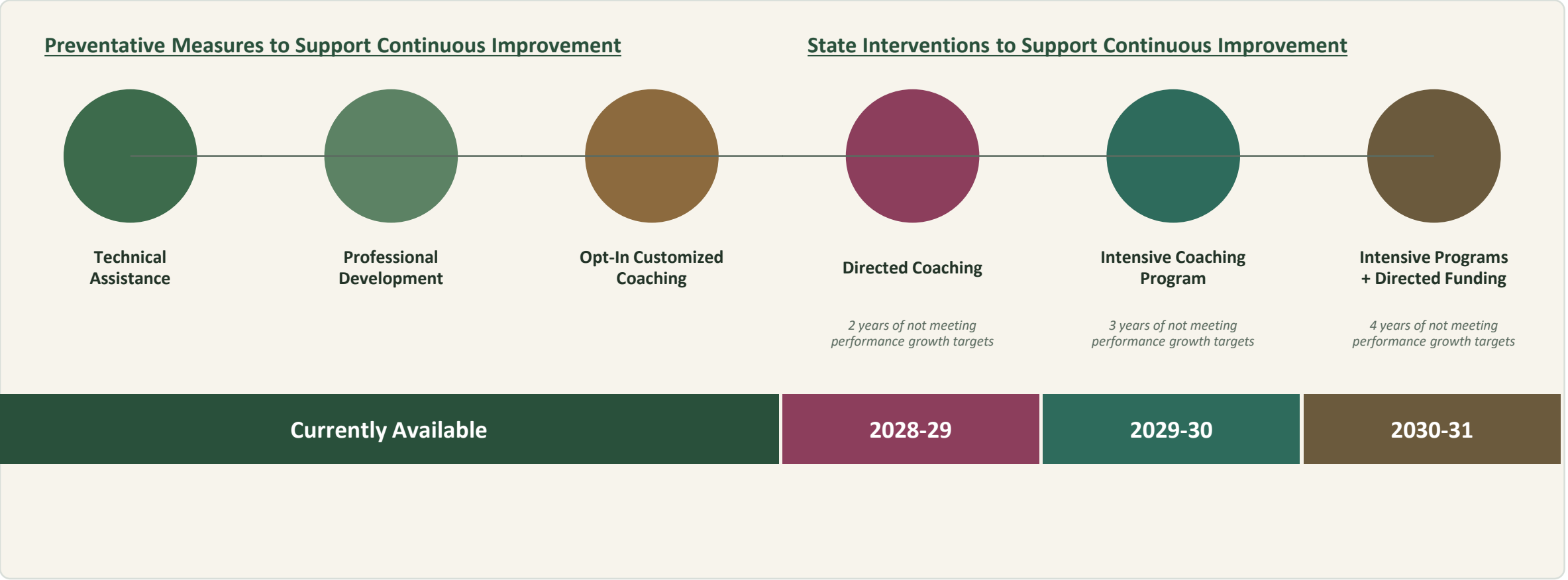
Source:
• Similar District Performance Growth Targets



Why Local Performance Growth Targets Matter



“ODE will conduct annual performance reviews of each school district's outcome data, based on seven Performance Growth Targets and locally defined metrics.”



Source:
• District Performance & Continuum of Supports

When is a Local Performance Growth Target Considered Met?



A district will be considered to have met a single metric when any **ONE** of the following is true:

Pathway 1

Baseline target is met AND gap-closing target is met.

Pathway 2

Baseline target is met AND progress toward the gap-closing target has been made.

Pathway 3

Gap-closing target is met AND progress toward the baseline target has been made.

If none of these conditions are met, the metric is considered **NOT MET**.



Source:
• OAR 581-003-0040

Intensive Coaching



School districts will be required to participate in the Intensive Coaching Program when:

Pathway 1

The district has not met performance growth targets for two or more metrics for three or more consecutive years.

Pathway 2

The school district has participated in Directed Coaching and did not meet performance growth targets.

If EITHER of the above are true, the district will be required to participate in Intensive Coaching.

Districts must participate in the Intensive Coaching Program for a minimum of two years.



Source:
• OAR 581-003-0050

Direct State School Fund and SIA Funds



After four or more years of a school district not meeting the performance growth targets, the department shall require the school district to authorize the department to prescribe the uses of up to 25% of the district's State School Funds and Student Investment Account Funds.

Recommendations



- Use the historical data provided by ODE and the PGT Target Planning Tool to develop draft Local Performance Growth Targets.
- Review the draft Local Performance Growth Targets with the Colton School Board.
 - A presentation to the Board is not required; however, these are high-stakes decisions and best practice would be to engage in conversation with the Board.
- If targets already submitted in alignment with the Similar District Performance Growth Targets, consider retracting and revising before the August 31, 2026 deadline.
- If Local Performance Growth Targets are ready to submit, consider pausing to see if additional guidance will be provided by ODE related to Similar District Performance Growth Targets.
- Visit the ODE Performance Growth Targets page to learn more.
- Attend ODE Optional Office Hours:
 - August 12th, 9:00 AM
 - August 26th, 3:30 PM

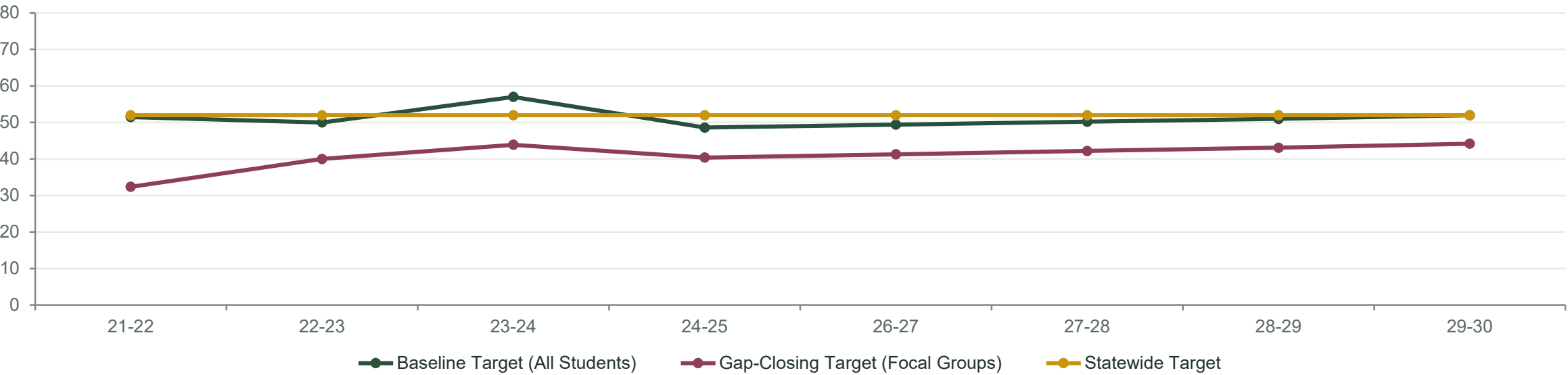
Recommendations



The PGT Target Planning Tool begins with 2024-2025 data; consider including prior years' data in your analysis using a blank template for that purpose.

	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30
Baseline Target (All Students)	51.5	50	57	48.6		49.4	50.2	51	52
Gap-Closing Target (Focal Groups)	32.4	40	43.9	40.4		41.3	42.2	43.1	44.2
Statewide Target	52	52	52	52		52	52	52	52

Sample District — 8th Grade Math Targets (illustrative; replace with Colton's data once finalized)



Reminder



- School Districts are still required to complete an annual report on the Integrated Guidance LPGTs.
 - The annual report must be posted to the grantee's webpage.
 - The annual report must be presented to the governing board at an open meeting with the opportunity for public comment.
 - Cannot be a consent agenda item.
 - Does not require Board action.
 - The annual report must be submitted to ODE by September 30, 2026.

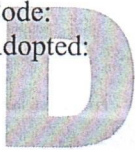


OSBA Model Sample Policy

Code:

BBAA

Adopted:



Individual Board Member's Authority and Responsibilities

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

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

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

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

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

1. Request for Information

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

2. Requests for Legal Opinions

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

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy [Board policy KL – Public Complaints]. Such information will be conveyed to the superintendent.

4. Board Member's Relationship to Administration

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

5. Contracts or Agreements

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

END OF POLICY

Legal Reference(s):

ORS 332.045
ORS 332.055

ORS 332.057
ORS 332.075

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

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

OSBA Model Sample Policy

Code:
Adopted:

BBAA

*Adopt
Revisions*

Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their position when the Board is in a meeting which is being held in accordance with Oregon's Public Meetings Law. A Board member has the authority to act in the name of the Board only when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business.

When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

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

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

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

1. Request for Records

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

2. Requests for Legal Opinions^{1}

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

3. Action on Complaints or Requests Made to a Board Member

When a Board member receives complaints or requests for action from staff, students or members of the public, the Board member will direct the staff, students, members of the public to the public

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

complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the superintendent. An individual Board member is not authorized to independently act on complaints.

4. Board Member's Communication with Administration

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

5. Contracts or Agreements

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

6. Visits to Schools

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

7. Public Meetings Law

All Board members will comply with Public Meetings Law², including participating in an approved² training at least once during each term of office^{3}.

8. Mandatory Reporting

A Board member having reasonable cause to believe that any child with whom the Board member comes in contact has suffered abuse or that any person with whom the Board member comes in contact has abused a child shall immediately make an oral report or cause an oral report be made to Department of Human Services⁴ or local law enforcement.

9. Oregon Ethics Laws

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

10. Confidential Information

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

11. Other Laws, Policies, Agreements and Procedures

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

² Approved by the Oregon Government Ethics Commission.

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

⁴ (855) 503-SAFE (7233)

END OF POLICY

Legal Reference(s):

ORS 192.311 – 192.478

ORS 192.610 – 192.705

ORS Chapter 244

ORS 332.045

ORS 332.055

ORS 332.057

ORS 332.075

ORS 332.107

ORS 419B.010

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

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

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Colton School District 53

Code: BBAA
Adopted: 5/10/10
Readopted: 4/10/17; 4/08/19
Orig. Code: BBAA

Individual Board Member's Authority and Responsibilities

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

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

✍ A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as their own.

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

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

1. Request for Information

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

2. Requests for Legal Opinions

Requests for legal opinions by a Board member must be approved by a majority vote of the Board. If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the board chair. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the superintendent.

4. Board Member's Relationship to Administration

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

5. Contracts or Agreements

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

END OF POLICY

Legal Reference(s):

ORS 332.045

ORS 332.057

ORS 332.055

ORS 332.075

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

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

Cross Reference(s):

BHD - Board Member Compensation and Expense Reimbursement

DFEA - Admissions to District Events

OSBA Model Sample Policy

Code:
Adopted:

BCE

As is
Adopt

Board Committees

The Board may establish committees. A Board committee is a group of Board members, staff, students and/or community members tasked by the Board to make a decision on behalf of the Board or make a recommendation to the Board on policy or administration. The district may have additional administrative committees.

Board committees may be classified into two general types based on membership:

1. Board subcommittees are primarily made up of Board members, e.g., superintendent evaluation committee, long-range planning committee, policy committee;
2. Advisory committees are primarily made up of non-Board members, e.g., bond steering committee.

Regardless of classification, the Board can include Board members and non-Board members on committees.

Board committees will not have the power to act for the Board except as the Board has specifically authorized. Committee meetings may be called by the committee in accordance with any direction from the Board and committee procedures. Committee recommendations and reports will be provided to the Board.

All meetings of Board committees will follow the Public Meetings Law¹, including the requirement to record the meetings or take meeting minutes. A committee may sit in an executive session when such meeting is in accordance with the committee's assigned purpose and when such session is permitted by law. Administrative committees, including superintendent committees, are generally not subject to Public Meetings Law.²

When establishing a Board committee, the Board will determine:

1. Committee membership and appointment process;
2. The task of the committee;
3. What resources are needed and will be provided to the committee;

¹ OAR 199-050-0010(1)(b) provides that Public Meetings Law apply to bodies "with authority to make recommendations to a public body on policy or administration."

² OAR 199-050-0010(2)(b) provides that Public Meetings Law does not apply to "bodies appointed by an individual public official with authority to make recommendations only that individual public official who has the authority to act on the body's recommendation and is not required to pass the recommendations on unchanged to a public body."

4. The length of time the committee will exist³;
5. Expectations regarding any actions or recommendations of the committee.

END OF POLICY

Legal Reference(s):

ORS 192.610 - 192.705
ORS 332.045

ORS 332.105

OAR 199-040
OAR 199-050

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³ The Board can establish a standing committee, which has a continuing existence or a special committee, which goes out of existence as soon as the committee has completed a specified task.

Colton School District 53

ASB

Code: BCE
Adopted: 4/10/17

Board Committees

The Board may have standing committees. Special committees may be appointed by the Board for specific purposes to serve until their assignment is completed. The entire Board may meet as a committee-of-the-whole.

The function of special committees will be fact-finding, deliberative and advisory, rather than legislative or administrative. The committee will make recommendations directly to the Board as a whole, which alone may take action. Committee meetings may be called by the Board chair, the committee chair or any committee member.

Committee-of-the-whole meetings, called "work sessions," may be held. Committee-of-the-whole meetings may be called by the Board chair or any three Board members.

All meetings of special committees and of committees-of-the-whole will follow the Public Meetings Law. The Board or its committees may sit in an executive session to discuss matters when such session is required or permitted by law.

All matters referred to a committee will be thoroughly investigated. A committee will not have the power to act for the Board except as the Board has specifically authorized, but will make recommendations to the Board. Committee recommendations and reports will become an official part of Board minutes.

A Board committee may appoint advisory members from the staff, student body or community with approval of the Board. Advisory members will be instructed in the committee's functions and their status. Advisory members may not be included in considering whether a quorum of the committee is present, nor may they vote on recommendations to be made to the Board. Either an advisory member or an ex-officio member may present a written minority report to the Board.

END OF POLICY

Legal Reference(s):

ORS 192.610 to -192.690

ORS 332.045

ORS 332.105

Cross Reference(s):

BCF - Advisory Committees to the Board

OSBA Model Sample Policy

Code:

BCE

Adopted:

Board Committees

The Board [may] [will not] [does] have standing committees. Special committees may be appointed by the Board for specific purposes to serve until their assignment is completed. The entire Board may meet as a committee-of-the-whole.

The function of special committees will be fact-finding, deliberative and advisory, rather than legislative or administrative. The committee will make recommendations directly to the Board as a whole, which alone may take action. Committee meetings may be called by the Board chair, the committee chair or any committee member.

Committee-of-the-whole meetings, called “work sessions,” may be held. Committee-of-the-whole meetings may be called by the Board chair or any [two] Board members.

All meetings of special committees and of committees-of-the-whole will follow the Public Meetings Law. The Board or its committees may sit in an executive session to discuss matters when such session is required or permitted by law.

All matters referred to a committee will be thoroughly investigated. A committee will not have the power to act for the Board except as the Board has specifically authorized, but will make recommendations to the Board. Committee recommendations and reports will become an official part of Board minutes.

