



BETHEL SCHOOL BOARD MEETING

Hybrid Meeting hosted from the District Office – 4640 Barger Drive

Monday, April 11, 2022 - 6:30 p.m.

Zoom information will be posted on Bethel School District’s website by noon on Monday, April 11, 2022

Join Zoom Webinar:

<https://bethel-k12-or-us.zoom.us/j/89800046501?pwd=Umh5ejBydEJYSDQyNHcxemVJdXdRdz09>

Passcode: 306924

Or

Phone number to listen: 1-253-215-8782

Webinar ID: 898 0004 6501

Passcode: 306924

AGENDA

1. Call to Order

Debi Farr, Chair

2. Pledge of Allegiance

3. Approval of Minutes

4. Student Representative Reports, KHS and WHS

5. Delegations and Visitors

Public comment will be taken either in-person, via Zoom Webinar, or in writing and will be limited to thirty minutes. To sign up for public comment via Zoom Webinar, please complete [this form](#) by noon the day of the Board Meeting. Written comments can be submitted to publiccomment@bethel.k12.or.us. Board members will have access to written public comments submitted by noon the day of the Board Meeting.

6. Superintendent’s Report

- A. 2022-2023 Academic Calendar, 1st Reading: Alisha Dodds
- B. Financial Statement: Simon Levear
- C. Superintendent’s Update
- D.

7. Consent Agenda

Personnel Action

Resolution No. 47

8. Action Items

- A. Adopt Policies/AR: GCBDB/GDBDB, GBEBA, GBEDA, and GBEDA-AR
- B.

Resolution No. 48

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BOARD OF DIRECTORS

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9. Information and Discussion

- A. OSBA 2022 Summer Board Conference, July 8-10, Riverhouse, Bend, in person or virtual
- B.

10. Board Activity Update

- A. NSBA Conference Report
- B.

11. Review of Next Meeting: Monday, April 25, 2022

- A. Student Representative Reports, KHS and WHS
- B. Superintendent's Update
- C. Board Policies Up for Periodic Review
- D.

12. Adjournment

MINUTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
FEBRUARY 28, 2022

The February 28, 2022 meeting of the Board of Directors was held in-person and virtually at Willamette High School in Powers Auditorium.

ATTENDANCE

Board Members: Greg Nelson, Rich Cunningham, Ashley Espinoza, Caleb Clark, Paul Jorgensen, Robin Zygaitis, and Chair, Debi Farr

Absent: None

Director Espinoza joined the meeting via Zoom Webinar.

District staff and presenters: Superintendent Sproles, Student Representative Stephen Kinkaid, Student Representative Olivia Harris, Remie Calalang, Alisha Dodds, and Jill Busby

CALL TO ORDER

Chair Farr called the February 28, 2022 meeting of the Board of Directors to order at 6:37 p.m.

PLEDGE OF ALLEGIANCE

Vice Chair Cunningham led the Pledge of Allegiance.

ACTION ON MINUTES

Chair Farr presented the Minutes from the February 14, 2022 Board Meeting and asked for additions or corrections. Hearing none, the Board approved the Minutes as submitted.

STUDENT REPRESENTATIVE REPORTS: KHS AND WHS

KHS Student Representative Report: Stephen Kinkaid

Stephen reported that classes at Kalapuya are going well and that his class is preparing for the annual plant sale later this spring. Stephen described the annual plant sale and areas of study for the students involved, and shared that Kalapuya students are raising a duckling and chicks at the school. Additionally, Stephen commented that Kalapuya has received a grant that will assist with summer programs including trail crew, farm crew, camp counselor crew, and a new construction crew.

WHS Student Representative Report: Olivia Harris

Olivia reported that Black Student Union (BSU) members from Cascade and Shasta recently met with Willamette BSU students, and that several of the students were able to attend the Freedom Fund Dinner on February 25th hosted by Eugene/Springfield NAACP. Willamette's girls' basketball team will be participating in a playoff game at Willamette this coming Saturday, March 5th. The Wolverine Pageant will also be held this coming Saturday. Olivia commented that the speech and debate team will pursue competing at the national tournament, leadership students have organized a canned food drive, 10th and 11th grade students are forecasting for the 2022-23 school year, 12th grade students are preparing for the end of the year, and rehearsals have started for Xanadu, the spring musical.

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DELEGATIONS AND VISITORS

Community Relations and Communications Director Alisha Dodds summarized written public comment submitted by Bethel teacher Corky Franklin in support of removing the mask mandate; from Bethel parent Kimberlee Smith in support of removing the mask mandate and all COVID-19 restrictions; from Bethel parent Laura Gordon in support of the mask mandate being removed and equal treatment of unvaccinated students if the mask mandate is removed; from Richard Oberc in support of removing the mask mandate; from community member Gabi Coral supporting removal of COVID-19 mandates and to stop critical race theory; and from Bethel student Nancy Coffman supporting equal treatment of vaccinated and unvaccinated students and removal of the mask mandate.

Chelsea Kabakaba

Bethel parent Chelsea Kabakaba provided in-person public comment requesting that masks be made optional. Ms. Kabakaba also shared a message from her daughter in support of students not being required to wear masks.

Liz Killam

Bethel parent Liz Killam provided in-person public comment stating that vaccinated and unvaccinated students need to be treated equally when the mask mandate is lifted.

Catherine Sidhu

Bethel parent Catherine Sidhu provided in-person public comment in support of the mask mandate and all COVID-19 mandates being lifted immediately. Ms. Sidhu described that masks do more harm than good.

Julie Coffman

Bethel parent Julie Coffman provided in-person public comment in support of optional masking. Ms. Coffman described the harmful effects of masking and stated that practices causing segregation of students need to stop.

Nya

Bethel student Nya provided in-person public comment in support of optional masking for students.

Sandra Larson

Bethel parent Sandra Larson provided in-person public comment supporting the removal of the mask mandate.

Chris Warren

Non-Bethel community member Chris Warren provided in-person public comment urging the Board to respond to the community's request to remove the mask mandate.

Isaac

Bethel student Isaac provided in-person public comment supporting the removal of the mask mandate.

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Harry Sanger

Non-Bethel community member Harry Sanger provided in-person public comment supporting the removal of the mask mandate.

