



BUDGET COMMITTEE MEETING

District Office - 4640 Barger Drive
Monday, May 14, 2018

5:30 p.m. Dinner & Budget Orientation
7:00 p.m. Regular Budget Committee Meeting

AGENDA

1. **Call to Order** **Dawnja Johnson, Chair**

2. **Election of Budget Officers**
 - Chair
 - Vice Chair
 - Appoint Secretary, Connie Quinn

3. **Presentation of Budget Document/Budget Message** - *Chris Parra, Superintendent*

4. **Budget Committee Discussion Regarding the Budget Document/Budget Message**

5. **Public Comment**

6. **Review Budget Calendar and Next Meeting Date**

5:30 p.m. Thursday, May 17, District Office

7. **Adjournment** ~ Regular Board Meeting Follows at approximately 7:45pm

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BETHEL SCHOOL BOARD MEETING

District Office – 4640 Barger Drive

Monday, May 14, 2018

Immediately following the 7:00 p.m. Budget Message and Budget Committee Meeting,
approximately 7:45 p.m.

AGENDA

1. **Call to Order** **Dawnja Johnson, Chair**
2. **Pledge of Allegiance** **Debi Farr, Vice Chair**
3. **Approval of Minutes**
4. **Superintendent's Report**
 - A. Student Representative Reports, KHS and WHS
 - B. EWEB, Wally McCullough
 - C. Legislative and School Finance Update
 - D. Policy Update, 1st Reading
 - a. EBA - Hazard Communication Program – *No changes*
 - b. EBAC – Safety Committee – *No changes*
 - c. EBCD – Emergency Closures – *Updated to reflect new language*
 - d. GB – General Personnel Policies – *No changes*
 - e. GBCBA – Drug and Alcohol Abuse by Employees – *No changes*
 - f. GBCC – Recruitment, Appointment, and Transfer of Administrative and Supervisory Employees Below the Rank of Superintendent – *No changes*
 - g. GBI – Gifts and Solicitations – *Updated to reflect new language*
 - h. GBL – Personnel Records – *Updated to reflect new language*
 - i. GCB – Tax Sheltered/Deferred Annuity Regulations – *No changes*
 - j. IKF – Graduation Requirements – *Updated to reflect new language*
 - E.
5. **Delegations and Visitors**
6. **Consent Agenda**

Personnel Action Resolution No. 58
7. **Action Items**
 - A. Adopt Policies EBA, EBAC, GB, GBCBA, GBCC, and GCB Resolution No. 59
 - B.

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8. Information and Discussion

- A. Airport Rotary Scholarship Breakfast, Thursday, May 24, buffet starts 6:50am, Shadow Hills Country Club
- B. WHS Scholars Award Dinner, Tuesday, May 29, 5:30pm, Shadow Hills Country Club
- C.

9. Board Activity Update

- A. Willamette High School Graduation, Friday, June 8, 6:30pm (Board arrives at 6:00pm)
- B. Kalapuya High School Graduation, Thursday, June 14, 7:00pm
- C.

10. Review of Upcoming Meetings:

Thursday, May 17, 2018 at 5:30 p.m.

Budget Committee Meeting

Thursday, May 24, 2018 at 7:00 p.m.

Alternate date for Budget Committee Meeting, *if needed*

Thursday, May 31, 2018

- A. Student Representative Reports, KHS and WHS
- B. Bond Recap, Pat Bradshaw and Pat McGillivray
- C. Financial Statement, Simon Levear
- D. Legislative and School Finance Update
- E. Board Policies up for Periodic Review
- F.

11. Return to Regular Session

12. Adjournment

MINUTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
April 30, 2018

ATTENDANCE

Board Members: Ginger Poage, Paul Jorgensen, Rich Cunningham, Debi Farr, Greg Nelson, and Chair, Dawnja Johnson

Alan Laisure joined the meeting via phone conference at approximately 7:25 p.m.

Absent: None

District staff, students, and community members identified: Superintendent Parra, Student Representative Bailey Deverell, Student Representative Juanita Dominguez, Remie Calalang, William Swift, Jenny Sink, Stacie Wicks, Lance Haas, Robin Hanson, Tana Walker, Zachary Lauritzen, Lauren O'Neil, Brooke Cottle, Bobbi Derrickson, Danielle Connelly, Pete Swinford, Lindsay Kraft, David Brewer, Fairfield students and their families, and Jill Busby

CALL TO ORDER

Chair Johnson called the April 30, 2018, Meeting of the Board of Directors to order at 7:02 p.m.