A Board committee may appoint advisory members from the staff, student body or community with approval of the Board. Advisory members will be instructed in the committee’s functions and their status. Advisory members may not be included in considering whether a quorum of the committee is present, nor may they vote on recommendations to be made to the Board. Either an advisory member or an ex-officio member may present a written minority report to the Board.

END OF POLICY

Legal Reference(s):

ORS 192.610 to -192.690

ORS 332.045

ORS 332.105

OSBA Model Sample Policy

Code:
Adopted:

BBE

Revisions

Vacancies on the Board

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

1. At a Board meeting, the Board will declare the vacancy¹;
2. The Board or designee will establish an application period of at least 20 days. Applicants will be required to submit an application to the district office by the designated date. Deadlines and instructions will be posted on the district website. The Board can vote to extend or re-open the application period at any time;
3. After the application period has ended, the superintendent or designee will verify applicant eligibility. Applicants must:
 - a. Be an elector of the district.² This requires being registered to vote within the district;
 - b. Have resided in the district for a period of one year immediately preceding the appointment;
 - c. ~~Be a resident of the zone of the vacant position, if the position is zoned;~~
 - d. Not be an employee of the district or a charter school located within the district³, ~~except as a substitute bus driver in accordance with ORS 332.016~~. *Adm or 50*
4. The Board will review applicant materials in an open Board meeting;
5. The Board may select applicants to interview. Any interview will be held in an open Board meeting;
6. During an open Board meeting, the Board will vote to appoint one of the applicants. In the event that no applicant receives a majority of votes⁴, the Board may re-vote or vote to re-open the application period;

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

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

² ORS 254.005(4) provides "Elector" means an individual qualified to vote under section 2, Article II, Oregon Constitution." District staff may verify this with local elections officials.

³ {Include this bracketed language only if the district has an ADM or 50 or fewer.}

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

7. The newly appointed Board member(s) will take an oath of office before assuming the duties of office and will be seated immediately thereafter.

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

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

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

END OF POLICY

Legal Reference(s):

ORS 249.865 - 249.877
ORS 254.005
ORS 255.245

ORS 255.335
ORS 332.030
ORS 332.122

ORS 332.124

OSBA Model Sample Policy

Code:

BBE

Adopted:

Vacancies on the Board

Vacancies will be filled through Board appointment. The Board appointee must be a legally registered voter and a resident within the district for one year immediately preceding the appointment [and a resident of the zone from which the vacancy has occurred. If the vacancy occurs in a zone, the Board shall advertise for a 20-day period to find an eligible resident from the same zone. If an eligible zone resident cannot be found, the Board shall appoint one of the eligible residents from the district].

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

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

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

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

The appointee will:

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

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

END OF POLICY

Legal Reference(s):

ORS 249.865 to -249.877
ORS 255.245

ORS 255.335
ORS 332.030

ORS 332.122
ORS 332.124

Colton School District 53

Code: BBE
Adopted: 5/10/10
Readopted: 4/10/17
Orig. Code: BBE

Vacancies on the Board

Vacancies will be filled through Board appointment. The Board appointee must be a legally registered voter and a resident within the district for one year immediately preceding the appointment. The Board shall advertise for a 20-day period to find an eligible resident.

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

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

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

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

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

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

END OF POLICY

Legal Reference(s):

ORS 249.865 to -249.877
ORS 255.245

ORS 255.335
ORS 332.030

ORS 332.122
ORS 332.124

Cross Reference(s):

BBBA - Board Member Qualifications
BBC - Board Member Resignation
BBD - Board Member Removal from Office

OSBA Model Sample Administrative Regulation

Code:

BBE-AR

Revised/Reviewed:

Adopt

Board Member Vacancy Application

When a Board vacancy is declared, the Board will appoint a qualified person in accordance with Board policy BBE – Vacancies on the Board. To be considered for appointment, this form must be submitted to the district office by the deadline communicated by the district. Submitted applications become public records and may be disclosable upon request.

Name: _____

Motivation and Experience

Why do you want to serve on the Board?

Which experiences or perspectives will help you represent and serve all students and families?

How will you help advance the district's mission and goals?

How will you engage respectfully with individuals whose viewpoints differ from your own?

Knowledge, Time Commitment and Governance

Availability: Board meetings, work sessions, and committee service often occur in the evenings and occasionally during the daytime. How will you balance Board obligations with other commitments?

Laws applying to public entities: Briefly share any familiarity you have with Oregon public meetings and public records laws: _____

Policy and Budget: What experience do you have with policy development, budgets, or strategic planning?

P

Student-Centered Decision-Making: How will you ensure decisions reflect student outcomes, safety, and well-being?

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This page is intended for internal and verification purposes. It is not intended to be provided to the Board or discussed at a Board meeting. Once submitted, it is a public record and may be subject to disclosure.

Contact and Personal Information

Name (as it appears on voter registration): _____

Preferred name (if different): _____

Position applying for: _____

Note: Your address is used only to verify residency within the district/zone, as required by Oregon law. Verification may be required.

Home street address (as it appears on voter registration): _____

City: _____ State: OR

Primary phone: _____ Alternative phone: _____

Email: _____

Best way to contact you? ☐ Phone ☐ Email ☐ Text

Accessibility and Accommodations

We welcome applicants with disabilities. Do you need an accommodation to participate in interviews or meetings (e.g., ASL interpreter, materials in alternative formats, physical access, assistive technology)?

☐ No ☐ Yes (please describe): _____

Attestations (Required)

- ☐ The information I have provided is true and complete to the best of my knowledge.
- ☐ I meet the statutory eligibility for appointment: registered elector and one-year residency (ORS 332.018).
- ☐ [I reside in the zone corresponding to this vacancy (ORS 332.030 and ORS 332.122).]
- ☐ I am not disqualified by employee status (ORS 332.016).
- ☐ I understand the appointment duration (through June 30 after the next regular district election) (ORS 332.030(4)).

Signature: _____

Date: _____

OSBA Model Sample Policy

Code:
Adopted:

BDC

Adopted as is

Executive Sessions

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

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

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

Example:

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

Prior to or at the beginning of the executive session, the Board chair may read the following¹:

“Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.”

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent; may not include a discussion or negotiation of compensation (including salaries and benefits).²

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

² This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. It also does not apply to the employment of the chief executive officer, other public officers, employees and staff members of the district unless:

- a. The vacancy has been advertised;
- b. Regular hiring procedures have been adopted;
- c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and

evaluation of an agency, goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs.

(ORS 192.660(2)(i))

8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))
10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))
11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
12. To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

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

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

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

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

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

END OF POLICY

Legal Reference(s):

ORS 192.660
ORS 192.685
ORS 192.705
ORS 332.045

ORS 332.061
OAR 199-040-0015 - 0060
OAR 199-050-0015
OAR 199-050-0040

OAR 199-050-0050
OAR 199-050-0060

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Colton School District 53

Code: BDC
Adopted: 4/10/17
Revised/Readopted: 3/09/20

Executive Sessions

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

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

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent. (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))

10. To discuss matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

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

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

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

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential.

END OF POLICY

Legal Reference(s):

ORS 192.660

ORS 332.045

ORS 332.061

Cross Reference(s):

BD/BDA - Board Meetings

BDDG - Minutes of Board Meetings

CBG - Evaluation of the Superintendent

OSBA Model Sample Policy

Code: BDC
Adopted:

Executive Sessions

{Optional policy. School boards can only meet in executive session when statute allows. This policy can be a helpful resource for Board members in determining whether executive session can be used.}

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

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

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

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent.¹ (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer², employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))

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

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

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

6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))
10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))
11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
12. To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

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

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

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

Minutes shall be kept for all executive sessions.

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

END OF POLICY

Legal Reference(s):

ORS 192.660

ORS 332.045

ORS 332.061

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

8/30/23 | SL

Executive Sessions – BDC
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OSBA Model Sample Policy

Code:
Adopted:

BDDC

Revisions

Board Meeting Agenda

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

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

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

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

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

END OF POLICY

Legal Reference(s):

ORS 192.630

ORS 192.640

OAR 199-050-0040

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

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

OSBA Model Sample Policy

Code: BDDC
Adopted:

Board Meeting Agenda

The Board chair, with the assistance of the superintendent, will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff member, student or patron of the district by notifying the [superintendent] [Board chair] at least [three] working days prior to the meeting.

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

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

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

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

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

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

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

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

END OF POLICY

Legal Reference(s):

10/08/15 | PH

Board Meeting Agenda – BDDC

ORS 192.630

ORS 192.640

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

Americans with Disabilities Act Amendments Act of 2008.

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Colton School District 53

Code: BDDC
Adopted: 5/08/17

Board Meeting Agenda

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

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

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

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

The tentative agenda will be published no less than 24 hours prior to the meeting. The agenda will be available to the press and to interested patrons through the superintendent's office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

A copy of the agenda will be posted on the district website on the day of the meeting. Members of the public may request a copy of the agenda through the superintendent's office.

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

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

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

END OF POLICY

Legal Reference(s):

ORS 192.630

ORS 192.640

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

Americans with Disabilities Act Amendments Act of 2008.

Cross Reference(s):

BDDG - Minutes of Board Meetings

BDDH - Public Comment at Board Meetings

OSBA Model Sample Policy

Revisions

Code:
Adopted:

BDDG

Recordings and Minutes of Board Meetings

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

A video or audio recording of a meeting can be kept as the official record as long as all required content is included and it is kept in an allowable format³. Alternatively, the district may create written minutes. Written minutes do not need to be a verbatim transcript and can be kept in hard copy or electronic form⁴.

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

1. All members of the Board present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name for all actions taken⁵;
4. The substance of any discussion on any matter; and
5. A reference to any document discussed at the meeting.

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

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

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

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

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

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

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

Recordings or minutes⁷ of executive sessions will be kept in the same manner as other meetings of the Board. If disclosure of material from executive session recordings or minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure. Executive session minutes of a hearing held under ORS 332.061 shall contain only material not excluded under ORS 332.061(2) and information⁸ will not be disclosed in accordance with ORS 332.061.

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

END OF POLICY

Legal Reference(s):

ORS 192.610 - 192.705
ORS 332.061

OAR 166-017-0005 - 0095
OAR 166-400-0010(9)

OAR 199-050-0060

Attorney General's PUBLIC RECORDS AND MEETINGS MANUAL.

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

⁸ORS 332.061 prohibits the disclosure of:

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

OSBA Model Sample Policy

Code:

BDDG

Adopted:

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Minutes of Board Meetings

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

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

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

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

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

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

END OF POLICY

Legal Reference(s):

ORS 192.610 - 192.710

ORS 332.061

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

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

Colton School District 53

Code: BDDG
Adopted: 5/08/17
Revised/Readopted: 3/09/20

Minutes of Board Meetings

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

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

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

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

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

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

END OF POLICY

Legal Reference(s):

ORS 192.610 - 192.710

ORS 332.061

House Bill 2514 (2019)

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

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

OSBA Model Sample Policy

Code:
Adopted:

KNA

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Immigration Enforcement on District Property

{House Bill 4079 (2026) requires districts to “adopt a policy for providing notice when a federal immigration authority is confirmed to have entered school property for immigration enforcement.” This policy must be “consistent with applicable model policies published by the Attorney General as provided by ORS 180.810.”}

The district complies with state and federal law, including Oregon Revised Statute (ORS) 180.805 and ORS 181.826, and this policy and accompanying administrative regulations KNA-AR(1) – Interactions with Immigration Enforcement and KNA-AR(2) – Federal Immigration Enforcement Request Log when responding to requests from federal immigration authorities regarding immigration enforcement. ~~[Absent a judicially authorized subpoena, warrant or court order, district staff must not allow federal immigration authorities access to the district’s records or facilities not open to the public for the purposes of immigration enforcement and must verify the validity of any subpoena, warrant or court order involving immigration enforcement presented to them by federal immigration authorities to ensure it is judicially authorized. Examples of judicial and administrative warrants and subpoenas can be found in the Oregon Attorney General’s Model Public School Policies.¹ The superintendent or designee must review and approve any response to a request involving immigration enforcement. The district will provide ongoing training to designated staff to ensure compliance with this policy.]~~

This policy will be made available in the student handbook and on the district’s website². ~~[The district will ensure a copy of the Oregon Attorney General’s Model Public School Policies³ and this policy and accompanying administrative regulations are provided to staff.]~~

Designation of Primary Point of Contact

The ^{*Supt.*} [position^{4}] is the primary point of contact for coordinating interactions with federal immigration authorities occurring in the district (“immigration liaison”^{5}). The ^{*School Principal*} [alternate position] shall serve as an alternative point of contact during the immigration liaison’s absence or unavailability (“alternate immigration liaison”).

The immigration liaison’s responsibilities include:

¹ <https://www.doj.state.or.us/wp-content/uploads/2026/06/Attorney-Generals-Model-Public-School-Policies-in-Compliance-with-SB-1538.pdf>

² Must be provided in culturally appropriate languages that are used to communicate effectively with parents and guardians of students in the district, as determined by the Board. {The district is encouraged to evaluate language needs in the district in order to effectively communicate with all parents and guardians.}

³ <https://www.doj.state.or.us/wp-content/uploads/2026/06/Attorney-Generals-Model-Public-School-Policies-in-Compliance-with-SB-1538.pdf>

⁴ {House Bill 4079 (2026) requires the policy to “identify at least one administrator” for this purpose. The Board should consider whether a single administrator is sufficient for the district, or whether multiple administrators should be designated.}

⁵ {The district can choose any title to use for this individual and should use it throughout this policy.}

1. Serving as the district's representative during encounters with federal immigration authorities;
2. Confirming when federal immigration authorities have entered school property for immigration enforcement purposes;
3. Ensuring federal immigration authorities engaging in enforcement activities at the district have notice of relevant district policies: JO/IGBAB – Education Records/Records of Students with Disabilities, JOA – Directory Information, JOB – Personally Identifiable Information and this policy;
4. Assisting staff in performing their duties in response to immigration enforcement efforts, including ensuring compliance with all district policies and procedures related to interactions with federal immigration authorities and immigration enforcement efforts;
5. Reviewing and responding to requests from federal immigration authorities, in coordination with, and under the direction of, the superintendent or designee;
6. Facilitating the district's compliance with lawful immigration enforcement efforts in a manner that does not unnecessarily disrupt the school environment or invade the privacy of students, staff, or volunteers;
7. Providing notice as required in this policy when a federal immigration authority has been confirmed to have entered school property for immigration enforcement.