Richard Oberc

Non-Bethel community member Richard Oberc provided in-person public comment supporting the removal of the mask mandate.

Superintendent Sproles thanked visitors for attending the meeting and advocating for their students.

SUPERINTENDENT’S REPORT

Mask Mandate Discussion

Superintendent Sproles provided an overview of how the District is navigating the decision of whether optional masking will be implemented after the mask mandate is lifted as of March 12, 2022. Community Relations and Communications Director Alisha Dodds shared the District’s mask survey results from parents and staff, as well as Eugene Education Association’s survey of licensed staff, and summarized concerns and suggestions from staff and families for both optional and universal masking. Assistant Superintendent Calalang provided an overview of the health panel that was convened to provide input on optional/universal masking and the intended and unintended consequences of both. Superintendent Sproles, Assistant Superintendent Calalang, and Communications Director Alisha Dodds discussed masking and answered questions from the Board throughout the presentation.

The Board observed a moment of silence for Ukraine and those impacted by the invasion of that country.

Transfer Update: Alisha Dodds

This agenda item was addressed in action items.

Superintendent’s Update

Superintendent Sproles did not present a Superintendent’s Update.

CONSENT AGENDA

Resolution No. 33 – Personnel Action

Motion: Greg Nelson moved, Rich Cunningham seconded, to approve the Revised Consent Agenda as specified below.

#	Name	Type	Description
1.	Chappell, Deanna	Resignation	Accept Resignation effective at the end of the 2021-22 school year; Position Held: School Counselor @Willamette; 1 year at Bethel.
2.	Armstrong, Thomas	Resignation	Accept Resignation effective June 30, 2022; Position Held: Athletic Director @Willamette; 3 years at Bethel.

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3.	Bennett, Jamie	Resignation	Accept Resignation effective at the end of the 2021-22 school year; Position Held: Art Teacher @Meadow View; 1 year at Bethel.
4.	Jordan-Zornow, Lisa	Resignation	Accept Resignation effective June 30, 2022; Position Held: Assistant Principal @Prairie Mountain; 1 year at Bethel.
5.	Molloy, Sarah	Resignation	Accept Resignation effective at the end of the 2021-22 school year; Position Held: Extended Resource Room Teacher Grades 3-5 @Prairie Mountain; 1 year at Bethel.
6.	O'Reilly, Matthew	Resignation	Accept Resignation effective June 30, 2022; Position Held: Assistant Principal @Prairie Mountain; 1 year at Bethel.

Motion Passed, 7-0

Absent: None

ACTION ITEMS

Resolution No. 34 – Adopt Policies EBBB, GBL, IGBAF-AR, IGBAG-AR, and IGBB

Motion: Rich Cunningham moved, Greg Nelson seconded, to adopt the following Board Policies:

EBBB – Injury/Illness Reports

GBL – Personnel Records

IGBAF-AR – Special Education – Individualized Education Plan (IEP)

IGBAG-AR – Special Education – Procedural Safeguards

IGBB – Talented and Gifted Program

Motion Passed, 7-0

Absent: None

Resolution No. 35 – Approve Transfer Caps for the 2022-2023 School Year

Motion: Robin Zygaitis moved, Paul Jorgensen seconded, to approve the transfer caps for the 2022-2023 school year, as presented. Superintendent Sproles summarized how the number of transfers described in Resolution No. 35 and Resolution No. 36 are determined and answered questions from the Board.

Motion Passed, 7-0

Absent: None

Resolution No. 36 – Approve Inter-District Transfer Caps for the 2022-2023 School Year

Motion: Greg Nelson moved, Rich Cunningham seconded, to approve the inter-district transfer caps for the 2022-2023 school year, as presented. Superintendent Sproles answered questions from the Board.

Motion Passed, 7-0

Absent: None

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Resolution No. 37 – 1st Year to 2nd Year Probationary Contracts

Motion: Greg Nelson moved, Robin Zygaitis seconded, to approve one-year renewal of FIRST YEAR TO SECOND YEAR PROBATIONARY CONTRACTS for the 2022-2023 school year for: Emily Levy, Shelley Marrone, Laura Ousley, Sarah Ammar, Nikole Anderson, Kimberly Liebenberg-Battles (CL/IRV), Nathan Boys, Jeannelle Mahle, Jill Torres, Emma Borton, Ereanna Higbee, Angelia Sanchez, Cameron Armstrong, Anessa Jones, Colette McBride (IRV/DO), Remi Smith (IRV/PM), Sara Thornton, Gabie Mbenza-Ngoma, Alex Walker, Katie Fjordbeck, Stacey Jubb, Ella Sembach, Allison Shirtcliff, Sharie Borneman, Rivers Gage-Hunt, Billy Dahmen, Ariel King, Ratko Pavlovic, Jason Brooks, Stacy Cook, Lisa Cronce, Lydia Hoffman (PM/BOA), Sydney Mohammed, Jonathan Morton, Kelli Wilkinson, Jenni Baccus, Melinda Boettcher, Tes Hart, Osieauna Johnston, Wren Hewitt-Fulner, Rob McCabe, Leontine Oliver, Joe Randall, Chelsea Schwartz, Brittanie Sorensen, Nathan Young, Anthony Cisneros, Kami Hendrix, Reve Hendrix, James Ratliff, Justin Day, Anthony DeSimone, Sam Loftus, Eric Roberts, Ben Santa-Teresa, Cathy Simpson, Tyler Sirman, Kelly Ferguson, Mary Ahern, Shelley Carmichael, Andrew Lebovitz, Jesse Merz, Carlos Moreno, Stephen North, Molly Saltz, Sheldon Victorine, Ari Zyskind.

Motion Passed, 7-0

Absent: None

Resolution No. 38 – 2nd Year to 3rd Year Probationary Contracts

Motion: Paul Jorgensen moved, Caleb Clark seconded, to approve one-year renewal of SECOND YEAR TO THIRD YEAR PROBATIONARY CONTRACTS for the 2022-2023 school year for: Rachel Franklin, Kayla Eckloff, Jasnery Fletcher, Carley Neuhaus, Brianna Carlos, Alice Viles, Annie Kloos, Olivia Garcia, Jennifer Greenlaw, Chelsea Hamar, Jaime Aguayo, Jonathan Corona, Sonja Maul, Adriana Alvarez, Shelby Versteeg, Will Watkins, Jack Carpenter, Bree Hagerman, Spencer Lake, Jessica Zapata Mendoza.