PLEDGE OF ALLEGIANCE

Vice Chair Farr led the Pledge of Allegiance.

ACTION ON MINUTES

Chair Johnson presented the Minutes from the April 16, 2018, Board Meeting and asked for additions or corrections. Hearing none, the Board approved the Minutes as submitted.

SUPERINTENDENT'S REPORT

Student Presentation, Fairfield Elementary School

Fairfield Elementary School Principal Jenny Sink introduced Music Teacher Stacie Wicks. Ms. Wicks described a program offered by Eugene Symphony that both 4th grade classrooms at Fairfield participated in this year, which included field trips to the Symphony. Accompanied by jazz songs "Duke's Place" and "I Got Rhythm," 4th grade students Kori Groff, Isabella Lane, Myah Reese, Haley Waskiewicz, Lilly Bishop, Aurora Kalams-Jurak, and Christina Caballero performed with their recorders.

WHS Student Representative Report, Juanita Dominguez

Juanita reported that state testing for juniors has ended. Prom is this coming Saturday, May 5th, at Wheeler Pavilion and the theme is vintage Hollywood. This week is spirit week at Willamette with different themes each day. Latinos Unidos' Cinco de Mayo celebration will be held at lunch on May 4th. The Culinary Team earned 6th place out of 46 teams at the national culinary competition in Rhode Island. Graduation speech tryouts are this coming Wednesday. Willamette's spring musical will be held May 10th, 11th, and 12th.

KHS Student Representative Report, Bailey Deverell

Bailey reported that Willamette awarded Kalapuya students for winning a ping-pong tournament. Juniors will finish taking their Smarter Balanced tests this week. Other grade-level students are currently working on

MINUTES

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BOARD OF DIRECTORS

April 30, 2018

writing workshops. Kalapuya was awarded a \$15,000.00 grant to hire students for the Conservation Corps Summer Crew and applications are currently being accepted. Summer school teachers are being hired and student applications are being accepted for summer school. Graduating seniors are doing internships and taking introductory college classes. The Bethel Farm has been visited by several dignitaries recently, and has been a popular field trip destination for students.

Winter Sports Review, Lance Haas

Willamette High School Athletic Coordinator Lance Haas reviewed the Willamette High School Winter Sport Highlights and the Winter End of the Season Report – Average GPA by Activity – 2017-18 Season documents. Mr. Haas shared that beginning with the 2018-19 school year, OSAA will recognize female wrestling as a sanctioned sport, and that signage is being updated in the gymnasium as Willamette transitions to the mid-western league.

Director Laisure joined the meeting via phone conference.

Budget Committee Update

Superintendent Parra shared that Eric Kranzush recently resigned from the Budget Committee. Copies of applications from Budget Committee applicants Tai Pruce-Zimmerman, Jeff Blickle, and Michael Tingué were provided to the Board, as well as a copy of the vote for budget committee applicants from January 8, 2018. The applicants are available and still interested in serving on the Budget Committee. The Board discussed appointing a budget committee member to Position 2 for the duration of the term, which expires June 2018.

Due to a conflict with the WHS Scholars Award Dinner, the Board discussed changing the Board Meeting currently scheduled for May 29th.

Legislative & School Finance Update

Superintendent Parra did not present a legislative and school finance update.

DELEGATIONS AND VISITORS

None

CONSENT AGENDA

Resolution No. 53 – Personnel Action

Motion: Greg Nelson moved, Paul Jorgensen seconded, to approve the Consent Agenda as specified below:

#	Name	Type	Description
1.	Martinell, Sherry	Resignation	Accept Resignation effective 4/27/2018; Position Held: Temporary 1 st Grade Facilitating Teacher @ Irving; 8 months at Bethel.

Motion Passed, 7-0

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BOARD OF DIRECTORS

April 30, 2018

ACTION ITEMS

Resolution No. 54 – Board Calendar Update

Motion: Debi Farr moved, Greg Nelson seconded, to adopt the revised Bethel School Board calendar rescheduling the May 29, 2018, board meeting to May 31, 2018.