Required Notice

When a federal immigration authority is reported to have entered school property for the purpose of immigration enforcement the immigration liaison shall confirm whether federal immigration authorities have entered school property for immigration enforcement and when confirmed, shall provide notice as follows:

1. Notice must be provided to:
 - a. Students who attend the school where the federal immigration authority is confirmed to be on school property for immigration enforcement and who are in grades ^{(12) 6th grade} ~~7~~ and above;
 - b. Parents or guardians of students attending the school where the federal immigration authority is confirmed to be on school property for immigration enforcement;
 - c. Staff of the school where the federal immigration authority is confirmed to be on school property for immigration enforcement; and
 - d. Community-based service providers that have requested to receive notice when a federal immigration authority is confirmed to be on school property for immigration enforcement. Community-based service providers can request to receive such notifications by contacting ~~[the immigration liaison at the district office].~~
2. Notice must include:
 - a. The general location of the federal immigration authority; and
 - b. Whether classes or school operations were affected by the presence of the federal immigration authority. [~~{Districts may include resources available to those impacted by immigration enforcement actions.}~~]

3. Notice must not disclose:

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- a. Personally identifiable information;
 - b. Other information that may not be legally disclosed; or
 - c. Other information when the disclosure may threaten the health or safety of students or staff of the district or is prohibited by a court order.

The required notice will be provided as expediently as possible using ~~[insert communication methods the district will use]~~ ^{email} ~~[existing methods used for providing electronic communications]~~.

Unless otherwise prohibited by law or court order, the district will make reasonable efforts to provide notice to a student, or to the parent of guardian of a student, when the district has provided information related to the student to a federal immigration authority.

[Confidentiality of School Records]

Except when required by a judicially authorized warrant, subpoena, or order, Oregon law prohibits the district from disclosing protected information to federal immigration authorities for the purpose of enforcing federal immigration laws. Protected information includes information relating to a person's:

1. Address;
2. Workplace or hours of work;
3. School or school hours;
4. Contact information, including telephone number, electronic mail address or social media account information;
5. Known associates or relatives; and
6. Date, time or location of the person's hearings, proceedings or appointments with a public body that are not matters of public record.

Oregon law also prohibits sharing any of the above information about a person's relatives or known associates with federal authorities for immigration enforcement purposes.

Oregon law generally prohibits the district from sharing or disclosing citizenship or immigration status or country of birth information⁶ that the district collects, unless one of the following exceptions applies:

1. The disclosure is required by state or federal law (other than federal immigration law);
2. The disclosure is required by a judicially authorized warrant, order, or subpoena;
3. The information being shared with a person concerns only that person or their dependents; or

⁶ Citizenship or immigration status or country of birth information is any information concerning:

1. Where a person was born; or
2. Whether a person is a citizen of the United States; or
3. Whether a person has lawful authority to be present in the United States.

4. The information is aggregated and not personally identifiable.

In addition to the prohibitions described above, federal and state laws make records and information related to students confidential and permit disclosure only in limited circumstances. The district's policies with respect to student records can be found in Board policies JO/IGBAB – Education Records/Records of Students with Disabilities, JOA – Directory Information and JOB – Personally Identifiable Information. To ensure compliance with applicable federal and state law, the district's staff shall not disclose any school records or information to federal immigration authorities except as provided in these policies.

Staff must also maintain the confidentiality of school records and other information about students, staff, and volunteers when communicating with other students, parents, or community members about immigration enforcement activities involving students, staff, or volunteers of the district or occurring on district property. Staff should direct anyone with questions about immigration enforcement activities occurring on district property to the immigration liaison.]

Training

The district will provide the immigration liaison and alternate immigration liaison with training as follows:

1. The training must include information on the requirements of House Bill 4079 (2026), any applicable model policies published by the Attorney General, and this policy; and
2. The training must be provided at the time of designation and at least once every two years thereafter.

[⁷] Upon the adoption of this policy and not less than once every two years thereafter, the district will provide training to all current district staff of one hour or more regarding federal and state laws, and the district's policies, relating to interacting with federal immigration authorities and responding to immigration enforcement efforts. The district will provide the required training to all new staff within 30 days of beginning employment.]

END OF POLICY

Legal Reference(s):

ORS 180.810
ORS 180.805

ORS 181.826
OAR 581-021-0371

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

Oregon Attorney General's K12 School Model Policy

Senate Bill 1538 (2026).

Senate Bill 1594 (2026).

House Bill 4079 (2026).

⁷ {This language is included in the Attorney General's *K12 School Model Policy*. House Bill (HB) 4079 (2026) requires that districts adopt policies that are "consistent with applicable model policies published by the Attorney General as provided by ORS 180.810."}

OSBA Model Sample Administrative Regulation

Code:
Revised/Reviewed:

KNA-AR(1)

Alind

Interactions with Immigration Enforcement

Snft.
The [position] is designated as the “immigration liaison.”

1. ~~Staff, contractors and volunteers~~ shall adhere to all district policies when interacting with federal immigration authorities and the following administrative regulations:
 - a. Unless expressly authorized by the superintendent or designee, or by the immigration liaison on behalf of the superintendent or designee, staff shall not:
 - (1) Provide federal immigration authorities with records or information about students, staff, or volunteers;
 - (2) Confirm whether a student, staff member, or volunteer is present or make the student, staff member, or volunteer available;
 - (3) Allow access to non-public areas of the district’s facilities or property;
 - (4) Sign documents presented by federal immigration authorities; or
 - (5) Give consent to any immigration enforcement action.
 - b. Staff may not interfere with lawful immigration enforcement actions or physically obstruct federal immigration authorities in any manner. However, staff should immediately report to the immigration liaison if they observe any conduct or enforcement activities by federal immigration authorities that violate state or federal law, or district policies, or that otherwise present a security threat or potential danger to students, staff, volunteers, or visitors.
 - c. Staff who receive a request related to immigration enforcement must immediately notify the immigration liaison. The immigration liaison is responsible for interacting with the federal immigration authorities until the matter is concluded or the federal immigration authorities have been referred to the superintendent or designee.
 - d. The immigration liaison or alternate immigration liaison should meet the federal immigration authorities at the school door or other area designated by the superintendent or designee for this purpose.
 - e. The immigration liaison shall provide federal immigration authorities with a copy of this policy and explain that school staff are required to follow these steps in this policy. The immigration liaison should inform the immigration authorities that school staff must contact the office of the superintendent or designee for guidance before providing access to school facilities, records, or other information.
 - f. The immigration liaison should direct another staff member to contact the superintendent or designee while the immigration liaison remains with the federal immigration authorities.
 - g. The immigration liaison must document the request from federal immigration authorities to the fullest extent possible under the circumstances. At a minimum, the documentation shall include the following information, if available:
 - (1) The name, badge number, and agency of the law enforcement officer making the request;
 - (2) The number of officers present;

- P
- (3) Time, date, and location of the request;
 - (4) The nature of the request;
 - (5) The source of authority for the request, including whether the request is administratively or judicially authorized;
 - (6) Whether the request requires an immediate response;
 - (7) The identification of witnesses present; and
 - (8) How the encounter concluded.

h. The immigration liaison shall direct another staff member to transmit copies, photos, or other documentation provided by federal immigration authorities to the superintendent or designee, along with other information documented pursuant to this policy. The superintendent or designee must approve any response to a law enforcement request related to immigration enforcement as provided in Section 3 of this administrative regulation.

2. Determination of Validity of Judicial Warrant, Subpoena or Order

a. If presented with a warrant, subpoena or order by federal immigration authorities, the immigration liaison shall verify the validity of the warrant, subpoena or order by determining whether the warrant, subpoena or order is judicially authorized. An administrative warrant, subpoena, order or other legal process that has not been authorized by a judicial officer does not authorize the district to provide law enforcement with access to records or information, or facilities for purposes of immigration enforcement.

A judicially authorized warrant, subpoena or order contains the following key features:

- (1) A caption, near the top of the document, identifying the court that issued the order (typically the federal district court for the District of Oregon);
- (2) A signature block, near the end of the document, including the name of the person who signed the order, and identifying that individual as a judge, magistrate, clerk of court, or other person signing on behalf of a judge or magistrate, and the date of the signature; and
- (3) An indication that the warrant, subpoena or order has not expired.

Examples of warrants and subpoenas are available in the Attorney General's model policies¹.

- b. The immigration liaison shall notify the superintendent or designee of the warrant, subpoena or order and whether the warrant, subpoena or order appears on its face to be judicially authorized.
- c. The immigration liaison should request a copy of the warrant, subpoena or order and transmit a copy of the warrant, subpoena or order for review by the superintendent or designee, or legal counsel.
- d. The superintendent or designee shall make the final determination regarding the validity of any warrant, subpoena or order and whether, and to what extent, federal immigration will have access to district records or information, or facilities. If the superintendent or designee is uncertain as to the validity or scope of the warrant, subpoena or order, the superintendent or

¹ <https://www.doj.state.or.us/wp-content/uploads/2026/06/Attorney-Generals-Model-Public-School-Policies-in-Compliance-with-SB-1538.pdf>

designee should immediately consult legal counsel or a statewide or regional education organization.

3. Approval of Response by Superintendent

- a. The immigration liaison shall notify the superintendent or designee of a request related to immigration enforcement prior to responding to the request. The superintendent or designee will only honor requests from immigration enforcement officers or other agencies enforcing federal immigration laws if the request is judicially authorized. If the superintendent or designee is uncertain as to the lawfulness or scope of the request, the superintendent or designee should immediately consult legal counsel or a statewide or regional education organization prior to approving a response.
- b. If the superintendent or designee determines that a response is not authorized by a judicial subpoena issued as part of a court proceeding or by another compulsory court-issued legal process, such as a warrant, the superintendent or designee shall direct the immigration liaison to decline the request.

Upon direction of the superintendent or designee, the immigration liaison shall decline the request, refer the federal immigration enforcement authorities to the superintendent or designee, and request that they leave the premises.

The immigration liaison shall ensure that the information documented pursuant to this administrative regulation is submitted to the Oregon Criminal Justice Commission as provided in ORS 181A.826.

- c. If the request is accompanied by a subpoena, warrant or order that appears on its face to be judicially authorized, the superintendent or designee must review and approve the immigration liaison of district's response to the request.

The superintendent or designee shall ensure that the district's response provides no greater access to records or information, or facilities, than that required by the subpoena, warrant or order.

- d. If the request involves a warrant that appears to be valid and authorizes the arrest of a particular person, the superintendent shall direct the immigration liaison to request that the arrest be conducted in a manner that is the least disruptive to the school environment and to the person's wellbeing, which may include bringing the arrestee to the federal immigration authorities.

4. ~~[School-Sponsored Events]~~

~~If federal immigration authorities appear at a school-sponsored event open to the general public (e.g., field trip, athletic event, band event), staff should document their observations, notify the immigration liaison and follow any guidance provided by the immigration liaison. When alerted to the presence of federal immigration authorities at a school-sponsored event, the immigration liaison shall notify the superintendent or designee.]~~

5. ~~[School Transportation/Buses]~~

If federal immigration authorities request to board a school bus or other vehicle transportation, the driver should ask them to wait outside the bus/vehicle, close the doors, and immediately call the immigration liaison and follow any guidance provided by the immigration liaison. The immigration liaison shall notify the superintendent or designee and coordinate an approved response as outlined in this policy.]

6. [Volunteers

The district will determine which volunteers need to receive training or materials regarding this administrative regulation.]

OSBA Model Sample Administrative Regulation

Code: KNA-AR(2)
Revised/Reviewed:

Federal Immigration Enforcement Request Log

School site: _____

Person Receiving Request: _____ Title: _____

1. Requesting Officer Information

Officer name: _____ Badge #: _____

Agency: _____

Contact information: _____

2. Number of officers present: _____

3. Time, date and location of request: _____

4. Nature of the request:

- | | |
|---|---|
| ☐ Request to enter school property | ☐ Request to access school facilities or buildings |
| ☐ Request to interview a student | ☐ Request to interview staff member |
| ☐ Request to locate a student | ☐ Request to obtain student records |
| ☐ Request to detain or take custody of an individual | |
| ☐ Other (describe): _____ | |

5. Source of Authority for the request

Authority cited by officer(s):

- | | |
|---|--|
| ☐ Administrative Warrant | ☐ Administrative Subpoena |
| ☐ Judicial Warrant | ☐ Judicial Subpoena |
| ☐ Court Order | ☐ Other Authority (describe): _____ |

Document Presented? ☐ Yes ☐ No

If yes, identify the document and any identifying numbers: _____

Copy obtained? ☐ Yes ☐ No

6. Does the request require an immediate response? ☐ Yes ☐ No

Superintendent or Designee Review and Approval

The superintendent or designee must review the request and approve any response to a law enforcement request related to immigration enforcement.

Review Conducted By:

☐ Superintendent

☐ Superintendent's Designee

Name: _____

Title: _____

Date and Time of Review: _____

Response Authorized:

☐ Yes

☐ No

☐ Additional Legal Review Required

☐ Pending Further Information

Witnesses Present

Name	Title or Role	Contact Information
------	---------------	---------------------

Name	Title or Role	Contact Information
------	---------------	---------------------

Name	Title or Role	Contact Information
------	---------------	---------------------

How the Encounter Concluded

☐ Access to school property granted

☐ Referred to School Administrator

☐ Access denied pending legal review

☐ Officers left without further action

☐ Referred to Superintendent or Designee

☐ Other (describe): _____

Detailed summary of outcome:

P

R

Additional notes:

O

P

Follow-Up Actions

- ☐ Legal counsel notified
- ☐ Superintendent notified and copies, photographs, or other documentation transmitted to the superintendent or designee.
- ☐ Law enforcement documentation copied and retained

Completed By: _____ (print name)

Title: _____

Signature: _____

Date: _____

Time Completed: _____

**CONTRACT
BETWEEN THE
COLTON SCHOOL DISTRICT
AND
COLTON ASSOCIATION OF CLASSIFIED EMPLOYEES**



2026-2029

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ARTICLE 1 – RECOGNITION

A. The Board recognizes the Colton Association of Classified Employees, herein referred to as “Association” ~~Association~~ as exclusive bargaining representative of all classified employees employed to work at least four (4) hours or more in a workday, except confidential and supervisory employees as defined by ORS 243.650 and temporary and substitute employees.

~~Classified employees who work less than four (4) hours a day for the District and were members of the Association prior to July 1, 2017 shall continue to be included in the bargaining unit.~~

1. Long-term Temporary Employees: Employees replacing regular employees on approved leave for a half work year or more shall be subject to the terms of this Agreement. ~~as probationary employees.~~ However, they shall not have rights under the layoff and recall provisions at the end of their assignment.
2. Substitute Employees: ~~For the purposes of this contract, substitute~~ Employees replacing regular employees are those hired on an irregular basis ~~to temporarily replace any bargaining unit employee on an approved basis (i.e., sick leave, vacation, etc.),~~ not to exceed thirty (30) consecutive workdays. Upon working thirty (30) consecutive workdays, a substitute will change status from “substitute” to “temporary”.
3. Temporary Employees: ~~Employees shall be considered those~~ hired for a specific length of time and assignment, not to exceed sixty (60) consecutive workdays ~~six hundred (600) hours~~ per year. As soon as these same persons attain sixty (60) consecutive workdays ~~six hundred (600) hours~~ of employment in the specific assignment, they will be considered members of the bargaining unit and the Association shall be notified. However, they shall not have rights under the layoff and recall provisions at the end of their assignment.

