



Knappa School District No. 4

The Knappa School District will Inspire all learners to Achieve academically and Thrive as independent and Productive citizens.

Wednesday, August 19, 2026

5:30 p.m.

- **Executive Session** – To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an open meeting. (ORS 192.660(2)(b)) To consult with counsel concerning current or possible litigation. (ORS 192.660(2)(h))

Board of Directors' Regular Meeting Immediately to follow:

1. **Call to Order** – *Flag Salute*
2. **Consent Agenda** – *Motion for Approval Needed*
 - 2.1 Approve the Minutes of July 15, 2026 Regular Board Meeting
 - 2.2 Speech Language Pathologist Assistant Job Description
 - 2.3 Personnel Update
 - 2.4 OSEA Memorandum of Understanding Inclement Weather
3. **Information – Dr. Fritz**
 - 3.1 Information Update
4. **Communications and Hearing of Interested Parties**

SUBMIT [PUBLIC COMMENT HERE: https://knappa.schoolinsites.com/comment](https://knappa.schoolinsites.com/comment)

The Board welcomes visitors to our meetings, and values comments from district patrons. The Board, at their discretion, will recognize comments from the audience. We must require, however, that complaints be directed through the administration for resolution. Comments made during this session must be free of abusive language, personal attacks on district personnel, and not directed towards any department which, due to its low staffing, would amount to an attack by in affect naming district personnel. We ask that presentations be limited to (3) minutes and be submitted prior to 3pm the day of meetings.
5. **Superintendent Report**
6. **New Business**
 - 6.1 Superintendent Evaluation Timeline – *Discussion Only*
 - 6.2 26-27 Board Self Evaluation – *Discussion Only*
 - 6.3 26-27 Board of Directors Goals – *Discussion Only*
 - 6.4 26-27 Superintendent Goals – *Discussion Only*
 - 6.5 Essential Skills Requirement – Principal Paul Isom-*Discussion Only*
 - 6.6 Policy Update-Immigration 1st Read and Discussion
 - 6.7 KL Complaint – *Motion Needed*
7. **Board Member Reports and Future Agenda Items**

Next Meetings:

Wednesday, September 23, 2026 Regular Board Meeting 6:30pm, Knappa High School Library.

Wednesday, October 21, 2026 Regular Board Meeting 6:30pm, Knappa High School Library.



Knappa School District No. 4

The Knappa School District will Inspire all learners to Achieve academically and Thrive as independent and Productive citizens.

Board of Directors' Regular Meeting

Wednesday, July 15, 2026

6:30 p.m.

Present

Brian Montgomery-Director
Hannah Bryan-Vice Chair
Cullen Bangs- Director
Will Isom-Director
Michelle Finn-Director

Absent

William Fritz-Superintendent
Hannah Mather-Board Secretary

1. **Call to Order** – *Flag Salute*

2. **Consent Agenda** – *Motion for Approval Needed*

2.1 Approval of Minutes from the June 17, 2026 Meeting

2.2 Personnel Update – KHS Counselor

Isom moved to approve as presented, Director Bryan seconded, moved to vote, approved unanimously.

3. **Information** – Dr. Fritz reviewed the information with the board.

4. **Communications and Hearing of Interested Parties**

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5. **New Business**

5.1 **Award Pavement Bid to Big River Construction** – *Motion Needed-Director Montgomery moved to approve as presented, Director Bryan seconded, approved unanimously.*

5.2 **Approval of pavement contract with Big River Construction** – *Motion Needed- Director Bryan moved to approve as presented, Director Montgomery seconded approved unanimously.*

5.3 Authorization of Job Order Contract – *Motion Needed-Director Isom moved to approve as presented, Director Bangs seconded approved unanimously.*

5.4 Approval of Girls Soccer Cooperative Agreement – *Motion Needed-Board discussed Varsity vs. JV, Director Isom stated, this would be hard to replicate for boys based on numbers, Director Isom moved to approve the agreement, Director Bryan seconded approved unanimously.*

6. Board Member Reports and Future Agenda Items

Discussion on the middle school warranty work, the board would like to mitigate the impact on community athletics.

Adjourn 6:58 pm

Next Meetings:

Wednesday, August 19, 2026, Regular Board Meeting 6:30pm – Time may be earlier, Knappa High School Library.