Motion Passed, 7-0

Absent: None

Resolution No. 39 – 2-Year Contract Employee Status

Motion: Robin Zygaitis moved, Rich Cunningham seconded, to approve 2-YEAR CONTRACT EMPLOYEE STATUS, from July 2022 through June 2024 for: Nicole Butler-Hooton, Danae deGlee, Rachel Hsieh, Paul Stieber, Lisa Suchman-McQuain, Sue White, Richard Dambrov, Lacey Meusec-Thompson, Katie Rutherford, Kelly Ciaverelli, Meegan Cotter, Christina Cox, Reanda Ferry, Mary Anne Gates, Elise Kampf, Lori Kelley, Jerry Sagala, Malena Simmons, Tami Wold, Katharine Aly-Brady, Sallie Lees, Windy Leona, Edica Liebl, Hafeeza McKinnis, Cami Railey, Edith Simonsen, Patrick Waugh, Sima Baldwin, Kristin Bond, Emiliano Bou, Sarah Boulanger, Lisa Cunningham, Meredith Deverell, Becky Goodwin, James Henningsgaard, Angela Johnson, Victoria Meyer, Amy Riepma-Ponciano, Kevin Smith, Crystal Strege, Kayla Summers, Elizabeth Aquiso, Lauren Boettger, Gina Clark, Relée Davis, John DeFlaminis, Bridget Drobac, Katherine Eschrich, Sarah Garcia, Juliauna Greene, Echo Groff, Samantha Hart, Talor Kirk, Chad Mart, Jennifer Muzzana, Yarasel Otjen, Rachel Rhoads, Michelle Richard, Laurie Van Ordstrand, Kelly Weinhold, Stacie Wicks, Leeann Williamson, Jacquelyn Bratland, Rachel Davidson, Deborah Holte, Autumn Irons, Elizabeth Johnson, John McCallen, Briony McFarland, Erin Moss, Christine Perrigo, Ivy Sawyer, Helena Somnitz, Briana Young, Celene Admire, Amy Brandon, Jennifer Davidson, Melissa Erp, Logan Geissler, Theresa Haley, Mary Jensen, Jeannine McIntyre, Caleb McKenzie, Elizabeth McMurry, Sarah Melton, Sarah Oltman, Mary Randall, Ashley Scott, Tara Tardiff, Brooklyn Walker,

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Eric Abeene, Laurie Aley, Sara Baumann, Jessica Bevans-Polston, Scott Cowan, Amanda Forester, Terry Foytek, Angela Huffstickler, Kelsey Janes, Amy Jessie, Hannah Larson, Denise Meinardus, Caitlyn Meng, Jessica Mosier, Erin Newton, Rose Peck, Kayla Potter, Khahlela Reif, Kimberly Saisslin, Heather Schimmer, Melinda Trammell, Teresa Vreim, Carly Waters, Regan Weaver, Casey White, Sharla Whitten, Andrea Woods, Eric Wright, Janna Bates, Debi Bostwick, Anne Bousquet, McKenzie Bryant, Kristin Carter, Gabriel Combs, Jennifer DeBlois Grimes, Ana De La Paz Martinez, Alison Dodd, Margaret Doty, Samantha Footlik, Makenzie France, Jenifer Gerlach, Rachel Gillis, Brittany Hafemann, Meryni Hall, Kendra Jaggar, David Lees, Kelly Leguizamon, Kati McAdams, Wendy Mollinary, Ellie Owens, Paris Piva, Erin Richardson-Harris, Colleen Wright, Amanda Zacharek, Nicole Zwink, Christina Boorman, Gabriela Calkins, Helen Cannon, Jill Colclasure, Elizabeth Fine, Kyle Gordon, Amber Jackson, Kristy McElravy, Steven P. Miller, Amber Oliver, Kristi Oster, Allan Pinkerton, Stacie Ray, Candice Ruscher, Max Sheahan, Mathew Stiffler, Judith Tacchini, Andrew White, Shannon Witty, Karen Bennett, Tyler Bryan, Will Davidson, Shannon Evans, David Fitch, Arthur Franklin, Holly Hernandez, Tyla LaGoy, Michael Reetz, Catelin Thompson, Kimberly Ames, Jamie Anderson, Jessica Arnold, Connor Belisle, Erik Bishoff, Jean Black, Erin Brown, James Broynhill, Phillip Bunker, Bruce Carvalho, Edane Chism, Amanda Davis-Ferrin, Vanessa Dillon, Katherine Doyle, Joshua Edwards, Amanda Fairley, Joseph Freuen, Cindy Gregory, Misty Griesi, Christine Guldager, Joy Hatch, Darren Hatefi, Jean Hedberg, Joceline Howard, Martha Humphreys, Nate Jackson, Jaclyn Jensen, Sean Kenna, John Kreider, Ewa Lancaster, Thomas Lindskog, Anthony Mancuso, Joseph Mancuso, Justin McCullough, Christopher McGowan, Steven J. Miller, Erica Milkovich, Claire Mitchell, Lena Moro, Kristen Morrow, Destry Neu, Curt Nordling, Sheila Otto, Miranda Page, Arieanna Patch, Nannette Petersen, Heidi Pullen, Kathryn Reuter, Tara Roddy, Andrew Saputo, Dederick Siedler, Leslie Simmons, Jade Starr, Matthew Symonds, Devon Vendetti, Adam Walker, Tana Walker, Kyle Ward, Gregory Wasinger, Angela Weyand, Abigail Wojo-Sykes, Joshua Wolfram, Lezlee Craven, Tony Martins, Kristene Olsen, Janay Stroup, and Nicholas Zydycrn.