B. The provisions of this contract shall be applied equally to all employees in the bargaining unit without discrimination as to age, marital status, race, religion, national origin, gender, gender identity, gender expression, disability, political affiliation, or membership in the Association, and all other protected categories covered by federal and state laws. The board and Association will have the responsibility of applying this provision of the contract.

ARTICLE 2 – SEPARABILITY OF PROVISIONS

- A. In the event that any provision of this contract shall, at any time, be declared invalid by any court jurisdiction, such decision shall apply only to the specific article, section, or portion thereof directly specified in the decision. Such a decision shall not invalidate the entire contract; it being the expressed intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect.
- B. In the event that any provision is declared invalid under Section A above, the parties agree, upon written request of either party, to enter into negotiations for a replacement for the invalid provision.

ARTICLE 3 – MANAGEMENT RIGHTS

- A. It is understood and agreed that the District retains all the customary, usual, and exclusive rights, functions and prerogatives not expressly limited by the agreement and/or Oregon Revised Statutes.

ARTICLE 4 – EMPLOYEE RIGHTS

A. Just Cause

1. No employee shall be reprimanded in writing, suspended, demoted or terminated for performance reasons without just cause.
2. All information forming the basis for written reprimand, suspension, or demotion for performance reasons shall be made available to the employee upon request.
3. Any investigatory suspension shall be with pay, pending the District's initiation of action to dismiss, discharge or reinstate. The District may use unpaid suspension as a form of discipline, subject to the provisions of Section A.1. above.
4. The employee has the right, upon request, to have a representative present during an interview that the employee reasonably believes could lead to discipline.

B. Dismissal or Demotion

Dismissal of any employee in the bargaining unit for unsatisfactory service requires action by the Superintendent or ~~his/her~~ their designated representative. Reasons for dismissal include the following:

1. Incompetence, inefficiency, insubordination or neglect of duty;
2. Unauthorized absence;
3. Any ~~willful~~ violation of any rule or regulation established by the School Board;
4. Conviction of a felony or a criminal act listed in ORS 342.143;
5. Intoxication or use of illegal substances on duty.

C. Dismissal Procedures for Unsatisfactory Performance

If the supervisor determines that the employee's service is unsatisfactory based on Section B.1. above, the following procedure will be followed:

1. The supervisor shall conduct a conference with the employee informing the employee in writing of the deficiencies; suggest how the services could be improved; and that necessary improvements must be made within a specific number of working days, or that a recommendation will be made to the Superintendent of ~~his/her~~ their designated representative for dismissal.
2. On the date specified to the employee at the initial meeting, the employee will again be notified in writing as to the progress that has been required. If the improvement is not satisfactory, a recommendation is submitted to the Superintendent, or ~~his/her~~ their designated representative, for dismissal.

3. If dismissal of the employee is recommended by the supervisor, the Superintendent or his/her their designated representative will review this recommendation and notify the employee, in writing, of the decision.

D. Immediate Suspension and Termination

The Superintendent may order immediate suspension of any employee for serious verifiable misconduct. An investigation shall be conducted to determine if the employee suspended should be terminated or reinstated. Any suspension pending an investigation shall be with full pay and benefits.

E. Probationary Period

All bargaining unit employees shall be subject to a working six-month probationary period when hired by the District. During the probationary period, a bargaining unit employee is at-will and not eligible to file a grievance pursuant to paragraph C. Dismissal Procedures for Unsatisfactory Performance outlined in this Article.

F. Representation

An employee shall be entitled to have an Association representative of his/her their choosing present during any investigative meeting which might reasonably be expected to lead to disciplinary action and at any meeting during which discipline is administered. When the employee makes a request for such representation, the employee shall be given a reasonable amount of time to obtain such representation before the meeting is continued.

G. Personnel Records

1. A copy of any material to be placed in an employee's personnel file will be given to the employee prior to its placement in the personnel file. This initial copy shall be provided at no cost to the employee.
2. The employee will have the right to add written comment to any material placed in her/his their personnel file.
3. The employee will have the opportunity to review, upon request, the contents of her/his their personnel file. This file shall contain complete copies of all materials relevant to the employee's employment. An employee may have a representative present with her/him them to review her/his their file.
4. The employee will, upon request, receive a copy of any material in the personnel file. The District will make an "at cost" charge for copies furnished, if necessary, due to files not being electronic.

H. Safety Conditions

Employees who notice unsafe or hazardous conditions in their work environment shall report such conditions to the building principal or immediate supervisor. The principal, supervisor or appropriate safety committee shall investigate the condition and respond in writing to the employee indicating what action(s), if any, the District intends to take to address the reported condition. The names of Safety Committee members shall be available upon request.

1. The District will follow county and state health department guidelines to determine notification for employees regarding diseases, viruses or environmental hazards.

2. The District will comply with Occupational Safety and Health Administration (OSHA) relevant guidelines regarding any known unsafe or hazardous conditions, protective equipment for employees, maximum workplace temperature, and ventilation.

I. Criticism

Employees shall not be criticized by any supervisor or administrator in the presence of students, parents, the public, educators, or other classified employees, excluding Association representatives, nor shall they be criticized by Board members in public meetings, or when representing the board in a school setting. This provision is not intended to limit professional discourse, discussion or debate.

J. Job Descriptions

The District shall make available job descriptions for each type of position covered under the collective bargaining agreement.

K. Right to Plan of Assistance Representation

Bargaining unit members have the right to have representation at all plan of assistance meetings.

L. Reclassification Request/Process

A person wishing to be reclassified into an existing classification shall follow this procedure:

1. Consult with the building principal or supervisor;
2. Write a letter to the Director of Human Resources describing the current position, the duties expected of them, and why the employee believes they should be in a higher classification; and
3. The employee will be asked to appear before a reclassification hearing to answer any questions.

Pay adjustment for reclassified employees will be made effective from the date of the reclassification request. Reclassification shall not result in retroactive compensation or back pay for duties performed prior to the reclassification request date.

ARTICLE 5 – ASSOCIATION DUES AND PAYROLL DEDUCTIONS

A. Association Dues

1. Dues Deductions Authorization. Prior to the first dues of the school year, and then for any employee who becomes a member of the Association after the start of the school year, the Association shall notify the District of bargaining unit members who have elected to have dues deducted from their paychecks and shall identify the dues to be deducted from each member. The Association shall also provide the District with written notice when a bargaining unit member should no longer have dues deducted. The District shall enact dues deduction changes on the pay period following notification and will prorate the dues deduction changes based on the date of the written authorization.
2. Processing Colton ACE/OEA/NEA Dues Deductions. The District agrees to deduct Colton ACE dues from the first and second paychecks in September and October. Dues for OEA/NEA shall be deducted in **nine (9)** consecutive, equal payments commencing with the November paycheck. **If a bargaining unit member is hired after the start of the school year, an equal proration of local dues, calculated by the Association, will be deducted across all monthly paychecks.**
3. Remittance of Dues Checks. Colton ACE dues payments will be deducted in the September and October paychecks each year and shall be remitted to the Colton ACE Treasurer, along with a register identifying the deductions made from each member's paycheck. Within ten (10) days after each pay period starting in November each school year, the District shall send to OEA, in a single payment, the combined OEA and NEA dues, including voluntary contributions, deducted for the month, along with an Excel-compatible register of the OEA/NEA dues, including voluntary Association contributions, deducted from each member's paycheck.
4. Indemnification. The Association agrees to indemnify, defend, and hold the District harmless from employee or former-employee claims, orders, or judgments against the District concerning the dues deductions procedures outlined in this Article. The Association's obligations are contingent upon the District: 1) giving the Association at least two-week's notice, in writing, of any claim; 2) and fully cooperating with the Association and its designated counsel in the defense of the claim. The Association's obligation does not extend to criminal allegations or District conduct that would constitute an Unfair Labor Practice. In the event the District invokes this paragraph, the Association will provide the attorney to defend against the claim. In the event the District wishes to use its own attorney, the District will pay the fees and costs of said attorney.
5. Withdrawal of Dues Deduction Authorization. A bargaining unit member may request to drop membership and cease payroll deduction for dues by writing a letter to the Oregon Education Association (OEA). Such a request must be delivered to OEA prior to the first day of October of any year for it to be effective October 1 of the same year. Otherwise, the request shall be effective October 1 of next year.

B. Payroll Deductions

1. Upon appropriate written request from the bargaining unit employee, the District shall deduct

from the wages of any bargaining unit employee and make appropriate remittance from the following approved deductions as provided for in District policy:

- Negotiated Fringe Benefits
- Annuities
- Other deductions mutually acceptable to the District and Association

C. Employee Information

1. Employee List. The District shall provide to the OEA Membership Specialist an Excel-compatible database of each employee in the bargaining unit (both active and non-members) that includes employee ID, job classification, hours of work, worksite, cell, home and work phone numbers, home address or personal mailing address, work and personal email addresses, and date of hire for current employees every 120 calendar days. Whenever a new employee is hired into the bargaining unit, the District shall provide the above information, within 10 calendar days of the employee's hire date.
2. Change in Employment Status. Monthly the District shall notify the OEA Membership Specialist whenever an employee in the bargaining unit is placed on an unpaid leave of absence, retires, is laid off, resigns, changes in classification/work hours or changes their name.

ARTICLE 6 – ASSOCIATION RIGHTS AND RESPONSIBILITIES

- A. The Association shall represent all classified employees in the School District within the bargaining unit equally and without discrimination.
- B. The Association or committee of the Association shall be allowed the use of the facilities of the school for meetings with advanced reservation of the needed space. The District shall not charge for the use of District property to hold meetings that include only the members of the CACE unit, with the requirement that CACE return the space to its same condition and arrangement after the meeting.
- C. The Association shall be allowed use of such office equipment as needed to provide duplicating and information to the employees covered by the contract. ~~A charge of ten (10) cents per copy for the first two hundred (200) copies and five (5) cents per copy thereafter shall be assessed for each copy produced on the District photocopy machine.~~ The Association has the right to use the District email system to communicate with members on bargaining, contract maintenance, employment relations, and Association business.
- D. Three (3) Association representatives, elected or appointed, shall be granted time off without pay to attend District or other non-local meetings of interest to the Association. Adequate substitutes must be available before time off will be granted. Classified employees shall be allowed to attend local Association meetings except where their attendance would leave the building uncovered or require the District to substitute for the employee. Employees attending local Association meetings during their work hours may adjust their work shift, as approved by their supervisor.
- E. When matters concerning employee relations of the classified staff arise, the President of the Association shall discuss such matters with the Superintendent, and, from that discussion, the Superintendent will determine if time should be allowed during the workday for discussion and resolution of such matters.
- F. The Association has the right to make recommendations to the Superintendent regarding job descriptions and their content. If the District desires to change the contents of any job descriptions pertaining to classified staff, the District will notify the Association and the employees affected, who will then have the right to offer their recommendations and input regarding such changes.
- G. The Association shall be provided up to one (1) hour at the back-to-school in-service meeting held each year to meet with new and returning bargaining unit employees. ~~Additionally, pursuant to HB 2016, the District shall notify the President of the Association of the names, work locations and job titles of all new employees to the bargaining unit within 10 days of their date of hire.~~
- H. Association leaders shall have the right to meet with new employees, hired after back-to-school in-service meeting, for up to 30 minutes without loss of pay or benefits so long as job duties that involve student contact time are not interrupted.
- I. Labor-Management Meetings**
The employer and the Association are required to schedule and attend regular labor-management meetings.

ARTICLE 7 – BOARD RESPONSIBILITIES

- A. The Board agrees to include the Association's local president among those who regularly receive the official minutes of all Board meetings and agendas of upcoming Board meetings. Such notice shall be available to the Association president when available to Board members.
- B. The Board, when proposing changes in policies or regulations, shall inform the Association of the changes, etc., when they would directly affect the employment relations of the members of the Association.
- C. The Board shall provide and maintain equipment and supplies sufficient to ensure quality products. The Board may consider budgetary limitations in purchases. The Board shall provide a work environment that meets state and federal health and safety requirements.
- D. The Board shall provide the Association with reasonable existing bulletin board space for the use of the Association in communicating with their members. Communications will be signed by the Association president or shall bear the letterhead or insignia of the Association. Such bulletin board shall be available in all buildings where employees are working. The Association may use existing mail facilities.
- E. The Board shall provide the Association, consistent with HB 2016, a list of new classified employees, their job title, work site and number of work hours.
- F. Employees will be notified prior to May 31 of each year, by a letter of intent from the School District concerning job renewal along with the anticipated hours per day and days per year of employment.

The preliminary notice of May 30 shall be finalized by a notice on or before August 15 of each year to each employee of their work calendar and hours per day. Should reduction in workdays and/or hours be contemplated after August 15, the Superintendent shall consult with the Association president and provide reasons prior to such reductions.
- G. The District shall provide to the Association any requested information reasonably necessary to allow meaningful bargaining on a contract proposal or of probable or potential relevance to a grievance or other contractual matter. The Association shall reimburse the District for reasonable actual costs of providing the information.

ARTICLE 8 – WORK WEEK

A. Custodian-Maintenance:

The work week for this classification shall not exceed forty (40) hours per week, except in those cases where job assignment is for a shorter period or where special arrangements have been made for an unusual situation.

B. Office Personnel:

The work week for this classification shall not exceed a forty (40) hour week. Part-time personnel may be hired on an hourly basis for a shorter period.

C. Cafeteria Personnel:

Cafeteria workers and part-time personnel may be hired on an hourly basis.

D. Transportation Personnel:

Transportation personnel will have a work week as scheduled by the Transportation Supervisor. Transportation personnel may be required to attend up to eight (8) hours per year of safety training with pay. Time spent by bus drivers waiting for completion of activities or field trips will be considered non-driving time. The hourly rate to be paid for non-driving time will be the regular rate of pay for all drivers.

The District will pay a meal allowance, but mealtime will not be paid time.

E. Paraprofessionals and Media Technicians:

The work week of paraprofessionals shall not exceed forty (40) hours per week. The work week of the media technicians shall not exceed forty (40) hours per week.

F. Pay or compensatory time off will be granted at the rate of time and one-half for assigned hours worked in excess of forty (40) hours in any one scheduled work week in accordance with ORS 653.268. Any overtime worked must be expressly authorized in advance by the employee's supervisor, or it will not be compensated in any manner.

G. Each employee working more than five (5) hours shall receive an uninterrupted lunch period of at least one-half (1/2) hour to be completed no later than two (2) hours before the end of their shift, ~~begin no later than five (5) hours after the start of his/her workday.~~ This lunch period is unpaid. Each employee working a four (4) hour period shall receive a fifteen (15) minute break as close as possible to the midpoint of the work period. Such breaks will be scheduled by the employee's immediate supervisor.

The district cannot schedule normal shifts on Saturdays and Sundays. Some job positions may occasionally require a schedule change to work Saturday and/or Sunday.