Knappa School District
41535 Old Hwy 30
Astoria, OR 97103

Position Title: Speech/Language Pathologist Assistant
Department: Student Services
Reports to: Director of Student Services
Qualifications: Associates degree in SLP assisting or communication
Obtain or ability to obtain a SLPA license from the Oregon Board of Examiners for Speech-Language Pathology and Audiology

PERFORMANCE FUNCTIONS/RESPONSIBILITIES

1. Conducts speech language and hearing screenings without interpretations, using screening protocols specified by the supervising speech/language pathologist (SLP).
2. Provides direct treatment assistance to students identified by the IEP team and follows documented treatment plans and/or protocols specified by the SLP according to the IEP goals and objectives.
3. Reports changes in a student's performance to SLP.
4. Documents student progress by collecting data, without interpretation, towards meeting IEP goals and reports this information to the supervising SLP.
5. Maintains assigned confidential student work folder.
6. Prepares material and assists with other clerical duties.
7. Organize physical space that is conducive to positive, productive student learning.
8. Participates in professional development activities as recommended by the SLP and approved by the Director of Student Services.
9. Maintains confidentiality and respect in all situations, including and not limited to verbal communication, email etc.
10. Attend appropriate staff and IEP meetings as requested.
11. Establish trust and rapport in the working environment and maintain effective working relationships within the school community.
12. Follow the Oregon Administrative Rules for the Ethical Educator, OAR 584-020-0035 and the ASHA scope of practice guidelines.
13. Organizes time effectively.
14. Promotes tolerance, understanding and appreciation of diversity within the school community.
15. Fulfills other related duties as assigned by the supervising speech/language pathologist and Director of Student Services.
16. Other duties as assigned by the Director of Student Services.

COMPENSATION : Consistent with OSEA Contract

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation.

MEMORANDUM of UNDERSTANDING
Between
Knappa School District #4
And
Oregon School Employees Association Knappa Chapter 52

This Memorandum of Understanding is entered into by and between Knappa School District #4 ("District") and the Oregon School Employees Association Knappa Chapter 52 ("Association"). The District and Association are parties to a collective bargaining agreement ("CBA") with effective dates of July 1, 2025 – June 30, 2027.

RECITALS

On April 15, 2026 the Oregon Governor issued Executive Order 26-06. This executive order mandated that school districts must have a certain level of instructional time each school year. In response, the District and the Association have agreed to restore furlough days and modify the school closure language in the CBA to reflect these changes.

TERMS OF MEMORANDUM OF UNDERSTANDING

1. The parties agree to modify article 10.3: Emergency Closure as follows:

Employees will be paid their regular scheduled hours and rate for up to three (3) days per year that schools are closed due to inclement weather, physical plant problems (e.g. a power outage) or other such unforeseeable problems.

The District reserves the right to reschedule any lost days without additional compensation. Employees who do not work these rescheduled days may use vacation, personal, protected, or any other approved leave to cover their absence.

In the event the District experiences more than three (3) days of unforeseen closures in a single school year, the parties agree to enter into negotiations to determine compensation for the extra (above three (3)) days missed.

2. The District will restore 2 furlough days, adding two paid days to the schedule
3. Any provision of the parties' CBA not expressly modified by this MOU shall remain in full force and effect.
4. Any disputes regarding an alleged violation or the interpretation or application of this agreement shall be resolved pursuant to the grievance procedure in the CBA between the parties.

5. This MOU shall become effective upon signature of the parties and ratification by OSEA members if OSEA requires ratification, and it shall expire June 30, 2027 or when either the Legislature or Governor amend or cancel the Executive Order. Should this expiration occur prior to June 30, 2027 the parties, if necessary, agree to a limited bargaining reopener on this issue only.

For OSEA

For Knappa School District

_____		_____	
Chapter __ President	Date		Date

_____		_____	
OSEA Field Representative	Date		Date

Knappa School District # 4

Personnel Update
August 19, 2026

The Superintendent recommends accepting the following:

The of Recall of Elementary Teacher Cayla Starr from a .5 FTE to a 1.0 FTE

Knappa School District # 4

**Information Update
August 18, 2026**

The Superintendent approves the following:

Hiring of:

1. Jessica Dyer-Consortium Classroom Aide
2. Annabelle McDorman-Consortium Aide
3. Luke Roth-KHS Baseball Coach

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Resignations:

1. Selena Haynes-District Bus Driver

End of Contract

- 1 Shane Maher-KHS Girls BBX JV Coach

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For OSEA

For Knappa School District

_____		_____	
Chapter __ President	Date		Date

_____		_____	
OSEA Field Representative	Date		Date

Superintendent Report
August 19, 2026

Summer Learning.