Motion Passed, 7-0

Absent: None

Resolution No. 40 – Non-Renewal of Temporary Teaching Contracts

Motion: Greg Nelson moved, Robin Zygaitis seconded, to approve NON-RENEWAL OF TEMPORARY TEACHING CONTRACTS for the 2022-2023 school year for: Jesse Harrington (1.0 FTE), Lori Kelley (.5 FTE), Kurt Catlin (1.0 FTE), April Paulson (1.0 FTE), Kristy Eden (.5 FTE), Aleethia Collins (1.0 FTE), Deanna Courogen (.5 FTE), Amanda Johnson (.5 FTE), Shania Vetter (1.0 FTE), Luke Riccio (1.0 FTE), Emily Mosteller (1.0 FTE), Chelsea Schwartz (.5 FTE), Jennifer Bemiller (.5 FTE), Pamela Brandt (1.0 FTE), Marianne Hales (1.0 FTE), Elisabeth Solem (.85 FTE), Mark Story (.5 FTE), Lillian Wolfe (.5 FTE), Julie Gjording (1.0 FTE), Christina Boorman (.17 FTE), Allison Bradshaw (1.0 FTE), Karlie Chapin (.5 FTE), David Fitch (.17 FTE), MaryAnn Heglie (1.0 FTE), Mike Reetz (.17 FTE), Michael Thompson (1.0 FTE), Jamie Anderson (.3 FTE), Joshua Daniels (.67 FTE), Benjamin Dodds (1.0 FTE), Christine Guldager (.17 FTE), Bailey Hucke (1.0 FTE), Jaclyn Jensen (.5 FTE), Sean Kenna (.17 FTE), Susan Kropp (1.0 FTE), Spencer Lake (.17 FTE), Ewa Lancaster (.17 FTE), Tom Lindskog (.17 FTE), David Novak (1.0 FTE), Nan Petersen (.17 FTE), David Russo (1.0 FTE), Deder Siedler (.17 FTE), Brian Vogel (1.0 FTE), Greg Wasinger (.17 FTE), Angie Weyand (.17 FTE), Josh Wolfram (.17 FTE), Grace Scamurra (1.0 FTE), and Jessica Seymour (1.0 FTE).

Motion Passed, 7-0

Absent: None

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Resolution No. 41 – Non-Extension of a Contract Teacher

Motion: Robin Zygaitis moved, Greg Nelson seconded, to approve a first-time NON-EXTENSION OF A CONTRACT TEACHER. The July, 2021 to June, 2023 contract for the following contract teacher shall not be extended: Heather Vincent.

Motion Passed, 7-0

Absent: None

Resolution No. 42 – 1st Year to 2nd Year Probationary Administrative Contracts

Motion: Robin Zygaitis moved, Greg Nelson seconded, to approve a FIRST TO SECOND YEAR PROBATIONARY ADMINISTRATIVE CONTRACT for the 2022-2023 school year for: Kodjo Wilder.

Motion Passed, 7-0

Absent: None

Resolution No. 43 – 2nd Year to 3rd Year Probationary Administrative Contracts

Motion: Caleb Clark moved, Paul Jorgensen seconded, to approve SECOND TO THIRD YEAR PROBATIONARY ADMINISTRATIVE CONTRACTS for the 2022-2023 school year for: Jaime Noack and Hobie Blackhorn.

Motion Passed, 7-0

Absent: None

Resolution No. 44 – 3-Year Administrative Contracts

Motion: Paul Jorgensen moved, Rich Cunningham seconded, to approve THREE-YEAR ADMINISTRATIVE CONTRACTS (July 1, 2022 through June 30, 2025) for: Logan Grassetth, Tina Gutierrez-Schmich, Jill Robinson-Wolgamott, Evan Rindy, Nathan Bridgens, Maureen Spence, Erika Case, Brady Cottle, Stefan Aumack, Alyssa Dodds, Dan Hedberg, Dain Nelson, and Alan Stearns.

Motion Passed, 7-0

Absent: None

Resolution No. 45 – Non-Renewal of Temporary Administrative Contract

Motion: Rich Cunningham moved, Greg Nelson seconded, to approve NON-RENEWAL OF TEMPORARY ADMINISTRATIVE CONTRACTS for the 2022-2023 school year for: Jennifer DeBlois (1.0 FTE) and Janay Stroup (.4 FTE).

Motion Passed, 7-0

Absent: None

INFORMATION AND DISCUSSION

- A. NSBA Annual Conference, April 2-4, San Diego
- B. Chair Farr recognized and appreciated the freedom that US citizens have to speak out and advocate for their beliefs while people in other countries are suffering and fearing for their lives.
- C. Director Jorgensen thanked Superintendent Sproles, Assistant Superintendent Calalang, and the administrative team for the work that went into the mask mandate presentation.

BOARD ACTIVITY UPDATE

- A. Vice Chair Cunningham commented on a recent LCOG meeting topic.
- B. Superintendent Sproles reminded the Board of staff appreciation school visits this week.

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REVIEW OF NEXT MEETING: MONDAY, MARCH 14, 2022

- A. Student Representative Reports: KHS and WHS
- B. Financial Statement: Simon Levear
- C. Superintendent's Update
- D. Board Policies Up for Periodic Review

ADJOURNMENT

There being no further business to bring before the Board, Chair Farr adjourned the meeting at 8:36 p.m.

Clerk – Kraig Sproles

jcb

Chair – Debi Farr

Draft

M T W T F

September 2022

		1	2		
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

M T W T F

October 2022

3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

November 2022

	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

December 2022

			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

January 2023

2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

February 2023

		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28				

March 2023

	1	2	3		
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

April 2023

3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

May 2023

1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

June 2023

		1	2		
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

August

29 - Sept 1 Districtwide In-Service

SEPTEMBER

5 Labor Day
6 First Day of School - K-8
6 9th-grade Orientation - WHS
7 First Day of School - 9-12

OCTOBER

7 No School K-12 - Curriculum Dev. Day

NOVEMBER

10 No School WHS - Grading Day
11 No School K-12 - Veterans Day
21-22 Parent/Teacher Conferences - WHS
22 End of Trimester 1 - K-8
23 No School K-12 - Grading/In-Service Day
24-25 No School K-12 - Thanksgiving Break

DECEMBER

7-8 Parent / Teacher Conferences - K-8
9 No School K-8 - In-Service Day
19-30 No School K-12 - Winter Vacation

JANUARY

2 No School K-12 - New Year's Day Observance
3 No School K-12 - Curriculum Dev. Day
4 Students Return - K-12
16 No School K-12 - Martin Luther King Jr. Day
31 - Feb 1 Finals - WHS