H. Prior to any final decision to reduce work hours or workdays of any classified member, the District shall notify the Association president, in writing, of the proposed reduction and provide an opportunity for the Association to respond to the proposed reduction and suggest alternatives.

- I. On days when school(s) is(are) closed to students and staff due to inclement weather, loss of electricity, or other emergencies, classified employees shall not be required to report to work and will be paid for the day, unless remote learning and/or working is required. Should the School Board decide to make-up the lost day(s), then employees shall be required to work the day(s) without additional compensation.

12 Month (Custodians/Maintenance): May be required to work on a school closure day. In such an instance when a 12-month employee does work on a school closure day, s/he shall be granted a compensatory day off (with supervisor approval) to be used before the end of the school year in which the compensatory time was accrued. The amount of compensatory time to be given shall be capped at five (5) days in any given school year.

- J Employees may request in writing to their supervisor to flex their work schedule within a given workweek. Flex time must be approved in advance and used within the same week. Flexing your work schedule is only allowed on an occasional, non-routine basis.**

ARTICLE 9 – JOB OPENINGS

A. The District shall provide the Association with a list of all job vacancies for new and existing positions when they occur in the bargaining unit. The vacancy list shall be provided by letter at least ten (10) days prior to the closing of the position(s). The letter shall be sent to the Association president.

B. Current employees may apply for a posted vacancy. In such cases, current employees shall be passed through the screening process and be guaranteed an interview for the position. All applicants will be notified once a decision on filling the position has been reached.

C. Any existing employee who applies but is not hired to fill a vacancy shall, upon request, be provided in writing the reason(s) for the decision.

~~D. — Existing employees who apply for and are chosen to fill a bid for position shall serve in the position for a period of thirty (30) days to allow that employee to prove their ability to perform. At the end of the thirty (30) days, should an employee filling the bid for position not perform in the position, the employee shall retreat to the position held prior to the bid for position.~~

D. When the District needs to reassign a current employee within their job classification to a different work location, the District may ask for volunteers from the same job classification. The District makes the final decision on who will be reassigned, which may include reassigning someone who did not volunteer.

ARTICLE 10 – SENIORITY, LAYOFF/RECALL

- A. Seniority shall be defined as the total length of services service as a classified employee within the District from the last date of hire. For accounting purposes, all authorized leave shall be computed as time worked. Employees who are laid off and subsequently reinstated shall retain cumulative seniority for all periods worked except for periods of layoff.
- B. In the event it becomes necessary to reduce the workforce work force, employees shall be laid off within a job category in which a reduction is to be made in inverse order of seniority (least lease senior laid off first). For purposes of this section, job categories shall be: custodial, aide, secretary, food service and transportation. Seniority shall be used to determine the order of layoff, consistent with the employee's ability to perform the job. The Board may decide to retain a less senior employee. In those cases where the Board has decided to retain a less senior employee, the employee must have one or more of the following: more relevant skills, training relevant to the position or experience with the student or situation. Employees to be laid off may bump into positions within their category if they have more seniority than an individual holding such a position.
- C. Once the Administration has decided to recommend layoffs to the Board, the Superintendent will notify the Association of its intention to recommend layoffs within 15 calendar days before initiating the layoff. Once the Board makes the official decision to lay off employees, those affected by such layoff and the Association president shall receive written notice of action. Written notice shall be given at least two (2) weeks in advance of layoff.
- D. Laid-off employees shall remain on a recall list for twenty-seven (27) months after the date of layoff. When vacancies occur, employees on the recall list shall be returned to positions in the job category held before layoff in the inverse order in which they were laid off. The same criteria used during the layoff process will be used in determining which employer employee to recall.
- E. At the time of layoff, the District shall provide an opportunity for laid-off employees to express in writing, their desire to return to the District. The District shall also receive the employee's address for recall notification. In the event of a recall, the District shall notify the employee who has expressed a desire to return to the District of the recall by certified mail, return receipt, sent to the last address given by the employee to the District office. The employee will have fifteen (15) calendar days from the date of the mailing to notify the District of the intent to return. The employee must report on the starting date specified by the District, providing it will not be less than fourteen (14) days from the date of the notice of recall was received, or lose all recall rights.
- F. All benefits to which an employee was entitled to at the time of layoff, included including unused accumulated sick leave, will be restored to the employee upon the employee's recall under this Article; and the employee will be placed on the proper experience step of the salary schedule for the employee's experience in the District. An employee will not receive increment credit for the time spent on layoff. Employee benefits do not accrue during the time of layoff.
- G. Employees covered by this article will have the option to continue insurance programs at their own expense, subject to the approval of the insurance carrier. The District shall provide fringe benefits as established in this Agreement for thirty (30) days if the layoff occurs during the regular school year and to the end of the month in which the thirtieth (30th) day fell; or the District shall provide fringe benefits through August 30 if the layoff occurs at the end of the school year or during the summer.
- H. An employee may decline recall for a position of lower code and/or less hours than the position held prior to layoff and still retain future recall rights for the full twenty-seven (27) months.

- I. The Board agrees that no new employees shall be hired for positions within the bargaining unit during the period of employee layoff within that employee's classifications, as long as the employee meets the terms of Section B above.
- J. The Association will be allowed the opportunity to provide input to the District prior to the District making monetary or staffing reductions which affect bargaining unit members.

ARTICLE 11 - WAGES

A. Rates

Wages for classified employees in the bargaining unit shall be paid in accordance with the revised wage schedule for ~~2023-2024~~ 2026-2027 (See Appendix A, which represents ~~a 4% increase for all steps dropping step 1 and adding step 6 at an amount equal to 6% above step 5) and additionally a 2.5% increase. For Custodian 2, Custodian 3, Custodian 4, and Paraprofessional (formerly Education Assistant) job classifications, the wage increase for 2023-2024 shall be 6% as reflected in Appendix A.~~

For the ~~2024-2025~~ 2027-2028 school year, the wage schedule shall be increased by ~~4%~~ 4.5% (See Appendix B).

For the ~~2025-2026~~ 2028-2029 school year, the wage schedule shall be increased by ~~4%~~ 4.0% (See Appendix C).

B. Classified employees in the bargaining unit shall advance one (1) step horizontally on the attached rate schedule each July 1 of the contract period unless prohibited for further advancement by limitations of the schedule.

C. Change in Steps

1. Change in position to a higher wage range shall be accomplished by moving the employee affected to the new wage range on the experience step that produces an increase over the previous position. In no case shall the employee be paid less than at the base step of the new wage range.

2. An employee must ~~spend a minimum of sixty (60) days~~ begin working under a job classification before February 1st of the previous school year before ~~he/she~~ they become eligible for a step advancement when a new wage schedule becomes effective. The employee will remain at that step through the duration of the following fiscal year (school year).

D. PERS Pick-Up

1. Effective August of 2017, bargaining unit employees shall pay pre-taxed, the PERS or OPSRP 6% employee portion, and the District shall increase wages by 6% on the 2017-2018 wage schedule to reflect the change to the PERS/OPSRP pick-up.

E. In accordance with interim bargaining requirements of ORS 243.698, wage ranges for new positions may be established by the Board at any time. Copies of such changes shall be given to the wage ranges with the Association if presented with a demand to negotiate within ten (10) calendar days following notification of the Association president.

F. All costs of physical examinations required of the employees by the Board that are not covered by insurance shall be paid by the Board. The District shall pay the total cost of such physical performed by the doctor recommended by the District.

G. The Board shall pay an employee mileage based on IRS rate per mile and per diem (food and lodging) at the Board's established rate for all authorized School District business, with the approval of the building principal.

H. Employees who arrive at work at their scheduled time and are sent home by their supervisor and are called back for any reason, must be paid at the employee's regular rate for not less than two (2) hours. If any employee must leave home to arrive at work at ~~his/her~~ their scheduled starting time BEFORE notification has been made of school closure due to inclement weather or other unforeseen circumstances, said employee shall be paid for a minimum of two (2) hours at the employee's regular rate of pay.

I. The District shall reimburse employees for the cost of obtaining licenses required by the job description or direction of the supervisor. The District shall pay for the time and any related fees for any unit member to obtain a first aid card if approved in advance by the supervisor. However, should an employee leave the District's employ within a year of completing the required training, the cost of the training will be deducted from the employee's final paycheck.

J. After four (4) consecutive working days-Employees who substitute on an irregular basis for other members who are on approved leave shall be compensated at the rate of pay for the classification in which the employee is performing services. This shall be paid at step 1 unless step 1 is less than the employee's regular pay. If less, the employee shall be paid at the first step that exceeds their current hourly rate.

K. Effective September 1, 2009, bargaining unit employees shall be paid based on ten (10) equal monthly payments, September through June. Employees working 11 months shall be paid based on eleven (11) equal payments, August through June.

Effective September 1, 2019, bargaining unit employees working five (5) hours or more each day shall be given the option of receiving their wages based on twelve (12) equal monthly payments, September through August. The request to change can be made only once per year. A form must be submitted to the payroll office by the 10th of the first month they will be paid in any given school year for the change to become effective.

L. Employees new to the District as of July 1, 2022, shall be placed on the wage schedule based on prior actual K-12 public school experience in the same field of work. For purposes of calculating years of service, one (1) year shall be defined as no fewer than 135 days, of half-time or more, worked in a school year. In lieu of K-12 public school experience, up to one step may be granted for 5+ years of work in a comparable position. In lieu of K-12 public school experience, up to one step may be granted for a college degree of a bachelor's or higher. If the new employee has no K-12 public school experience, the maximum step they can be placed at is step three (3).

M. In recognition ~~of~~ for years of service with the District, bargaining unit employees shall receive a one-time check annually on the last pay day for the calendar year (December payroll date). The amount is based on the following years of service, calculated on December 1st.

- 5-9 years of service, the employee will receive an annual longevity payment of \$250.00
- 10-19 years of service, the employee will receive an annual longevity payment of \$750.00
- 20-24 years of service, the employee will receive an annual longevity payment of \$1,000.00
- 25+ years of service, the employee will receive an annual longevity payment of \$1,500.00

An employee who retires from the District after receiving the December longevity payment and completes the remainder of their contracted work year shall receive the applicable longevity payment based on their total completed years of service as of their retirement date (partial years will not be counted). This payment shall be made with the employee's final paycheck or as soon thereafter as administratively practicable.

~~—Employees will receive a lump sum longevity payment as provided below.~~

~~—All employees will receive a retention/longevity bonus on the final workday of the calendar year if employed by the district more than 5 years, employees will receive a one-time longevity payment equal to a half percent (.5%) of their regular annual salary for the fiscal year in which payment is made, provided that the payment shall not exceed two hundred fifty dollars (\$250.00). If the employee is eligible for the 10th, 20th, or 25th anniversary stipend, then the staff member cannot access the retention bonus.~~

~~—After the tenth (10th) anniversary of their date of hire, employees will receive a one-time longevity payment equal to one and half percent (1.5%) of their regular annual salary for the fiscal year in which payment is made, provided that the payment shall not exceed one seven hundred and fifty dollars (\$750.00). Payment will be made on the final workday of the calendar year.~~

~~After the twentieth (20th) anniversary of their date of hire, employees will receive a one-time longevity payment equal one and three-quarters percent (1.75%) of their regular annual salary for the fiscal year in which payment is made, provided that the payment shall not exceed one thousand dollars (\$1,000.00). Payment will be made on the final workday of the calendar year.~~

~~—After the twenty fifth (25th) anniversary of their date of hire, employees will receive a one-time longevity payment of fifteen hundred dollars (\$1500.00). Payment will be made on the final workday of the calendar year.~~

~~N. Bargaining unit employees assigned to the pre-school program shall be paid at an hourly wage rate as described in the Memorandum of Understanding attached to this agreement.~~

~~ØN.~~ Employees who voluntarily resign from the District shall receive their final paycheck on the next regularly scheduled payday.

O. Preschool Promise employees shall advance in their job classification once the district receives the appropriate registry credentials as listed in the wage schedule.

ARTICLE 12 – HOLIDAYS

- A. Holidays for employees in the bargaining unit
- shall be: Memorial Day
- Independence Day (for 12-month employees only)
- Labor Day
- Veteran's Day
- President's Day
- Thanksgiving Day
- Day following Thanksgiving
- Christmas Day
- New Year's Day
- B. Employees in the bargaining unit shall be paid the same number of hours on a holiday as they are normally scheduled to work on a regular workday.
- C. Holiday pay shall be available to an employee who is on the payroll of the District at the time of the holiday, providing the employee works or is on approved leave or vacation the last regular workday before or the first regular workday following said holiday.

ARTICLE 13 – VACATIONS

A. Vacation time earned by employees in the bargaining unit who work twelve (12) months per year shall be granted as indicated in the following outline:

Years of Service with District	1-5	6-8	9-10	11 plus
Vacation Days Hours per Year:	10 80	13 104	15 120	20 160

Vacation time earned shall be allowed to accrue for two (2) years and all vacations must be taken and not allowed beyond two (2) years except in case of emergency.

B. Vacation time shall be granted as outlined in Section A, above; earned vacation shall be granted at the employee's anniversary date with the District. All vacations are to be approved by the employee's immediate supervisor and shall be reviewed by the Director of Operations for the purpose of ensuring multiple staff are not out at the same time. Vacation days are to be planned on non-student contact days. Exceptions must be approved by the Director of Operations.

C. All vacation time shall be scheduled with the approval of the employee's immediate supervisor. Requests are to be made in advance by completing the district's leave request form in writing with sufficient notice to permit the supervisor to adjust work assignments and/or arrange for substitute services during the vacation absence and to be taken when approved in advance by the employee's supervisor.

Any employee (or, in the event of the employee's death the employee's beneficiary) who is laid off, retired, or terminated from the service of the District for any reason shall be compensated for all unused vacation time accumulated at the time of separation, prorated from the previous July 1.

D. Twelve-month employees who formerly worked in nine-month positions shall have counted for purposes of Section A above, all years of service with the District, but service in a nine-month position shall be prorated (for example, four years of service in the nine-month position shall equal three years of service).

ARTICLE 14 – INSURANCE

A. Effective October 1, 202~~6~~, the District shall contribute ~~\$1675.00~~ \$1822.00 each month to the insurance pool on behalf of bargaining unit members as categorized in Paragraph B in this Article.

Effective October 1, 202~~4~~7, the insurance cap shall increase to ~~\$1700.00~~ \$1886.00 for the ~~2024-2025~~ 2027-2028 benefit year.

Effective October 1, 202~~5~~8, the insurance cap shall increase to ~~\$1725.00~~ \$1952.00 for the ~~2025-2026~~ 2028-2029 benefit year.

Bargaining unit employees are responsible for paying their own long-term disability insurance premiums through payroll deduction.

B. District contributions to the insurance pool shall be determined by the following categories based upon a forty (40) hour work week and is prorated based on the number of hours in an employee's work week. For example:

Five-Day Work Week

1. 100% of cap for thirty-five to forty (35-40) hour employees.
2. 75% of cap for thirty to thirty-four (30-34) hour employees.
3. 50% of cap for twenty to twenty-nine (20-29) hour employees.