Motion Passed, 7-0

Resolution No. 55 – Approve Construction Contract for WHS Roofing Project 2018

Motion: Paul Jorgensen moved, Ginger Poage seconded, to approve the award of a construction contract to Father & Son Roofing LLC, for the Willamette High School Roofing Project 2018, in the amount of \$169,675.00.

Motion Passed, 7-0

Resolution No. 56 – Budget Committee Appointment, Position 2

Motion: Rich Cunningham moved, Debi Farr seconded, to appoint Michael Tingue to fill Budget Committee Position 2. The Board discussed applicants and the Budget Committee appointment to Position 2.

Motion Failed, 3-4

Directors Nelson and Poage, Vice Chair Farr, and Chair Johnson voted against appointing Michael Tingue to Budget Committee Position 2.

Motion: Debi Farr moved, Greg Nelson seconded, to appoint Tai Pruce-Zimmerman to fill Budget Committee Position 2.

Motion Passed, 7-0

INFORMATION AND DISCUSSION

- A. Airport Rotary Scholarship Breakfast, Thursday, May 24, TBD, Shadow Hills Country Club
- B. WHS Scholars Award Dinner, Tuesday, May 29, 5:30pm, Shadow Hills Country Club

BOARD ACTIVITY UPDATE

- A. Chair Johnson reported that she, Vice Chair Farr, and Superintendent Parra attended the recent Beat the Odds Stand for Children dinner where Colt Gill was the keynote speaker.

REVIEW OF UPCOMING MEETINGS:

Monday, May 14, 2018, at 5:30 p.m.

Budget Committee Orientation

Monday, May 14, 2018, at 7:00 p.m.

Budget Document/Budget Message presented to the Budget Committee and Budget Committee Meeting

Monday, May 14, 2018: Regular Board Meeting immediately following the Budget Committee Meeting at approximately 7:45 p.m.

- A. Student Representative Reports, KHS and WHS
- B. Legislative & School Finance Update
- C. Board Policies & Administrative Rules Up for Periodic Review

MINUTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
April 30, 2018

Thursday, May 17, 2018, at 5:30 p.m.
Budget Committee Meeting

Thursday, May 24, 2018, at 7:00 p.m.
Alternate date for Budget Committee Meeting, *if needed*

Chair Johnson called a recess at 7:42 p.m.

Chair Johnson reconvened the Regular Session at 8:09 p.m.

EXECUTIVE SESSION per ORS 192.660(2)(b) & (f)

Chair Johnson moved the Board into Executive Session at 8:09 p.m. to hear a public complaint and to consider information or records that are exempt by law.

RETURN TO REGULAR SESSION

Chair Johnson returned the Board to Regular Session at 8:59 p.m.

ACTION ITEM

Resolution No. 57 – Findings of Investigation Report

Motion: Paul Jorgensen moved, Debi Farr seconded, to uphold the Superintendent’s support of the findings of the investigation report submitted to the District on March 28, 2018.

Motion Passed, 7-0

ADJOURNMENT

There being no further business to bring before the Board, Chair Johnson adjourned the meeting at 9:02 p.m.

Clerk – Chris Parra
jcb

Chair – Dawnja Johnson

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

Subject: Hazard Communication Program

Policy Number: EBA Effective Date: 5/2018

Date of Original Policy and Revisions: 1/86, 5/91, 9/94, 11/99, 11/05, 12/08, 11/10, 2/15

Cancels Policy No.: ECH Dated: 1/86

Date of Next Review: 5/2021

POLICY

The Board directs the Superintendent to take appropriate means to provide for the health and safety of all employees while engaged in the performance of their duties. The input of staff will be encouraged in the development of district health and safety plans.

The Superintendent or designee will develop a district plan for dealing with hazardous chemicals in the workplace. This plan will include proper labeling, storage and disposal of all such materials.

The Superintendent or designee will develop training activities to deal with the use of hazardous chemicals. Training will include the identification, use, storage and disposal techniques needed to assure safety of staff and students.

In meeting the requirements of the law, employees will be trained to recognize and respond appropriately to the presence of hazardous chemicals. All personnel who may be exposed to hazardous materials during the performance of their duties or in an emergency will be so informed and trained to appropriately deal with these materials.