Due to the ODE summer learning grant we received, we were able to offer students an engaging and meaningful educational experience for four-weeks this summer. The program involved experiential trips activities as well as literacy, science, and mathematics learning. Many thanks to Cori Jones who served as our summer school principal, to our teachers: Deirdre Welch, Emma Mullins, Margie Fry, Wendy Montgomery, Cassandra Sederburg, and Becky Gebhardt who stepped up to work with our students. We also appreciate Jack Hamilton and Sheri Jacob for doing summer cleaning as well as bus drivers Jackie Whitten, Lisa Graham, Selena Haynes, Shelly Perdue, and Vanessa Ahl for driving the students to and from school as well as on their trips.



These last two weeks, the Class of 2039 has joined us for KinderCamp. Ms. Stripling and Ms. Mullins have helped these young learners get used to how school works, as well as teaching some introductory reading and math skills.

(insert photo here)

Thank you to Helen Miller, Brittany Norton, Casey Van Gundy, and Raija Jaakola for helping with Extended School Year programs for our students.

Pre-K Program.

The state Department of Early Learning has allowed our region to have some additional Preschool Promise Slots. Knappa Early Learning has made an application to be approved for these slots which would allow for up to \$120,000 in scholarships to be available for our local families in need. We will hear about these as school begins.

Building Updates and Maintenance.

Summer is always a busy time for cleaning and preventive maintenance. All classrooms and public areas have been deep cleaned, floors have been waxed, and overgrowth has been tamed. The following maintenance and/or updates have occurred:

- New carpeting in the library/ramp area of KHS
- Repairs to sheetrock in the bus barn, wrestling room, and HLE locker rooms
- Repairs to plumbing at HLE
- Roof cleaning
- Septic pumping
- Re-staining of wood
- Re-finishing gym floors
- Replacement of KHS scoreboards
- Painting
- Completing ADA railings by the KHS gym
- Addressing siding on the HLE Library (done by Fortis Construction)
- Amending the playground rubberized chips with nw material for safety
- Security updates
- Concrete work to address water issues under the KHS g

Spaces look great to welcome our students back to school.

We are in the initial planning phases for seismic updates at HLE. This work is possible because of a \$2.5 million grant from Business Oregon.





Mylie Lempea was selected as one of the 2026 National Interscholastic Athletic Administrators Association (NIAAA) National Scholarship winners, earning the highest honor awarded by the National Interscholastic Athletic Administrators Association. Drew Fowler from Indianapolis, Indiana was the other scholarship winner. They were chosen in July at the NIAAA Board of Directors meetings in Indianapolis, Indiana. The winners were chosen from across the country based on their academic excellence, athletic accomplishments, leadership and their essays describing the impact high school athletics has had on their lives.



Parker Stevens, another Knappa High School graduate, was one of three of the 220 Linfield University students to be named Northwest Conference Scholar Athletes for the 2025-26 season. Stevens attends Linfield University in McMinnville.

Stevens was a three-sport athlete, excelling in football, basketball and track. Stevens took home the 2024 2A state title in shot put with a throw of 45-feet-9-inches.



Back to School.

Staff will be back to work on August 24, getting ready for a great 2026–27 school year. Orientation Day and Back to School Fair (thank you Katie Montgomery) will be on August 31 with the first official day of school on September 1.

This school year will include two additional days of student classes with our elimination of furlough days. We also begin early-release Thursdays when students will leave 45-minutes earlier than normal and staff will be working on improving student achievement.

Superintendent Evaluation

2026-27

Aug/Sept – Finalize Superintendent Evaluation Process – District Goals will be used in addition to the 11 standards outlined in the OSBA Superintendent Evaluation Handbook.

January 13th – Superintendent Update and self-evaluation in executive session

-- Evaluation forms given to board members

January 21st – Board Evaluation of Superintendent given to the business office to summarize

January 27th – Board executive session to discuss evaluation summary and any discrepancies to be summarized by the business office.

February 17th – Executive session with the superintendent to review the evaluation

March 10th – Executive session to review summary letter / Document in a public meeting that evening

Board Goals 2025-26

1. The Board will ensure adoption of quality curriculum materials that are aligned with state standards and include input from key stakeholders, including the professional staff, parents, and the community.

Indicators:

- a) The Board will adopt social studies materials during the 2025-26 fiscal year and staff will prepare for adoption of world languages, PE, and arts materials for the 2026-27 fiscal year.

2. The Board will ensure that students have safe, clean, and high quality learning facilities.

Indicators:

- a) Financial resources will be established within the budget for the purpose of maintenance and repairs.
- b) The Board will review a written plan which includes upcoming capital needs, estimated costs, and a priority order for upcoming projects.
- c) Strategies will be developed as options to fund capital needs.