Four-Day Work Week

1. 100% of cap for twenty-eight to thirty-two (28-32) hour employees.
2. 75% of cap for twenty-four to twenty-seven (24-27) hour employees.
3. 50% of cap for sixteen to twenty-three (16-23) hour employees.

It is the intent of the parties that with the transition to a four (4) day student week, current employee benefit levels will not decrease.

C. The insurance program for bargaining unit members shall include up to full-family medical, dental and vision and employee-only life and disability. Coverage shall be provided under OEGB as long as the District is legally required to contract through OEGB. Selection of the specific insurance program(s) within the above categories offered by the various insurance companies is the responsibility of the Association with input from the Administration. Determination within those selected programs, whether the money is to be utilized either for individuals of family insurance coverage, will be the option of each employee with the exception noted below.

D. The District shall establish an insurance pool from excess insurance monies available after employees electing employee-only coverage have benefits paid. Bargaining unit members must declare their status prior to October 1 (i.e., employee-only, employee +1, employee + dependents) for insurance benefit purposes. This declaration will hold until the following October 1, when employees may change to another status.

Employees hired after October 1st each school year shall not be eligible for the pool until the next recalculation date. Pool amounts shall be distributed equally among employees based on their declared status. The pool amounts shall be recalculated once each year, at the halfway point of the insurance year (recalculation occurs in March and will be adjusted on the March payroll).

E. Employees may choose to waive any or all coverage of benefits, subject to the rules of the various carriers. If the pool does not cover the costs of all selected programs, payroll deductions for some or all members will be made to cover the remaining costs. The District's responsibility shall not exceed the negotiated monthly amount for insurance, nor may any employee receive more than the cost of the insurance package selected by that employee. Any money remaining in the pool after the cost of all employees' selected insurance coverage is paid shall revert to the District.

F. Five-Day Work Week

Employees working less than twenty (20) hours per week will not be entitled to the insurance benefits but may buy into the insurance package at their own expense, if permitted by the carrier.

G. Four-Day Work Week

Employees working less than sixteen (16) hours per week will not be entitled to the insurance benefits but may buy into the insurance package at their own expense, if permitted by the carrier.

H. The insurance year runs from October 1st through September 30th. New employees shall first receive benefits on the first of the month following the date of hire, if appropriate application has been made to the District office through OEGB. Benefits will cease at the end of the month of the termination of work for 12-month employees, unless other arrangements have been made (i.e., retirement, layoff, COBRA rights, etc.). Less than 12-month employees, leaving the District after completing an entire school year, shall have their insurance coverage continue through September 30th unless such employees leave the District prior to completing an entire school year. In such cases, District insurance coverage shall end at the close of the month employment is terminated.

I. The benefit program identified herein shall be provided only in accordance with the underwriting rules and regulations set forth by the insurance carrier(s) in the policy (policies).

ARTICLE 15 – LEAVES

A. Personal Leave

1. A full-time employee (e.g., 8+ hours a day) is credited up to three (3) days; twenty-four (24) hours of paid personal leave shall be granted to each employee. Total leave for the year shall be credited to the employee's account on or before the first duty day of the new work year; however, if the employee fails to complete the entire work year but has already used more leave than earned, the value of the unearned leave shall be deducted from the employee's final paycheck. This leave shall not be used to extend holidays or vacation periods and adequate substitutes must be available. In extenuating circumstances, Superintendent approval is necessary for any exceptions to this restriction.
2. Personal leave is non-accumulative.
3. Up to ~~two (2) days~~ sixteen (16) hours (for full-time, pro-rated for less than full-time) of personal leave per year may be taken in a cash payment at the end of the school year, figured at the employee's current hourly wage rate.

B. Bereavement

1. Five (5) days of non-accumulative paid leave will be granted in case of ~~deaths~~ the death of any member of the immediate family. A full-time employee (e.g., 8+ hours a day) is credited with 8 hours per day of leave. Leave for less-than-full-time employees will be prorated. Additional paid days may be granted at the discretion of the Superintendent. If additional days are needed, refer to the Oregon Sick Time law.
2. The immediate family shall include husband, wife, domestic partner, son, daughter, mother, father, sister, brother, son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law, mother-in-law, grandmother, grandfather, and grandchildren. Leave may be granted at the discretion of the Superintendent for others living in the immediate household.
3. In accordance with the Oregon Family Leave Act (OFLA), bereavement leave can last up to two weeks per family member as defined by statute. Members shall, at their discretion, be able to use accrued sick leave and/or personal leave for such additional leave. OFLA bereavement leave must be completed within 60 days of the employee receiving notice of death. Pursuant to Family Medical Leave Act (FMLA) and OFLA, for all other definitions of "Immediate Family" not listed in Paragraph B.2 above, the employee will be allowed to use their sick leave and/or personal leave if available, during part or all of the two-week period.

~~C. Family Illness Leave:~~ This leave is no longer needed as it is covered under OR Sick Leave

1. ~~Three (3) days of non-accumulative paid leave will be granted each year for family illness of any member of the immediate family. Employees hired after the start of the school year shall receive a pro-rata amount of family illness leave.~~
2. ~~The immediate family shall include husband, wife, domestic partner, son, daughter, mother, father, sister, brother, son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law, mother-in-law, grandmother, grandfather, and grandchildren. Leave may be granted at the discretion of the Superintendent for others living in the immediate household.~~

~~3. If family illness leave is exhausted the employee may use available personal leave and then sick leave in that order.~~

D. Sick Leave

1. A full-time employee (e.g., 8 hours a day) is credited with 8 hours of sick leave for each month of employment, **plus twenty-four (24) hours** during that employee's scheduled work year. Sick leave for less than full-time employees will be prorated. For example, a 6-hour per day (24-30 hours per week on a 4-day student week or 30 hours per week on a 5-day student week) employee working 10 months would receive 60 hours, **plus eighteen (18) hours**; an 8-hour per day employee (32-40 hours per week on a 4-day student week and 40 hours per week on a 5-day student week) working 12 months would receive 96 hours, **plus twenty-four (24) hours**. Total sick leave for the year shall be credited to the employee's account on or before the first duty day of the new work year; however, if the employee fails to complete the entire work year but has already used more sick leave than earned, the value of the unearned sick leave shall be deducted from the employee's final paycheck.

2. At the option of the employee, sick leave may be used for the period of disability due to pregnancy, parental leave, family illness and other circumstances required by law.

3. Pursuant to ORS 332.507, for the purpose of illness, a classified employee new to the District may transfer and use up to seventy-five (75) days accumulated sick leave carried by the most recent employing Oregon district. An employee must complete thirty (30) working days in the District before becoming eligible to use transferred sick leave.

E. Family Leave

1. Upon request of the employee, the District will comply with federal and state family and medical leave laws.

2. Sick leave, **personal leave**, other accrued vacation time or comp time may be used for this purpose.

F. Unpaid Leave of Absence

1. General Unpaid Leave Provisions:

a. A leave of absence may be granted as provided below after two (2) consecutive years of service with the District unless otherwise mutually agreed or required by law. Leave may be granted for a period up to two (2) years. Each application will be considered on its own merits.

b. Leaves must be authorized by the District upon recommendation of the Superintendent at least thirty (30) days prior to the beginning of the period for which leave is granted.

c. A full-time employee may request a part-time leave in combination with assignment to a part-time position to maintain full-time status. At the end of the leave period, the employee shall be assigned to a full-time position upon request of the employee. If the employee and the District mutually agree to a part-time position, without a corresponding part-time leave, the employee full-time status is lost. The granting of part-time leave as outlined above shall be at the sole discretion of the District.

2. Return From Leave:

All benefits to which an employee was entitled at the time the leave of absence commenced, including seniority and unused accumulated sick leave, shall be restored upon return as fully as if the leave had never been taken. The reinstatement shall be to the employee's former position if the return from leave occurs before the end of the school year the leave commenced. Otherwise, the assignment will be to a position substantially equivalent.

3. Fringe Benefits:

During the term of leave granted, the District shall allow the employee to purchase any fringe benefits (insurance) under COBRA.

4. Extensions and Renewals:

All extensions and renewals of leave shall be applied for in writing by the date stated in the leave approval letter. ~~February 1. The District will notify the applicant by April 1 of acceptance or rejection for the request.~~ **If Colton School District does not extend the leave, you must return to work on the originally scheduled return date or be considered to have voluntarily resigned from your position. Extensions of leave will only be considered on a case-by-case basis.**

ARTICLE 16 – GRIEVANCE PROCEDURE

A. Definitions and Provisions

1. Contract Grievance – A complaint by a classified employee, the Association, or a group of employees that there has been to him/her a violation or inequitable interpretation of any provision(s) of the contract.
2. Grievant – The person or persons who has (have) the grievance and is (are) presenting the complaint.
3. Immediate Supervisor – the person who has direct administrative or supervisory responsibilities over the grievant and the authority to resolve their grievance.
4. Employee – A classified employee of the bargaining unit.
5. Representative – The person who may speak for and/or advise the grievant or District.
6. The Board acknowledges the right of the grievant to have a representative of the grievant's choice, including the Association representative and/or legal counsel, in the processing of a grievance at all levels, and no employee may be required to discuss any grievance without such representation and/or counsel.

B. Timelines

Any and all time limits specified in the grievance procedure may be waived by mutual agreement of the parties. Failure by the employee to submit the grievance in accordance with these time limits without such waiver shall constitute abandonment of the grievance. Failure by the District to submit a reply within the specified time limits shall permit the grievant to proceed to the next level. For the purposes of this Article, "days" shall mean Monday through Friday, normal District business days.

C. Procedures

1. Level One – Informal Grievance

The grievant, accompanied by a representative of the Association if requested, shall discuss the grievance with his/her supervisor with the objective of resolving the matter informally. This discussion shall take place within fifteen (15) days of the first such knowledge. Ignorance of the stipulations of the contract will not be a factor in filing an untimely grievance.

2. Level Two – Formal Grievance

If the grievant is not satisfied with the disposition of his/her grievance, he/she may file a written grievance with his/her supervisor within ten (10) days following the informal meetings. This complaint shall set forth the grounds upon which the complaint is based and the reasons the decision is unacceptable. The supervisor shall render his/her decision in writing within five (5) days of receipt of the formal grievance.

3. Level Three – Superintendent

If the grievant is not satisfied with the decision of the supervisor, he/she may appeal, in writing, to the Superintendent within ten (10) days of the receipt of the supervisor's decision. The grievance shall be heard by the Superintendent or Superintendent's designee within ten (10) days of the receipt of the

- appeal. The Superintendent or designee shall communicate his/her written decision to the grievant and Association within five (5) days of the hearing. Such decision shall include supporting reasons therefore.
4. Level Four – Board of Directors

If the grievant is not satisfied with the decision of the Superintendent or his/her representative, the grievant may file an appeal to the District's Board of Directors within five (5) days of the decision, except for grievances involving demotion, suspension, or dismissal in which in accordance with ORS 332.544, the grievant has fifteen (15) days to file the appeal. The Board of Directors shall communicate its written decision to the grievant within five (5) days of the hearing. Such decision shall include supporting reasons therefore.

5. Level Five – Arbitration

If the grievant is not satisfied with the decision of the Board, the Association may, within ten (10) days of the receipt of the Board's decision, serve notice to the Board of intent to submit the grievance to binding arbitration. Within fifteen (15) days of receipt of the notice from the Association requesting arbitration and following the toss of a coin, the District and the Association shall alternately strike two (2) names from the list of arbitrators provided by the Oregon Employment Relations Board. The remaining name shall be that of the arbitrator, who shall set a time and place for a hearing that is agreeable to both parties. The parties agree to set a date for the arbitrations hearing within thirty (30) calendar days, subject to the availability of the arbitrator. The arbitrator shall hear argument of all parties and render a decision. This decision shall be binding on all parties. A grievance may be submitted for arbitration only by the Association and not by an employee or group of employees.

The arbitrator shall not substitute his/her judgment for that of the District except as expressly provided for by this agreement. The power of the arbitrator shall be limited to interpreting this agreement and determining if the disputed portion has been violated

ARTICLE 17 – STUDENT BEHAVIOR SUPPORTS

A. Access to Student Records

As per Senate Bill 756, classified employees assigned to work with students with specialized needs will have access to specified records related to students, be consulted when the education plan for a student is reviewed or revised, and be provided with adequate training.

B. Student Discipline and Training

Administrators/supervisors will meet with employees annually to establish and/or review disciplinary standards and procedures to ensure uniform enforcement of such standards.

Annually, building administrators will seek input from classified personnel on what training (example de-escalation) would be most beneficial for staff. Trainings arranged for classified personnel regarding student supports will be mandatory to attend.

C. Emergency Contact During the Work Day

Each worksite will establish procedures that identify who to contact and who will respond in the building for assistance during student behavior emergencies. The procedure will include a contingency in case the initial contact person is unavailable and name a supporting administrator (or designee) if one is not available in the building. This information will be found in the staff handbook, reviewed annually, and shared with staff as part of the annual SafeSchools training.

D. District Student Discipline Policy

The District will notify all employees of any changes to the District student discipline policy (JG) by providing the policy annually in SafeSchools training each year.

ARTICLE ~~17~~18 – DURATION

- A. This contract is made and entered into this _____ day of September, 202~~3~~6 by the Colton Association of Classified ~~e~~Employees, affiliated with OEA/NEA, hereinafter referred to as the “Association” and the Board of Education of School District hereinafter referred to as the “Board”.
- B. This contract shall be effective from July 1, 202~~3~~6 through June 30, 202~~6~~9.

In witness whereof, the parties hereby affix their signatures as of the date first above written.

For the Colton School District:

For Colton ACE:

XXXXXX, School Board Chair Date

Amy Shanniak, President Date

Dave Kline, Superintendent Date

Appendix A
Colton School District
2026-2027 Classified Employee
Hourly Pay Schedule

CLASSIFIED PAY TABLE

Step 1 dropped from 2025-2026 schedule; all columns slid one step to the left; new column 6 added with 6% Wage Increase from column 5.