The Superintendent or designee will provide staff members with the Safety Data Sheets (SDS), which must accompany any hazardous substance used in the school setting.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 329.095](#)

[ORS 453.001 - 453.275](#)

[OAR 437-001-0760](#)

[OAR 437-002-0140](#)

[OAR 437-002-0145](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 437-002-0391](#)

[OAR 437-002-0020 to -0075](#)

[OAR 437-002-0144](#)

[OAR 437-002-0180 to -0182](#)

[OAR 437-002-0368](#)

[OAR 437-002-0390](#)

[OAR 581-022-1420](#)

Bethel Administrative Rule EBA: Hazard Communication Program

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Safety Committee

Policy Number: EBAC Effective Date: 5/2018

Date of Original Policy and Revisions: 4/09, 11/10, 1/12, 4/15

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 5/2021

POLICY

A district safety committee shall be established to implement the district's safety program as part of an ongoing effort to help ensure the safety of staff, students and others while on district property.

The Superintendent or designee will coordinate the district's safety committee efforts and maintain all necessary records.

The Superintendent or designee will develop administrative regulations as may be necessary to implement this policy and meet the applicable Oregon Occupational Safety and Health Division requirements.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

[ORS 654.176](#)

[ORS 654.182](#)

[OAR 437-001-0765](#)

[Bethel Administrative Rule EBAC: Safety Committee](#)

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**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

Subject: Emergency Closures

Policy Number: EBCD Effective Date: 5/15

Date of Original Policy and Revisions: N/A

Cancels Policy No.: N/A Dated: N/A

Date of Next Review: 5/18

POLICY

In case of hazardous or emergency conditions, the Superintendent or designee may alter district and transportation schedules as are appropriate to the particular condition. Such alterations include closure[†] of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

The Superintendent or designee will develop and maintain such plans and procedures as are necessary to carry out alternate school and bus schedules.

Each school year students, parents and staff will be informed of the procedures used to notify them in case of an emergency closure.

END OF POLICY

Legal Reference(s):

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-1420](#)

[OAR 581-022-1620](#)

[OAR 581-053-0004](#)

[†]Upon approval by the Board, for the 2015-2016 school year, up to 14 hours of emergency school closures due to adverse weather conditions and facilities failure may be included in the calculation of instructional time. (Oregon Administrative Rule (OAR) 581-022-1620 "Instructional time" is defined in OAR 581-022-0102.

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**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

Subject: **General Personnel Policies**

Policy Number: **GB** Effective Date: **5/2018**

Date of Original Policy and Revisions: **1/84, 5/91, 1/95, 1/00, 2/06, 12/08, 10/11, 3/15**

Cancels Policy No.: **GAA, G** Dated: **1/84**

Date of Next Review: **5/2021**

POLICY

The district will establish written personnel rules that define specific tasks and set forth uniform procedures in hiring such as application, interviewing, and hiring practices to guide its administrators and supervisors. Policies, other than those that directly affect economic benefits or the grievance procedure, will be initiated and drafted by the Superintendent for adoption by the Board of Directors.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

[Bethel Administrative Rule GB](#): General Personnel Practices

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Drug and Alcohol Abuse by Employees

Policy Number: GBCBA **Effective Date:** 5/2018

Date of Original Policy and Revisions: 10/90, 1/95, 1/00, 2/06, 1/09, 10/11, 4/15

Cancels Policy No.: N/A **Dated:** N/A

Date of Next Review: 5/2021

POLICY

The Board believes that all students have the right to learn in an atmosphere that is conducive to their success. The abuse of drugs and alcohol by employees will have a deleterious effect on the ability of the student to learn and on the ability of the staff to provide a meaningful educational program. The district intends to provide a safe work environment and encourage personal health. With respect to the use and abuse of chemicals, all district employees are responsible to act as role models for students.

Prohibited Conduct

The possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the district's activities is prohibited. The possession or distribution of drug paraphernalia associated with illegal drug use or of "look-alike" substances that are represented or purported to be illegal or controlled substances is also prohibited.

Any employee who admits to or who is observed to be under the influence of alcohol or illegal drugs while at work or who possesses, sells, trades, or offers for sale illegal drugs may be subject to disciplinary action up to and including recommendation for dismissal and a referral for possible prosecution.