3. The Board and Staff will maintain effective community communication systems.

Indicators of implementation:

- a) Listening Sessions when topics require them (eg.. tele-medicine, health curriculum adoption)
- b) Weekly Letters from Superintendent
- c) Community engagement part of the board agenda
- d) Annual civility review process
- e) Social media posts with good news
- f) Staff member highlights

4. The Board and Superintendent will cooperatively continue use of an employee survey for the purpose of systemic feedback and improvement.

Indicators

- a) The survey will be implemented in fall of 2025.
 - b) Based on survey results, actions will be taken to utilize the feedback for the betterment of student success and organizational effectiveness.
5. Through the Budget Approval Process and financial monitoring, the District shall ensure proper balance of revenues and expenses, in light of enrollment shifts, changes to state revenues, district instructional and program needs, responsible designations to reserves, and policy-established ending fund balance.

Indicators

- a) During fall of 2025, the Board shall be updated regarding the status of the starting fund balance as compared with the 2025-26 budget estimates.
 - b) Each month, the Board shall be updated regarding the district's financial overall status, with quarterly reports regarding all funds.
 - c) A 2026-27 budget shall be established consistent with the parameters noted in Goal 5, above.
 - d) A progress report on how specific funds are trending will be shared with the Board quarterly.
6. In partnership with the Superintendent, the Board shall bargain open contracts in such a way as to respect the interests of employees and organizational needs, while also meeting economic realities of the District.

2026-27 Superintendent Goals Knappa School District #4

ACADEMICS

1) Improve student performance:

Indicators of implementation:

- a) State data from the 2026 SBAC will be utilized to identify areas of strength and targeted areas for improvement in both literacy and mathematics.
- b) Formative assessment data will be used to target needed curriculum adjustments.
- c) Teacher training will be implemented regarding Danielson Teacher evaluation system.
- d) Professional development will be provided to assist teachers with implementation of the new literacy and math blocks as well as with the intervention periods at HLE
- e) Continuation of equity committee work..

Results:

- a) SBAC Mathematics and literacy growth for K-5 and 6-8 students at level 3 or above will improve by at least 10% in each respective grade level.
- b) iReady testing data will indicate more than 9-months of aggregate growth in literacy and mathematics.
- c) The percent of students proficient (at Tier 1) in reading will improve by 30% at each grade level as measured by iReady.
- d) All Integrated Guidance targets for the 2026-27 school year will be met.

FACILITIES

2) Continue providing high quality and clean learning facilities for all students.

Indicators:

- a) Monitor and adapt capital facilities needs and provide a report to the School Board indicating progress toward meeting needs and recommendations for funding and priorities moving forward.
- b) Continue seeking revenue sources (i.e. grant support) to support capital facilities beyond the general fund.

- c) When the percentage of students who report our facilities are clean will improve by 10% as compared with the 2025 survey.

EMPLOYEE RELATIONS

3) The superintendent will lead quality employee relations efforts.

Indicators:

- a) Contract negotiations with the classified group will be completed and within budget, while respecting interests raised by the employee group.
- b) An employee feedback survey will be administered during fall of 2026.
- c) The superintendent shall meet with labor leaders at least monthly to discuss issues of mutual importance to the parties.

FISCAL OPERATIONS

4) The District shall ensure proper balance of revenues and expenses, in light of enrollment shifts, changes to state revenues, district instructional and program needs, responsible designations to reserves, and policy-established ending fund balance.

Indicators:

- a) During fall of 2026, the Superintendent shall update the Board regarding the status of the starting fund balance and unemployment costs for summer of 2026.
- b) Each month, the Board shall be updated regarding the district's financial overall status, with quarterly reports regarding all funds.
- c) A 2027-28 budget shall be established consistent with the parameters noted in Goal 4, above.

OSBA Model Sample Policy

Code: KNA
Adopted:

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 [position {⁴}] is the primary point of contact for coordinating interactions with federal immigration authorities occurring in the district (“immigration liaison” {⁵}). The [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 [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:

- 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] [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 or 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: KNA-AR(1)
Revised/Reviewed:

Interactions with Immigration Enforcement

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;

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- (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.]

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

Name	Title or Role	Contact Information
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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:

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Additional notes:

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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

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Completed By: _____ (print name)

Title: _____

Signature: _____

Date: _____

Time Completed: _____

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

Name	Title or Role	Contact Information
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How the Encounter Concluded

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☐ 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

O

S

Completed By: _____ (print name)

Title: _____

Signature: _____

Date: _____

Time Completed: _____

E

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