Additional Rate of Wage Increase 2.5% applied across table

Employee Pays 6% PERS/OPSRP

DESCRIPTION ↓	STEP →	1	2	3	4	5	6
Cook		<u>\$17.37</u>	<u>\$18.26</u>	<u>\$19.17</u>	<u>\$20.51</u>	<u>\$21.68</u>	<u>\$22.98</u>
Paraprofessional		<u>\$18.64</u>	<u>\$19.53</u>	<u>\$20.57</u>	<u>\$22.08</u>	<u>\$23.26</u>	<u>\$24.65</u>
Secretary 2		<u>\$18.85</u>	<u>\$19.75</u>	<u>\$20.65</u>	<u>\$22.04</u>	<u>\$23.36</u>	<u>\$24.76</u>
<u>Secretary 2 - Secondary</u>		<u>\$20.94</u>	<u>\$21.96</u>	<u>\$22.97</u>	<u>\$24.53</u>	<u>\$26.01</u>	<u>\$27.58</u>
Student Services Secretary		<u>\$22.18</u>	<u>\$23.24</u>	<u>\$24.29</u>	<u>\$25.89</u>	<u>\$27.43</u>	<u>\$29.07</u>
District Office Clerk		<u>\$21.69</u>	<u>\$22.70</u>	<u>\$23.72</u>	<u>\$25.30</u>	<u>\$26.80</u>	<u>\$28.41</u>
Custodian 2		<u>\$19.54</u>	<u>\$20.50</u>	<u>\$21.50</u>	<u>\$23.01</u>	<u>\$25.32</u>	<u>\$26.84</u>
Secretary 3		<u>\$20.65</u>	<u>\$21.62</u>	<u>\$22.59</u>	<u>\$24.11</u>	<u>\$25.80</u>	<u>\$27.35</u>
Media Technician		<u>\$20.65</u>	<u>\$21.62</u>	<u>\$22.59</u>	<u>\$24.11</u>	<u>\$25.80</u>	<u>\$27.35</u>
Secretary 4		<u>\$22.71</u>	<u>\$23.78</u>	<u>\$24.86</u>	<u>\$26.51</u>	<u>\$28.36</u>	<u>\$30.06</u>
Student Support Specialist		<u>\$20.65</u>	<u>\$21.62</u>	<u>\$22.59</u>	<u>\$24.11</u>	<u>\$25.80</u>	<u>\$27.35</u>
SPED Driver		<u>\$20.65</u>	<u>\$21.62</u>	<u>\$22.59</u>	<u>\$24.11</u>	<u>\$25.80</u>	<u>\$27.35</u>
School Bus Driver		<u>\$23.93</u>	<u>\$24.74</u>	<u>\$25.55</u>	<u>\$26.36</u>	<u>\$27.16</u>	<u>\$28.79</u>
Custodian 3		<u>\$21.50</u>	<u>\$22.58</u>	<u>\$23.74</u>	<u>\$25.39</u>	<u>\$26.91</u>	<u>\$28.52</u>
School Bus Driver Trainer (Bus Driver Step6+\$2)		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$30.79</u>
Custodian 4		<u>\$23.66</u>	<u>\$24.84</u>	<u>\$26.11</u>	<u>\$27.92</u>	<u>\$29.60</u>	<u>\$31.38</u>
Campus Monitor		<u>\$23.43</u>	<u>\$24.61</u>	<u>\$25.85</u>	<u>\$27.66</u>	<u>\$29.32</u>	<u>\$31.07</u>
College & Career Readiness Specialist		<u>\$23.43</u>	<u>\$24.61</u>	<u>\$25.85</u>	<u>\$27.66</u>	<u>\$29.32</u>	<u>\$31.07</u>
Foodservice Lead Cook		<u>\$23.43</u>	<u>\$24.61</u>	<u>\$25.85</u>	<u>\$27.66</u>	<u>\$29.32</u>	<u>\$31.07</u>
Transportation Dispatcher		<u>\$25.93</u>	<u>\$26.81</u>	<u>\$27.84</u>	<u>\$28.80</u>	<u>\$29.79</u>	<u>\$31.57</u>
Technology Information Specialist		<u>\$25.83</u>	<u>\$27.01</u>	<u>\$28.24</u>	<u>\$30.07</u>	<u>\$31.81</u>	<u>\$33.71</u>
Preschool Assistant Registry Credential 8+		<u>\$19.40</u>	<u>\$20.31</u>	<u>\$21.66</u>	<u>\$23.16</u>	<u>\$24.66</u>	<u>\$26.14</u>
Preschool Assistant Registry Credential 7 or lower		<u>\$16.53</u>	<u>\$17.36</u>	<u>\$18.25</u>	<u>\$19.16</u>	<u>\$20.51</u>	<u>\$21.74</u>
Preschool Lead Registry Credential 10		<u>\$30.42</u>	<u>\$32.10</u>	<u>\$33.86</u>	<u>\$35.71</u>	<u>\$37.70</u>	<u>\$39.97</u>
Preschool Lead Registry Credential 9		<u>\$28.23</u>	<u>\$29.78</u>	<u>\$31.41</u>	<u>\$33.13</u>	<u>\$34.96</u>	<u>\$37.05</u>
Preschool Lead Registry Credential 8		<u>\$21.91</u>	<u>\$23.06</u>	<u>\$24.21</u>	<u>\$25.37</u>	<u>\$26.52</u>	<u>\$28.11</u>
Preschool Lead Registry Credential 7 or lower*		<u>\$19.40</u>	<u>\$20.31</u>	<u>\$21.66</u>	<u>\$23.16</u>	<u>\$24.66</u>	<u>\$26.14</u>

Appendix B
Colton School District
2027-2028 Classified Employee
Hourly Pay Schedule

CLASSIFIED PAY TABLE

Rate of Wage Increase 4.5% from 2026-2027

Employee Pay PERS/OPSRP 6%

DESCRIPTION ↓	STEP →	1	2	3	4	5	6
Cook		<u>\$18.16</u>	<u>\$19.08</u>	<u>\$20.03</u>	<u>\$21.43</u>	<u>\$22.65</u>	<u>\$24.01</u>
Paraprofessional		<u>\$19.48</u>	<u>\$20.40</u>	<u>\$21.50</u>	<u>\$23.07</u>	<u>\$24.30</u>	<u>\$25.76</u>
Secretary 2		<u>\$19.70</u>	<u>\$20.64</u>	<u>\$21.58</u>	<u>\$23.03</u>	<u>\$24.41</u>	<u>\$25.88</u>
Secretary 2 - Secondary		<u>\$21.88</u>	<u>\$22.95</u>	<u>\$24.00</u>	<u>\$25.63</u>	<u>\$27.18</u>	<u>\$28.82</u>
Student Services Secretary		<u>\$23.18</u>	<u>\$24.28</u>	<u>\$25.39</u>	<u>\$27.06</u>	<u>\$28.66</u>	<u>\$30.38</u>
District Office Clerk		<u>\$22.67</u>	<u>\$23.73</u>	<u>\$24.79</u>	<u>\$26.44</u>	<u>\$28.01</u>	<u>\$29.69</u>
Custodian 2		<u>\$20.42</u>	<u>\$21.42</u>	<u>\$22.47</u>	<u>\$24.05</u>	<u>\$26.46</u>	<u>\$28.04</u>
Secretary 3		<u>\$21.58</u>	<u>\$22.59</u>	<u>\$23.61</u>	<u>\$25.19</u>	<u>\$26.96</u>	<u>\$28.58</u>
Media Technician		<u>\$21.58</u>	<u>\$22.59</u>	<u>\$23.61</u>	<u>\$25.19</u>	<u>\$26.96</u>	<u>\$28.58</u>
Secretary 4		<u>\$23.74</u>	<u>\$24.85</u>	<u>\$25.97</u>	<u>\$27.70</u>	<u>\$29.64</u>	<u>\$31.42</u>
Student Support Specialist		<u>\$21.58</u>	<u>\$22.59</u>	<u>\$23.61</u>	<u>\$25.19</u>	<u>\$26.96</u>	<u>\$28.58</u>
SPED Driver		<u>\$21.58</u>	<u>\$22.59</u>	<u>\$23.61</u>	<u>\$25.19</u>	<u>\$26.96</u>	<u>\$28.58</u>
School Bus Driver		<u>\$25.01</u>	<u>\$25.86</u>	<u>\$26.70</u>	<u>\$27.55</u>	<u>\$28.38</u>	<u>\$30.09</u>
Custodian 3		<u>\$22.47</u>	<u>\$23.60</u>	<u>\$24.81</u>	<u>\$26.53</u>	<u>\$28.12</u>	<u>\$29.80</u>
School Bus Driver Trainer (Bus Driver Step6+\$2)		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$32.09</u>
Custodian 4		<u>\$24.72</u>	<u>\$25.95</u>	<u>\$27.28</u>	<u>\$29.18</u>	<u>\$30.93</u>	<u>\$32.79</u>
Campus Monitor		<u>\$24.49</u>	<u>\$25.72</u>	<u>\$27.01</u>	<u>\$28.91</u>	<u>\$30.63</u>	<u>\$32.47</u>
College & Career Readiness Specialist		<u>\$24.49</u>	<u>\$25.72</u>	<u>\$27.01</u>	<u>\$28.91</u>	<u>\$30.63</u>	<u>\$32.47</u>
Foodservice Lead Cook		<u>\$24.49</u>	<u>\$25.72</u>	<u>\$27.01</u>	<u>\$28.91</u>	<u>\$30.63</u>	<u>\$32.47</u>
Transportation Dispatcher		<u>\$27.10</u>	<u>\$28.02</u>	<u>\$29.09</u>	<u>\$30.10</u>	<u>\$31.13</u>	<u>\$32.99</u>
Technology Information Specialist		<u>\$26.99</u>	<u>\$28.22</u>	<u>\$29.51</u>	<u>\$31.43</u>	<u>\$33.24</u>	<u>\$35.23</u>
Preschool Assistant Registry Credential 8+		<u>\$20.27</u>	<u>\$21.22</u>	<u>\$22.64</u>	<u>\$24.20</u>	<u>\$25.77</u>	<u>\$27.31</u>
Preschool Assistant Registry Credential 7 or lower		<u>\$17.27</u>	<u>\$18.14</u>	<u>\$19.07</u>	<u>\$20.02</u>	<u>\$21.43</u>	<u>\$22.72</u>
Preschool Lead Registry Credential 10		<u>\$31.79</u>	<u>\$33.54</u>	<u>\$35.38</u>	<u>\$37.32</u>	<u>\$39.40</u>	<u>\$41.77</u>
Preschool Lead Registry Credential 9		<u>\$29.50</u>	<u>\$31.12</u>	<u>\$32.82</u>	<u>\$34.62</u>	<u>\$36.53</u>	<u>\$38.72</u>
Preschool Lead Registry Credential 8		<u>\$22.89</u>	<u>\$24.10</u>	<u>\$25.30</u>	<u>\$26.51</u>	<u>\$27.71</u>	<u>\$29.37</u>
Preschool Lead Registry Credential 7 or lower*		<u>\$20.27</u>	<u>\$21.22</u>	<u>\$22.64</u>	<u>\$24.20</u>	<u>\$25.77</u>	<u>\$27.31</u>

Appendix C
Colton School District
2028-2029 Classified Employee
Hourly Pay Schedule

CLASSIFIED PAY TABLE

Rate of Wage Increase 4% from 27-28

Employee Pay PERS/OPSRP 6%

DESCRIPTION ↓	STEP →	1	2	3	4	5	6
Cook		<u>\$18.88</u>	<u>\$19.84</u>	<u>\$20.83</u>	<u>\$22.29</u>	<u>\$23.56</u>	<u>\$24.97</u>
Paraprofessional		<u>\$20.26</u>	<u>\$21.22</u>	<u>\$22.36</u>	<u>\$23.99</u>	<u>\$25.28</u>	<u>\$26.79</u>
Secretary 2		<u>\$20.49</u>	<u>\$21.47</u>	<u>\$22.45</u>	<u>\$23.95</u>	<u>\$25.39</u>	<u>\$26.91</u>
Student Services Secretary		<u>\$24.11</u>	<u>\$25.25</u>	<u>\$26.40</u>	<u>\$28.14</u>	<u>\$29.81</u>	<u>\$31.60</u>
Secretary 2 - Secondary		<u>\$22.76</u>	<u>\$23.87</u>	<u>\$24.96</u>	<u>\$26.66</u>	<u>\$28.27</u>	<u>\$29.97</u>
District Office Clerk		<u>\$23.57</u>	<u>\$24.67</u>	<u>\$25.78</u>	<u>\$27.49</u>	<u>\$29.13</u>	<u>\$30.88</u>
Custodian 2		<u>\$21.23</u>	<u>\$22.28</u>	<u>\$23.37</u>	<u>\$25.01</u>	<u>\$27.52</u>	<u>\$29.17</u>
Secretary 3		<u>\$22.45</u>	<u>\$23.49</u>	<u>\$24.55</u>	<u>\$26.20</u>	<u>\$28.04</u>	<u>\$29.72</u>
Media Technician		<u>\$22.45</u>	<u>\$23.49</u>	<u>\$24.55</u>	<u>\$26.20</u>	<u>\$28.04</u>	<u>\$29.72</u>
Secretary 4		<u>\$24.69</u>	<u>\$25.84</u>	<u>\$27.01</u>	<u>\$28.81</u>	<u>\$30.82</u>	<u>\$32.67</u>
Student Support Specialist		<u>\$22.45</u>	<u>\$23.49</u>	<u>\$24.55</u>	<u>\$26.20</u>	<u>\$28.04</u>	<u>\$29.72</u>
SPED Driver		<u>\$22.45</u>	<u>\$23.49</u>	<u>\$24.55</u>	<u>\$26.20</u>	<u>\$28.04</u>	<u>\$29.72</u>
School Bus Driver		<u>\$26.01</u>	<u>\$26.89</u>	<u>\$27.77</u>	<u>\$28.65</u>	<u>\$29.52</u>	<u>\$31.29</u>
Custodian 3		<u>\$23.37</u>	<u>\$24.54</u>	<u>\$25.80</u>	<u>\$27.59</u>	<u>\$29.24</u>	<u>\$31.00</u>
School Bus Driver Trainer (Bus Driver Step6+\$2)		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$33.29</u>
Custodian 4		<u>\$25.71</u>	<u>\$26.99</u>	<u>\$28.37</u>	<u>\$30.34</u>	<u>\$32.17</u>	<u>\$34.10</u>
Campus Monitor		<u>\$25.47</u>	<u>\$26.75</u>	<u>\$28.09</u>	<u>\$30.07</u>	<u>\$31.86</u>	<u>\$33.77</u>
College & Career Readiness Specialist		<u>\$25.47</u>	<u>\$26.75</u>	<u>\$28.09</u>	<u>\$30.07</u>	<u>\$31.86</u>	<u>\$33.77</u>
Foodservice Lead Cook		<u>\$25.47</u>	<u>\$26.75</u>	<u>\$28.09</u>	<u>\$30.07</u>	<u>\$31.86</u>	<u>\$33.77</u>
Transportation Dispatcher		<u>\$28.18</u>	<u>\$29.14</u>	<u>\$30.26</u>	<u>\$31.30</u>	<u>\$32.37</u>	<u>\$34.31</u>
Technology Information Specialist		<u>\$28.07</u>	<u>\$29.35</u>	<u>\$30.69</u>	<u>\$32.68</u>	<u>\$34.57</u>	<u>\$36.64</u>
Preschool Assistant Registry Credential 8+		<u>\$21.09</u>	<u>\$22.07</u>	<u>\$23.54</u>	<u>\$25.17</u>	<u>\$26.80</u>	<u>\$28.40</u>
Preschool Assistant Registry Credential 7 or lower		<u>\$17.96</u>	<u>\$18.87</u>	<u>\$19.83</u>	<u>\$20.82</u>	<u>\$22.29</u>	<u>\$23.63</u>
Preschool Lead Registry Credential 10		<u>\$33.06</u>	<u>\$34.88</u>	<u>\$36.80</u>	<u>\$38.81</u>	<u>\$40.98</u>	<u>\$43.44</u>
Preschool Lead Registry Credential 9		<u>\$30.68</u>	<u>\$32.36</u>	<u>\$34.13</u>	<u>\$36.00</u>	<u>\$37.99</u>	<u>\$40.27</u>
Preschool Lead Registry Credential 8		<u>\$23.81</u>	<u>\$25.06</u>	<u>\$26.31</u>	<u>\$27.57</u>	<u>\$28.82</u>	<u>\$30.55</u>
Preschool Lead Registry Credential 7 or lower*		<u>\$21.09</u>	<u>\$22.07</u>	<u>\$23.54</u>	<u>\$25.17</u>	<u>\$26.80</u>	<u>\$28.40</u>

Memorandum of Understanding

Between the

COLTON ACE

and the

COLTON SCHOOL DISTRICT

RE: Athletic Passes

The District will allow current staff members to use their staff photo ID card to enter all athletic programs for the school year shown on the ID, free of charge. Family members living in the same household will be allowed to enter on the current year ID badge if attending with the current staff member.