- a. "Drugs" shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance. Alcohol shall include any form of alcohol for consumption, including beer, wine, wine coolers, or liquor.
- b. "Workplace" shall mean the site for the performance of work done for the district. This includes any district building or any district-approved vehicle (including the employee's own vehicle) used to transport students or fellow employees to and from school or school activities, or to transport fellow workers to and from different work sites; and off-school property during any district-sponsored activity or district-approved activity, event or function, such as field trip or athletic event, where students are under the jurisdiction of the district.

Prescription Medication

Any employee who is under the treatment of a physician and who must bring prescription medicines to the workplace shall carry the medicines in the original container bearing the name of the drug, the name of the physician, and the prescribed dosage.

Reporting the Use or Presence of Drugs or Alcohol

Any employee who is aware of the use of drugs or alcohol by employees or the presence of controlled substances on district property, in district vehicles, or at school-sponsored activities should bring such information to the attention of a supervisor or the Superintendent or designee.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Employee Counseling

It is the responsibility of the employee's supervisor to counsel with an employee and/or refer the employee to the Superintendent or designee for appropriate counseling whenever changes in performance are observed that suggest an employee may have a problem with drugs or alcohol. The supervisor or the Superintendent or designee may suggest that the employee voluntarily seek help.

Awareness

The administration will distribute copies of this policy to each employee annually and will periodically provide information about the dangers of drug and alcohol abuse in and outside the workplace.

The district shall develop a list of appropriate community agencies and service providers who are qualified to meet personnel needs regarding alcohol or other substance abuse, and will make the list available to employees.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

None.

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

Subject: **Recruitment, Appointment, and Transfer of Administrative and Supervisory Employees
Below the Rank of Superintendent**

Policy Number: **GBCC** Effective Date: **5/2018**

Date of Original Policy and Revisions: **12/86, 9/91, 1/95, 1/00, 2/06, 1/09, 10/11, 3/15**

Cancels Policy No.: **GBCC, GBCD, GBCE** Dated: **12/86 (All)**

Date of Next Review: **5/2021**

POLICY

The district will establish rules for the recruitment, appointment, and transfer of employees below the rank of Superintendent. The Board of Directors shall approve all recommendations regarding the appointment and transfer of administrative employees and the hiring of all licensed employees.

REPORTS

None.

ATTACHMENTS

None.

REFERENCES / COMMENTS

[Bethel Administrative Rule GBCC](#): Recruitment, Appointment and Transfer of Employees Below the Rank of Superintendent

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Gifts and Solicitations

Policy Number: GBI Effective Date: 5/2018

Date of Original Policy and Revisions: 1/84, 6/91, 1/95, 1/00, 4/06, 12/11, 1/15

Cancels Policy No.: GAI Dated: 1/84

Date of Next Review: 5/2021

POLICY

Students and their parents shall be discouraged from giving gifts to district employees. The Board welcomes as appropriate the writing of letters by students to staff members expressing gratitude and appreciation.

Individual employees will refrain from giving gifts¹ to staff members who exercise any direct or indirect administrative or supervisory jurisdiction over them. Collecting money for group gifts is discouraged except in special circumstances such as bereavement, serious illness or for retirement gifts. Staff-initiated “sunshine funds” are exempt from this policy.

No staff member may solicit funds in the name of the school or district through the use of, including but not limited to, internet-sourced crowdfunding or other similar types of fund raising, without the approval of the principal.

Individual employees need to be accountable for maintaining integrity and avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

All employees are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined as \$50 from a single source in a single year.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools without Superintendent or Superintendent designee approval. Staff members may not be made responsible or assume responsibility for collecting money or distributing any fund-drive literature within the schools without Superintendent or Superintendent designee approval.

The soliciting of staff by sales people, other staff or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the principal or supervisor. Advertising is not allowed in the building without the Superintendent or Superintendent designee approval.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

[ORS 244.010-244.400](#)

[ORS 339.880](#)

[OAR 199-005-0005](#) to [199-020-0020](#)

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

[OAR 584-020-0000](#) to -0045

¹“Gift” means something of economic value given to a public official or the public official’s relative or household member without valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, which is not extended to others who are not public officials or the relatives or household members of public officials on the same terms and conditions; and something of economic value given to a public official or the public official’s relative for valuable consideration less than that required from others who are not public officials. See ORS Chapter 244 for gift definition exceptions.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Personnel Records

Policy Number: GBL Effective Date: 5/2018

Date of Original Policy and Revisions: 3/14

Cancels Policy No.: N/A Dated: N/A

Date of Next Review: 5/2021

POLICY

An official personnel file will be established for each person employed by the district. Personnel files will be maintained in a central location.