FEBRUARY

2 No School WHS - Grading Day
3 No School K-12 - Curriculum Dev. Day
6 Semester 2 Starts - WHS
20 No School K-12 - Presidents Day

MARCH

2 End of Trimester 2 - K-8
3 No School K-8 - Grading Day
27-31 No School K-12 - Spring Break

APRIL

14 No School K-12 - Grading/Curriculum Dev. Day

MAY

29 No School K-12 - Memorial Day

JUNE

9 Willamette High School Graduation
15 Kalapuya High School Graduation
15-16 Finals - WHS
16 Last Day K-12 (half day for students)
19 Juneteenth Day - Holiday
20 Grading/In-Service Day (last day for Teachers)

- ★ FIRST/LAST DAY OF SCHOOL
- NO SCHOOL — ALL SCHOOLS
- NO SCHOOL — WILLAMETTE H.S.
- ◆ NO SCHOOL — GRADES K - 8

The school calendar has been revised to add no-school staff work days.
For other calendar formats, please visit

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Bethel School District GENERAL FUND
 Revenue and Expenditure Summary/Projection (unaudited)
 Fiscal Year 2021/2022

	better than forecast
	within 2% of forecast
	Within 2% - 4% of forecast
	Over 4% of forecast

	Prior Months	Current Month	Future Months	Preliminary		
	Actuals	Priliminary	Projected	2021-2022	2021-2022	Budget
		March 2022		Totals	ADOPTED BUDGE	Variance
REVENUES						
LOCAL SOURCES:						
Current year's levy* R1111	16,662,126	338,012	480,282	17,480,420	17,050,198	430,222
Prior years' taxes* R1112 & 1190 & 1200	160,866	-335	19,570	180,101	56,000	124,101
Tuition from other Districts	0	0	0	0	0	0
Investment earnings R1510	76,097	13,270	41,161	130,528	200,000	(69,472)
Misc. local sources R1910 & R1940 & R19	202,086	8,558	15,061	225,705	146,000	79,705
Subtotal	17,101,175	359,505	556,074	18,016,754	17,452,198	564,556
INTERMEDIATE SOURCES:						
County School Fund* R2101	0	0	200,000	200,000	200,000	0
Heavy Equipment Tax	10,262	6,317	0	16,579	0	16,579
Subtotal	10,262	6,317	200,000	216,579	200,000	16,579
STATE SOURCES:						
SSF- Current Year R3101	30,805,395	3,473,659	6,921,520	41,200,574	42,001,869	(801,295)
Common School Fund* R3103	338,343	0	338,343	676,686	622,716	53,970
High Cost Disability	0	0	100,000	100,000	100,000	0
Other State Funds	3,653	0	0	3,653	0	3,653
Subtotal	31,147,392	3,473,659	7,359,863	41,980,913	42,724,585	(743,672)
FEDERAL SOURCES:						
Federal Grants 4500	0	0	0	0	0	0
Other Federal Grants 4700	0	0	0	0	0	0
Federal Forest Fees* R4801	0	0	215,000	215,000	215,000	0
Subtotal	0	0	215,000	215,000	215,000	0
OTHER RESOURCES:						
Interfund Transfers In R5200	50,000	0	0	50,000	0	50,000
Sale of or Comp for loss of asset	31,509	1,886	0	33,395	0	33,395
Beginning fund balance R5400	12,025,527	-1,003	0	12,024,524	10,842,951	1,181,573
Subtotal	12,107,036	883	0	12,107,919	10,842,951	1,264,968
Total, monthly revenues				72,537,165	71,434,734	1,102,431
EXPENDITURES						
Salaries- 100	17,406,701	2,782,948	12,593,837	32,783,486	32,846,753	(63,266)
Employee benefits- 200	11,433,265	1,837,066	8,550,983	21,821,314	22,331,351	(510,037)
Purchased services- 300	2,610,561	535,018	2,074,843	5,220,422	5,987,792	(767,370)
Supplies- 400	887,853	97,890	379,108	1,364,851	1,321,185	43,666
Capital outlay- 500	0	0	0	0	20,000	(20,000)
Insurance/Dues/Other- 600	860,139	7,593	8,022	875,754	902,296	(26,542)
Interfund Transfers	174,696	919,000	629,596	1,723,292	1,831,688	(108,396)
Contingency	0	0	0	0	5,193,668	
Total, monthly expend.	33,373,215	6,179,515	24,236,390	63,789,120	70,434,733	(1,451,945)
Month-end Fund Balance				8,748,045	1,000,001	

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April 11, 2022

RESOLUTION NO. 21-22: 47

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.	Kindle, Shaelyn	Temporary Hire for 2021-22	Offer Temporary Contract for 1.0 FTE Resource Teacher @Clear Lake; Replaces: Malena Simmons; Start date: 4/6/2022.
2.	Terrall, Tracy	Hire for 2022-23	Offer 1 st Year Probationary Contract for 1.0 FTE Speech Language Pathologist @Willamette; Replaces: Alex Ledbetter; Start Date: 8/29/2022.
3.	Versteeg, Shelby	Resignation	Accept Resignation effective at the end of the 2021-22 school year; Position Held: Science Teacher @Shasta; 2 years at Bethel.

Recommended by: Remie Calalang, Assistant Superintendent

ATTEST _____
 Clerk – Kraig Sproles

 Chair – Debi Farr

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Rich Cunningham				
Debi Farr				
Ashley Espinoza				
Paul Jorgensen				
Caleb Clark				
Greg Nelson				
Robin Zygaitis				

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April 11, 2022

RESOLUTION NO. 21-22: 48

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

- GCBDB/GDBDB: Early Return to Work**
- GBEBA: Staff – HIV, AIDS, and HBV**
- GBEDA: Drug and Alcohol Testing and Record Query – Transportation Personnel**
- GBEDA-AR: Drug and Alcohol Testing and Record Query – Transportation Personnel**

ATTEST _____
Clerk – Kraig Sproles

Chair – Debi Farr

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Debi Farr				
Ashley Espinoza				
Paul Jorgensen				
Caleb Clark				
Greg Nelson				
Robin Zygaits				
Rich Cunningham				

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Early Return to Work

Policy Number: GCBDB/GDBDB Effective Date: 4/2022

Date of Original Policy and Revisions: 4/22

Cancels Policy No.: GBE Dated: 11/93, 1/95, 1/00, 4/06, 1/09, 1/11, 2/15

Date of Next Review: 4/2025

POLICY

Efforts will be made, on a case-by-case basis, to reinstate ill or injured employees to work. The reinstatement will be within the requirements of the injury, the limitations of the law and the limitations of the District.