NOTE: This benefit may be considered income to employees that is subject to applicable taxes and withholdings.

For the District:

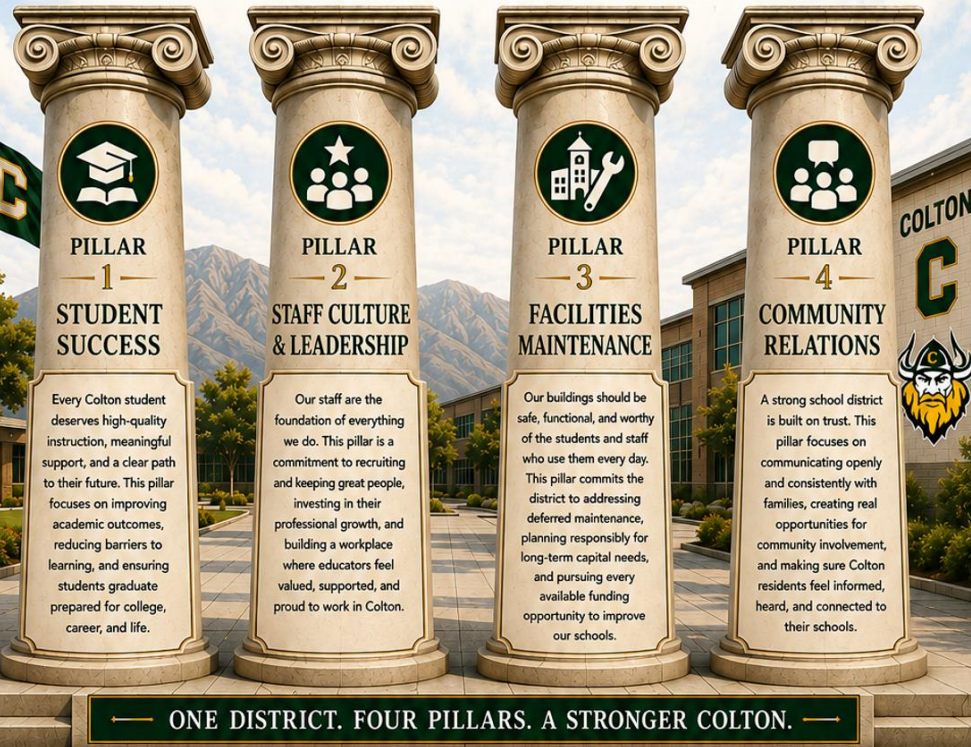
For CACE:

11. CSD Strategic Plan



FOUR PILLARS

COLTON SCHOOL DISTRICT



2025–2027 BOARD GOALS

- 1 STUDENT ACHIEVEMENT & SUCCESS**
The board will focus on improving student learning and success for all students. We will use data to track progress in reading, math, and college and career readiness, support effective educational plans, and make sure students are prepared for their future.
- 2 CULTURE OF EXCELLENCE, ENGAGEMENT & LEADERSHIP**
The board will support a positive and supportive district culture. We will encourage strong leadership, teamwork, and staff engagement, and support practices that improve morale and staff retention. The board will model professionalism, respect, and collaboration while keeping student success at the center of our work.
- 3 FISCAL STEWARDSHIP & LONG-TERM FACILITIES PLANNING**
The board will make responsible financial decisions that put students first. We will maintain a stable ending fund balance, look for cost savings that do not harm instruction, and plan for long-term financial health. The board will also support a long-term facilities plan and pursue grants and funding opportunities to improve district buildings and infrastructure.
- 4 GOVERNANCE, COLLABORATION & COMMUNITY ENGAGEMENT**
The board will work closely and respectfully with the superintendent to move district priorities forward while maintaining clear roles between governance and operations. We will engage staff, families, and the community, communicate openly and transparently, and continue to grow as a board.

Meeting 1x month @ 5:30 pm & Board Reports

12.

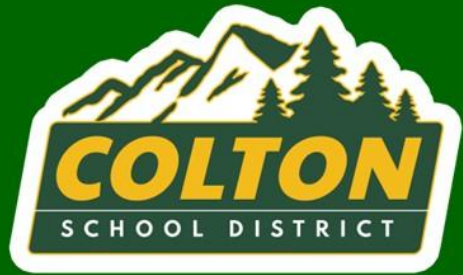
**1st Strategic Plan Work Session –
September 28th, 5:30 pm @
Colton Middle School**



13. Board Calendar: Site Visits



14. Studer: A Culture of Continuous Improvement: Rounding



+Delta

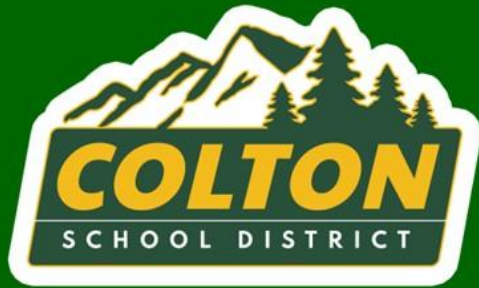


Continuous Improvement

- What is working well for you?
- Do you have what you need to do your job?
- What ideas do you have for improvement?
- Who is one person that has been helpful to you that we can thank on your behalf?

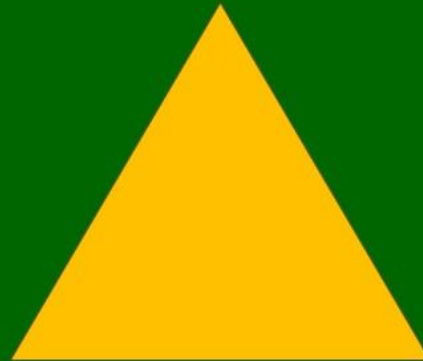


14. Studer: A Culture of Continuous Improvement: +Delta



Continuous Improvement

+Delta



What went well? |

Where is an opportunity to improve?



15. Social Media



16. Colton Community Board Meeting



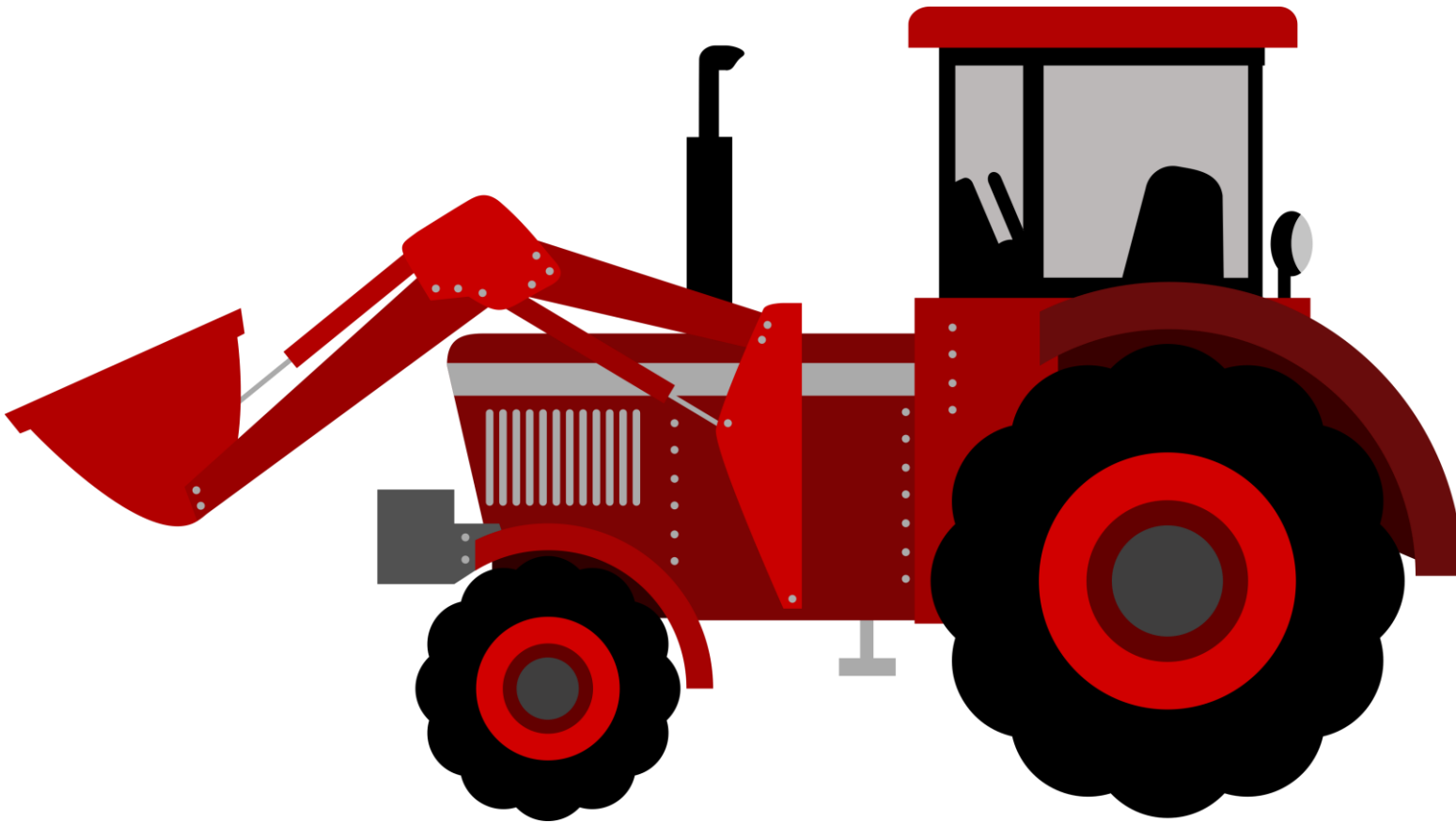
17. HVAC/Chiller Presentation



ESSCO Presentations

- Willdan @ 6:30 PM
- Ameresco @ 7:00 PM
- McKinstry @ 7:30 PM

18. Facilities & Operations: Grounds



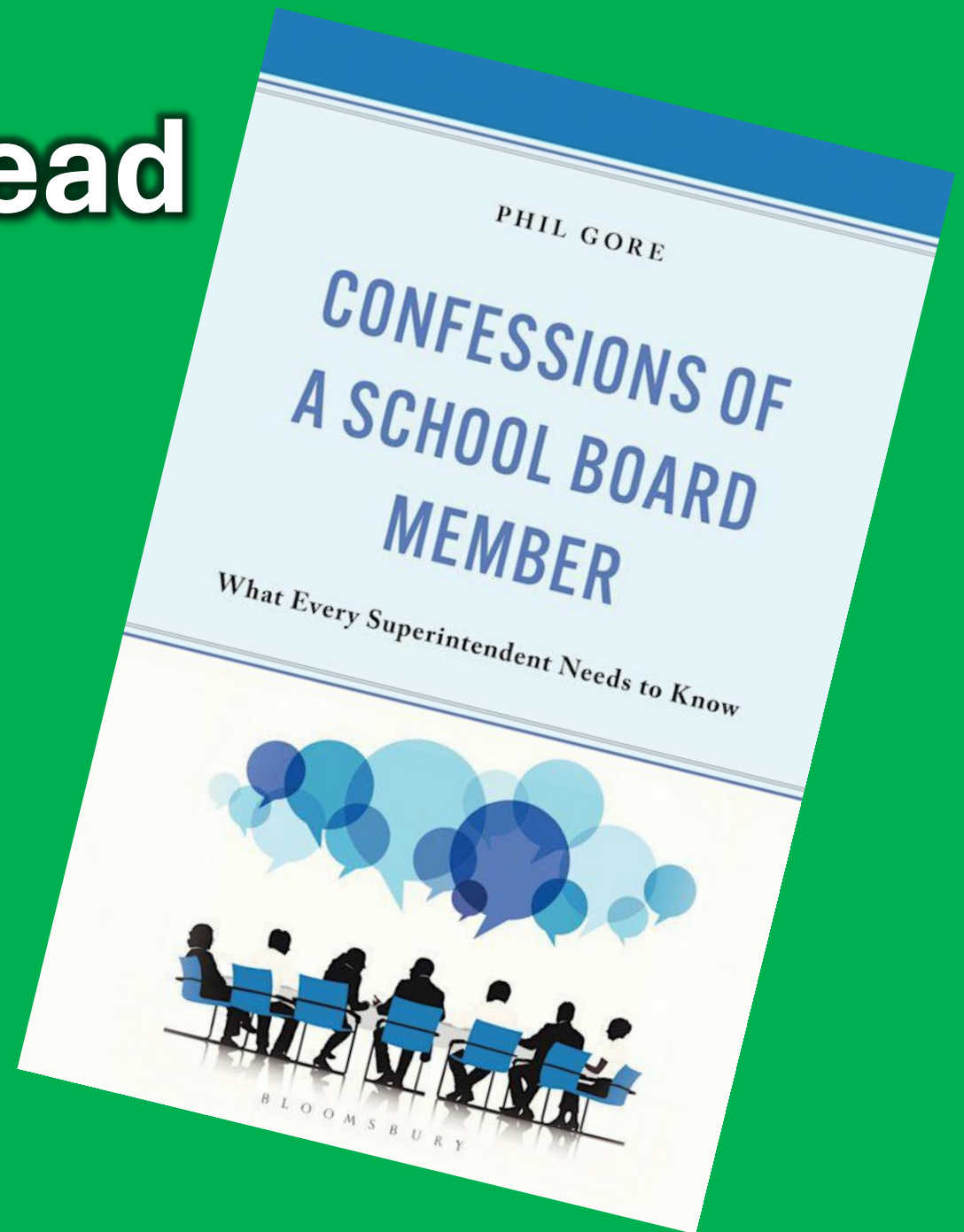
19. CMS Soccer



20. CHS Track



21. Board Book Read



Our Goal: A Model School