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

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

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

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

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

~~9.~~The disciplinary records¹ of a district employee convicted of a crime listed in ORS 342.143 are not exempt from disclosure under ORS 192.501 or 192.502 and shall be released to any person upon request. Prior to the release of disciplinary records the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is not the subject of the disciplinary record;

~~10.~~Upon request from a law enforcement agency, the Department of Human Services or the Teachers Standards and Practices Commission, a district shall provide the records of investigations of suspected child abuse by a district employee.

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

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

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

Legal Reference(s):

[ORS 342.850](#)
[ORS 652.750](#)
[ORS 342.143](#)
[ORS 339.370 - 339-375](#)

OSEA v. Lake County Sch. District, 93 Or. App. 481 (1988).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
Americans with Disabilities Act Amendments Act of 2008.

¹Disciplinary records is defined as records related to a personnel discipline action or materials or documents supporting that action.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: **Tax Sheltered/Deferred Annuity Regulations**

Policy Number: **GCB** Effective Date: **5/2018**

Date of Original Policy and Revisions: **1/84, 6/92, 1/94, 1/95, 2/00, 10/06, 2/09, 1/12, 5/15**

Cancels Policy No.: **NA** Dated: **NA**

Date of Next Review: **5/2021**

POLICY

The Internal Revenue Code allows employees of educational institutions to set aside a portion of their salaries in tax-deferred annuity accounts that can be drawn upon at retirement as a supplement to PERS. Current employee contributions to such accounts are not subject to federal and state income taxes; such taxes are "deferred" until the employee receives a distribution or an annuity.

The district has established a 403(B) Plan Document, as required by IRS regulations in 2009, and it is available for review in electronic format or by hardcopy.

This policy establishes the minimum requirements for companies who offer contracts for tax-deferred annuities to district employees.

New contracts must be submitted to the district office by the payroll cutoff of each month for deductions to be made on that month's paycheck.

Companies must have a minimum of five (5) district employees enrolled in the program. If enrollment falls to less than five (5) employees, the company will have one year to get enrollment back to five (5) employees. If the company fails to have five (5) employees enrolled within the above time period, the district will cease payment to said company. Affected employees will be notified at the time the company is notified.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

None.

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**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

Subject: Graduation Requirements

Policy Number: IKF Effective Date: 5/2018

Date of Original Policy and Revisions: 6/09, 10/12, 1/14, 10/16, 1/18

Cancels Policy No.: N/A Dated: N/A

Date of Next Review: 5/2021

POLICY

The Board will establish graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma and an alternative certificate which meet or exceed state requirements. A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is given by the student's parent or guardian or by the student if they are 18 years of age or older or emancipated.

If the district requires diploma requirements beyond the state requirements, the district shall grant a waiver for those requirements to any student who, at any time from grade 9 to 12, was:

1. A foster child¹;
2. Homeless;
3. A runaway;
4. A child in a military family covered by the Interstate Compact on Educational Opportunity for Military Children;
5. A child of a migrant worker; or
6. Enrolled in the Youth Corrections Education Program or the Juvenile Detention Education Program.

For any student identified above, the district shall accept any credits earned by the student in another district or public charter school, applying those credits toward the state requirements for a diploma if the credits satisfied those requirements in that other district or public charter school².

The district will ensure that students have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma or an alternative certificate at each high school. The district will provide age-appropriate and developmentally appropriate literacy instruction to all students until graduation.

Essential Skills

The district will allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skills of Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11th grade year are:

¹As defined in ORS 30.297.

²For a high school diploma awarded on or after January 1, 2018.

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BOARD OF EDUCATION POLICY STATEMENT

1. On track to meet all other graduation requirements; and
2. Unable to demonstrate proficiency in the Essential Skills in English.