In the event an employee is not able to perform essential job functions completely after an illness or injury, the District will determine whether reasonable accommodations are appropriate that would provide a temporary light-duty assignment, restructuring of a position to include modified workdays, shift or part-time work, hours of work or modifications in facilities, equipment, special aids and services. Reasonable accommodations must not result in an undue hardship on the District.

If an employee cannot be reasonably accommodated in his/her current position, the District will review alternative assignments. The employee, if qualified, will be offered an available vacant position with or without reasonable accommodations. If recovery is ongoing, sick leave is exhausted and no other assignment is possible, the District will provide temporary unpaid leave as an accommodation in accordance with state and federal law.

The District will maintain current job descriptions for each position. Physical requirements for appropriate job categories will be established.

The Superintendent or designee will develop procedures as necessary to implement this policy.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

Legal Reference(s):

[ORS 659A.043](#)

[ORS 659A.046](#)

[OAR 436-110-0001 to -0900](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).
Americans with Disabilities Act Amendments Act of 2008.

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

Subject: Staff – HIV, AIDS, and HBV

Policy Number: GBEBA Effective Date: 4/2022

Date of Original Policy and Revisions: 4/88, 9/94, 1/00, 4/06, 1/09, 11/13, 4/18

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 4/2025

POLICY

The District will strictly adhere in its policies and procedures, to Oregon law and Oregon Administrative Rules as they relate to staff infected with HIV, AIDS, or HBV¹.

The District recognizes a staff member has no obligation under any circumstance to report a condition to the District and the staff member has a right to continue working.

If the staff member reports a condition to the District, strict adherence to written guidelines outlined by the staff member shall be followed. These guidelines shall identify who may have the information, who will give the information, how the information will be given, and where and when the information will be given. All such information will be held in confidence in accordance with Oregon law.

Accommodations for a staff member infected with HIV, AIDS, or HBV shall be the same as with any other illness.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

None.

Legal Reference(s):

[ORS 433.008](#)

[ORS 243.650](#)

[ORS 342.850\(8\)](#)

[ORS 433.045](#)

[ORS 433.260](#)

[OAR 333-017-0000](#)

[OAR 333-018-0000](#)

[OAR 333-018-0005](#)

[OAR 581-022-2220](#)

¹HIV - Human Immunodeficiency Virus; AIDS - Acquired Immune Deficiency Syndrome; HBV - Hepatitis B Virus

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: **Drug and Alcohol Testing and Record Query – Transportation Personnel**

Policy Number: **GBEDA** Effective Date: **4/2022**

Date of Original Policy and Revisions: **1/96, 1/00, 4/06, 12/08, 10/11, 12/16, 1/18**

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

Date of Next Review: **4/2025**

POLICY

The District is committed to the establishment of a drug use and alcohol misuse prevention program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 (OTETA). The District or its transportation provider shall have an in-house drug and alcohol testing program or be a member of a consortium that provides testing that meets the federal regulations, and shall annually certify this information to the Oregon Department of Education (ODE). The District or its transportation provider shall comply with the reporting and pre-employment and annual query requirements of the Federal Motor Carrier Safety Administration (FMCSA).

Accordingly, all employees subject to commercial driver’s license (CDL) requirements shall be prohibited from:

1. The use of drugs, unless a written prescription from a licensed doctor or osteopath is provided, including a statement advising that the substance does not adversely affect the driver’s ability to safely operate a commercial motor vehicle;
2. The use of alcohol including:
 - a. While on duty;
 - b. Eight (8) hours before driving, in accordance with Oregon Administrative Rules;
 - c. Eight (8) hours following an accident;
 - d. Consumption resulting in prohibited levels of alcohol in the system.

“Drugs” as used in this policy refers to controlled substances covered by the OTETA, including marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP).

All covered individuals offered employment with the District and District employees transferring to positions subject to the OTETA shall be required to submit to pre-employment drug testing and a pre-employment query with FMCSA. Additionally, covered employees will be subject to reasonable suspicion, random and post-accident alcohol and drug testing. Return to duty and follow-up testing may also be required.

Pre-employment drug testing costs will be paid for by the District. All drug and alcohol testing of District employees, including reasonable suspicion, random, post-accident, return-to-duty and follow-up testing costs, as applicable, will be paid for by the District. A fee associated with a pre-employment query requested by the District from FMCSA will be paid by the District. The District will comply with collective bargaining agreement provisions.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

All offers of employment or transfer to covered positions with the District will be made contingent upon testing results and information obtained from a query with FMCSA. An individual who tests positive for drugs will not be hired or transferred.¹ The offer of employment or transfer will be immediately withdrawn.

An offer of employment or transfer will also be immediately withdrawn from any individual who refuses drug testing and/or refuses to give consent for a query with FMCSA.

Covered employees who, under the District's reasonable suspicion, random, post-accident, return-to-duty or follow-up testing program, test positive for drugs or test with a breath alcohol content level of 0.02 or higher, will be subject to immediate disciplinary action up to and including a recommendation for dismissal in accordance with Board policy. Employees who refuse to comply with testing requirements will also be regarded as testing positive for drugs or testing with a breath alcohol content level of 0.02 or higher. Notification of available resources for evaluation and treatment will be made as required by law. Additionally, employees may be subject to CDL prohibitions and penalties under the OTETA and applicable FMCSA regulations. Covered employees who refuse consent for a query with FMCSA when required will be removed from safety-sensitive functions.

REPORTS

See Policy [GBCBA - Drug and Alcohol Abuse by Employees](#)

ATTACHMENTS

None.

END OF POLICY

Legal Reference(s):

[ORS 657.176](#)
[ORS 825.415](#)
[ORS 825.418](#)
[OAR 581-053-0220\(3\)\(h\)](#)
[OAR 581-053-0230\(9\)\(t\)](#)
[OAR 581-053-0420\(4\)\(b\)\(B\)\(ii\)](#)
[OAR 581-053-0430\(13\),\(14\)](#)
[OAR 581-053-0531\(12\),\(13\)](#)
[OAR 581-053-0615\(2\)\(c\)\(D\)\(ii\)](#)
[OAR 581-053-0620\(1\)\(d\)](#)

Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. §§ 31301-31317 (2012); 49 C.F.R. Parts 40, 382, 391-395 (2019).

¹ The District may elect to allow an individual who tests positive for drugs or tests with a breath alcohol content level of 0.02 or higher to reapply for District employment or transfer to a covered position at a later date. At that time, the individual will again be tested for the presence of drugs, if required by the District. A District employee considered for transfer to an OTETA-covered position who tests positive for drugs or tests with a breath alcohol content level of 0.02 or higher will be subject to all District policies and regulations including the District's Drug-Free Workplace policy.

Bethel School District #52
Administrative Rule

GBEDA. DRUG AND ALCOHOL TESTING AND RECORD QUERY – TRANSPORTATION PERSONNEL
Adopted: 1/2018, 4/2022

The following procedures shall govern the District's drug use and alcohol misuse prevention program:

Program Coordinator

The Transportation Supervisor will be designated as the District's drug use and alcohol misuse prevention program coordinator. The Transportation Supervisor will coordinate the District's responsibilities and compliance efforts with the applicable provisions of the Omnibus Transportation Employee Testing Act of 1991 (OTETA). The Transportation Supervisor will:

- A. Ensure that all covered employees receive written materials explaining the District's drug use and alcohol misuse prevention program requirements including:
 1. The District policy and administrative regulations;
 2. A contact person knowledgeable about the materials, policy, administrative regulations and the OTETA;
 3. Categories of employees covered;
 4. Information about the safety-sensitive functions and what period of the workday the employee is required to be in compliance. Safety-sensitive functions shall include such responsibilities as all on-duty time waiting to be dispatched, driving time, assisting or supervising loading or unloading, repairing, obtaining assistance or remaining in attendance upon a disabled vehicle. All time spent providing drug and alcohol samples, including travel time to and from the collection or testing site as needed to comply with random, reasonable suspicion, post-accident, return-to-duty or follow-up testing will also be considered as on-duty time;
 5. Specific information concerning prohibited conduct;
 6. Circumstances under which employees will be tested;
 7. Procedures used in the testing process;
 8. The requirement that covered employees submit to drug and alcohol testing, administered in accordance with 49 C.F.R. Part 382
 9. Explanation of what constitutes a refusal to submit to a drug and alcohol testing;
 10. Consequences of violations (e.g. discipline up to and including dismissal and removal from safety-sensitive functions as required by the OTETA) and notification of resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and the use of drugs including the names, addresses and telephone numbers of counseling and treatment programs. Such information will include the consequences for covered employees found to have a breath alcohol concentration rate of 0.02 or greater, but less than 0.04, and for those employees found to have a breath alcohol content level greater than 0.04. Minimally, no driver tested and found to have a breath alcohol concentration rate of 0.02 or greater but less than 0.04 shall be permitted to perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test;
 11. Information on the effects of drug use and alcohol misuse on an individual's health, work and personal life; signs and symptoms of an alcohol or drug problem (driver's or coworker's); and available methods of intervening when such problems are suspected, including confrontation, referral to an employee assistance program as available and/or referral to the administration; and
 12. Requirement of the District to collect, maintain and report the following information to the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse¹:
 - (a) A verified positive, adulterated, or substituted drug test result;

¹ <https://clearinghouse.fmcsa.dot.gov/>

Bethel School District #52
Administrative Rule

- (b) An alcohol confirmation test with a concentration of 0.04 or higher;
 - (c) A refusal to submit to any test required by subpart C of 49 C.F.R. Part 382;
 - (d) An employer's report of actual knowledge (as defined at 49 C.F.R. § 382.107) of a violation of regulations, including:
 - (i) On duty alcohol use;
 - (ii) Pre-duty alcohol use;
 - (iii) Alcohol use following an accident;
 - (iv) Controlled substance use.
 - (e) A SAP's report of the successful completion of the return-to-duty process;
 - (f) A negative return-to-duty test; and
 - (g) An employer's report of completion of follow-up testing.
- B. Ensure that employees sign statements certifying that they have received the materials;
- C. Ensure that administrators or their designee, designated to determine reasonable suspicion, receive at least sixty (60) minutes of drug abuse training and an additional sixty (60) minutes of alcohol misuse training. Training will include the physical, behavioral, speech and performance indicators of probable drug abuse and alcohol misuse;
- D. Ensure District compliance with applicable provisions of the OTETA requirements regarding the District's management information system, retention and confidentiality of records;
- E. Ensure selection of a site with appropriately trained personnel for the collection of specimens for drug testing;
- F. Ensure selection of a site with a certified breath alcohol technician and evidential breath testing devices for alcohol testing;
- G. Ensure selection of a laboratory certified by the Oregon Health Authority, Public Health Division ("OHA") to conduct drug specimen analysis;
- H. Ensure selection of a qualified medical or osteopathic doctor to serve as a Medical Review Officer (MRO) to verify laboratory drug test results;
- I. Ensure selection of qualified personnel to provide education and training to employees and supervisors in accordance with employee assistance program requirements as specified in the OTETA;
- J. Ensure the District's drug and alcohol misuse prevention program is maintained in at least outline form, on file and available for inspection at the District Office. The District shall maintain the following:
- 1. Information on the effects and consequences of drug and alcohol use on personal health, safety and the work environment;
 - 2. Information on the manifestations and behavioral changes that may indicate drug and alcohol use or abuse;
 - 3. Documentation that drug training for all supervisory personnel has consisted of at least sixty (60) minutes;
 - 4. Documentation that alcohol training for all supervisory personnel has consisted of at least sixty (60) minutes;
 - 5. Documentation of training given to employees;

Bethel School District #52
Administrative Rule

- K. Ensure the establishment of clearly defined communication procedures to include the method (e.g. mail, facsimile) and frequency (e.g. monthly, daily, weekly) as well as the authorized individuals to impart and receive information to meet the documentation and confidentiality requirements of the OTETA;
- L. Ensure employee organizations receive written notice of the availability of all pertinent drug and alcohol misuse prevention program information.
- 1. Pre-employment and Annual Queries from, and Required Reporting to FMCSA

The District is required to conduct a pre-employment query with FMCSA on drivers who are subject to controlled substance and alcohol testing regulation, and is required to report information obtained through its controlled substance and alcohol testing program to FMCSA. All offers of employment for positions identified by the District, as required by the OTETA, will be contingent upon the results of a pre-employment query.