The district will allow ELL students to demonstrate proficiency in Essential Skills other than Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11th grade year:

1. Are on track to meet all other graduation requirements;
2. Are unable to demonstrate proficiency in the Essential Skills in English;
3. Have been enrolled in a U.S. school for five years or less; and
4. Receives at least a level 3 (Intermediate) on the English Language Proficiency Assessment (ELPA)³.

⁴The district will develop procedures to provide assessment options as described in the *Test Administration Manual*, in the ELL student's language of origin for those ELL students who meet the criteria above, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

The district may not deny a student, who has the documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers, or of a medical condition that creates a barrier to achievements, the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or the extended diploma is awarded. A student who is emancipated or has reached the age of 18 at the time the modified diploma or the extended diploma is awarded may sign the consent.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in either four years after starting the ninth grade, or until the student reaches the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or

³This criteria does not apply to students seeking a diploma in 2017-2018.

⁴[This paragraph is required if the district allows ELL students to demonstrate proficiency in Essential Skill of Apply Mathematics and other courses.]

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years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

Beginning in grade five when a student is taking an alternative assessment or after a documented history to qualify for ~~an~~ a modified diploma, extended diploma or an alternative certificate has been established, the district will annually provide to the parents or guardians of the student, information about the availability and requirements of a modified diploma, an extended diploma and an alternative certificate.

A student who qualifies to receive or receives a modified diploma, an extended diploma or an alternative certificate shall have the option of participating in a high school graduation ceremony with the student's class.

A student who receives an extended diploma or an alternative certificate shall have access to individually designed instructional hours, hours of transition services and hours of other services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school, as determined by the individualized education program (IEP) team.

A student who qualifies to receive a modified diploma but has not yet been awarded the modified diploma shall continue to have access to individually designed instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student.⁵

The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternative certificate or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, an extended diploma or an alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

Students and their parents will be notified by grade five of graduation and diploma requirements.

The district may not deny a diploma to a student who has opted-out of the statewide assessments if the student is able to satisfy all other requirements for the diploma. Students who opt-out will need to meet the Essential Skills graduation requirement using another approved assessment option.

The district will issue a high school diploma, upon request, and pursuant to Oregon law (ORS 332.114) to a person who served in the Armed Forces⁶, and the person was discharged or released under

⁵A student who received a modified diploma prior to July 1, 2018 shall continue to have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student.

⁶The policy applies to any person who:

1. Served in the Armed Forces of the U.S. at any time during:

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honorable conditions.

The district shall establish conduct and discipline consequences for student-initiated test impropriety. “Student-initiated test impropriety” means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

Legal Reference(s):

[ORS 329.045](#)
[ORS 329.095](#)
[ORS 329.451](#)
[ORS 329.479](#)
[ORS 332.107](#)
[ORS 332.114](#)
[ORS 339.115](#)
[ORS 339.505](#)
[ORS 343.295](#)
[OAR 581-022-1910](#)
[OAR 581-022-2115](#)
[OAR 581-022-2120](#)
[OAR 581-022 2000](#)
[OAR 581-022 2025](#)
[OAR 581-022-2015](#)
[OAR 581-022 2010](#)
[OAR 581-022-2020](#)
[OAR 581-022-2030](#)
[OAR 581-022-2505](#)

TEST ADMINISTRATION MANUAL, APPENDIX L-REQUIREMENTS FOR ASSESSMENT OF ESSENTIAL SKILLS.
[Bethel Administrative Rule IKF: Graduation Requirements](#)

-
- a. World War I;
 - b. World War II;
 - c. The Korean Conflict; or
 - d. The Vietnam War;
2. Served in the Armed Forces of the U.S. and was physically present in:
 - a. Operation Urgent Fury (Grenada);
 - b. Operation Just Cause (Panama);
 - c. Operation Desert Shield/Desert Storm (Persian Gulf War);
 - d. Operation Restore Hope (Somalia);
 - e. Operation Enduring Freedom (Afghanistan); or
 - f. Operation Iraqi Freedom (Iraq);
 3. Served in the Armed Forces of the U.S. in an area designated as a combat zone by the President of the U.S.



May 14, 2018

RESOLUTION NO. 17-18: 58

RESOLUTION: CONSENT AGENDA/PERSONNEL ACTION

The Board of Directors, School District No. 52, Lane County, approves personnel action involving licensed employees and extra duty contracts at each regularly scheduled School Board meeting. If the Board of Directors would like to discuss any of these recommendations in executive session, the employee should be identified by the number preceding the name and it will be withdrawn pending further instruction from the Board. Remie Calalang is available for questions.

RECOMMENDATION:

It is recommended that the School Board approve the Consent Agenda as reflected in this resolution and any addendum presented along with this resolution.

#	Name	Type	Description
1.	Aumack, Stefan	Leave of Absence	Approve .2 FTE Miscellaneous Leave of Absence for the 2018-19 school year; Principal @ Kalapuya.
2.	Belisle, Connor	Hire for 2018-19	Offer 1 st Year Probationary Contract for 1.0 FTE Math Teacher @ Willamette; Replaces: Ben Wade; Start Date: 8/27/2018.
3.	Campbell, Jessie	Hire for 2018-19	Offer 1 st Year Probationary Contract for 1.0 FTE School Psychologist @ District Office.
4.	Fox, Meg	Resignation	Accept resignation at end of 2017-2018 school year; Position Held: Extended Resource Room Teacher @ Meadow View; 2 years at Bethel.
5.	Goodwin, Becky	Hire for 2018-19	Offer 1 st Year Probationary Contract for 1.0 FTE Speech and Language Pathologist @ Danebo; Replaces: Mary O'Brien-Cary; Start Date: 8/27/2018.
6.	Holliday, Kendall	Temporary Hire for 2018-19	Offer Temporary Contract for .5 FTE to job share with Erin Moss; Position: 4 th Grade Teacher @ Irving.
7.	Katsuda, Tasha	Hire for 2018-19	Offer 1 st Year Probationary Administrator Contract for Curriculum Director; Replaces: Brian Flick; Education: BA/OSU, MAT/Pacific University, Continuing Administrative Licensure, UO; Experience: Principal, Spencer Butte Middle School, 4J, 2 years; Federal & Instructional Programs Administrator, 4J, 2 years; Educator Effectiveness Administrator, 4J, 1 year; Principal, McCornack Elementary School, 4J, 7 years; Start Date: 7/1/2018.
8.	Moss, Erin	Leave of Absence	Approve .5 FTE Leave of Absence for the 2018-19 school year to job share with Kendall Holliday; Position: 4 th Grade Teacher @ Irving.
9.	Praus, Mariah	Hire for 2018-19	Offer 2 nd Year Probationary Contract for 1.0 FTE 3-5 Extended Resource Room Teacher @ Prairie Mountain.

10.	Walker, Tana	Leave of Absence	Approve .5 FTE Miscellaneous Leave of Absence for the 2018-19 school year; Position: English Teacher @ Willamette.
11.	White, Erin	Resignation	Accept resignation at end of 2017-2018 school year; Position Held: Extended Resource Room Teacher @ Meadow View; 12 years at Bethel.
12.	Zublin, Kee	Hire for 2018-19	Offer 3 rd Year Probationary Administrator Contract for Curriculum Director; Replaces Christy Gill; Education: BA/St. John's College, MAT/Pacific University; Experience: 13 years at Bethel, 9 years/Teacher, 4 years/Administrator; Start Date: 7/1/2018.

Recommended by: Remie Calalang, Human Resources Director

ATTEST _____

Clerk – Chris Parra

Chair – Dawnja Johnson

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Rich Cunningham				
Debi Farr				
Dawnja Johnson				
Paul Jorgensen				
Alan Laisure				
Greg Nelson				
Ginger Poage				



May 14, 2018

RESOLUTION NO. 17-18: 59

BE IT RESOLVED, That the Board of Directors, School District No. 52, Lane County,
 hereby adopts the following Board Policies:

- EBA:** Hazard Communication Program
- EBAC:** Safety Committee
- GB:** General Personnel Policies
- GBCBA:** Drug and Alcohol Abuse by Employees
- GBCC:** Recruitment, Appointment, and Transfer of Administrative and Supervisory Employees Below the Rank of Superintendent
- GCB:** Tax Sheltered/Deferred Annuity Regulations

ATTEST _____
 Clerk – Chris Parra

 Chair – Dawnja Johnson

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Debi Farr				
Dawnja Johnson				
Paul Jorgensen				
Alan Laisure				
Greg Nelson				
Ginger Poage				
Rich Cunningham				