- a. The District will obtain written or electronic consent from a driver subject to controlled substances and alcohol testing to conduct a pre-employment query with FMCSA. The consent will include consent to obtain the following information:
 - (1) If the driver has a verified positive, adulterated, or substituted controlled substances test result;
 - (2) If the driver has an alcohol confirmation test with a concentration of 0.04 or higher;
 - (3) If the driver has refused to submit to a test (in violation of 49 C.F.R. § 382.211); or
 - (4) If the driver has a report submitted by another employer on actual knowledge (as defined at 49 C.F.R. § 382.107) of a violation of regulations that included:
 - (a) On duty alcohol use;
 - (b) Pre-duty alcohol use;
 - (c) Alcohol use following an accident; or
 - (d) Controlled substance use.

The District will conduct annual queries² with the FMCSA on employees subject to such queries as required by law.

- b. The District will report³ to FMCSA the following personal information about a driver that is collected and maintained in connection with the District's testing program:
 - (1) An alcohol confirmation test with an alcohol concentration of 0.04 or greater;
 - (2) A refusal to submit to an alcohol test pursuant to conditions found in 49 C.F.R. § 40.261 or a refusal to drug test determination made in accordance with 49 C.F.R. § 40.191(a)(1)-(4), (a)(8)-(11) or (d)(1), but in the case of a

² Written consent from the driver is required. This may be a limited query when allowed. If the limited query indicates that the FMCSA contains information on the driver, the District will conduct a full query within 24 hours and must not allow driver to perform safety-sensitive functions.

³ The District will complete such reporting to FMCSA by close of the third business day following receipt of the information.

Bethel School District #52
Administrative Rule

refusal to test under (a)(11), the district may report only those admissions made to the specimen collector;

- (3) A SAP's report of the successful completion of the return-to-duty process;
- (4) A negative return-to-duty test; and
- (5) An employer's report of completion of follow-up testing.

The report will include, as applicable:

- (1) Reason for the test;
- (2) Driver's name, date of birth, and CDL number and State of issuance;
- (3) Employer name, address, and USDOT number;
- (4) Date of the test;
- (5) Date the result was reported; and
- (6) Test result. The test result must be one of the following:
 - (a) Negative (only required for return-to-duty tests administered in accordance with law;
 - (b) Positive; or
 - (c) Refusal to take a test.
- (7) An employer's report of a driver's refusal to submit⁴ to alcohol or drug testing must include the following information:
 - (a) Documentation, including, but not limited to, electronic mail or other contemporaneous record of the time and date the driver was notified to appear at a testing site; and the time, date and testing site location at which the employee was directed to appear, or an affidavit providing evidence of such notification;
 - (b) Documentation, including, but not limited to, electronic mail or other correspondence, or an affidavit, indicating the date the employee was terminated or resigned (if applicable); and
 - (c) Documentation, including a certificate of service or other evidence, showing that the employer provided the employee with all documentation reported herein.
- (8) An employer's report of a violation of one of the following will occur by the close of the third business day following the date on which the employer obtains actual knowledge (as defined at 49 C.F.R. § 382.107):
 - (a) On duty alcohol use;
 - (b) Pre-duty alcohol use;
 - (c) Alcohol use following an accident;
 - (d) Controlled substance use.

This report will include the following information:

- (a) Driver's name, date of birth, CDL number and State of issuance;
- (b) Employer name, address, and USDOT number, if applicable;
- (c) Date the employer obtained actual knowledge of the violation;
- (d) Witnesses to the violation, if any, including contact information;
- (e) Description of the violation;

⁴ 49 C.F.R. § 40.261(a)(1) or 40.191(a)(1)
1/02, 11/07, 12/08, 10/11, 1/18, 4/22

Bethel School District #52
Administrative Rule

- (f) Evidence supporting each fact alleged in the description of the violation required under paragraph above in this section, which may include, but is not limited to, affidavits, photographs, video or audio recordings, employee statements (other than admissions pursuant to §382.121), correspondence, or other documentation; and
- (g) A certificate of service or other evidence showing that the employer provided the employee with all information reported under paragraph above in this section.

If the District's program coordinator is the subject of the testing, the District will ensure compliance with applicable consent, testing, and reporting requirements pursuant to law.

Pre-Employment Testing

The District shall conduct pre-employment testing as follows:

- A. All offers of employment for positions as identified by Board policy and as required by the OTETA will be contingent upon drug test results;
- B. Individuals offered employment with the District and employees transferring to positions subject to the OTETA contingent drug testing, must provide written consent for the release of any prior employer positive drug and failed alcohol testing results, refusals to be tested, other violations of testing regulations, and with respect to any employee who violated drug and alcohol regulations, documentation of the employee's successful completion of return-to-duty requirements (including SAP evaluations and follow-up tests) within the preceding two (2) years;
- C. The District shall obtain and review such drug and alcohol information from previous employers of the past two (2) years no later than fourteen (14) calendar days after the employee drives for the first time. The District will provide the driver's written permission of the driver for release of information, to the previous employers;
- D. The District will maintain a written, confidential record of information obtained from another employer or the good faith efforts to obtain such information, and will maintain the same for three years from the date the driver's service began.
- E. ⁵Requests received by the District for release of such information to another employer must include written consent from the subject driver. Records will be released immediately in any written form (e.g. fax, email, letter) that ensures confidentiality. The District will maintain a written record and summary of information released, the date, and to whom the information was released;
- F. The District must ask a driver, and will not use such driver, if they have a positive drug test or a failed alcohol test while employed with a previous employer in the past two years or who refused to test while under employment with a previous employer unless the driver is in compliance with the SAP's treatment program and the OTETA's return-to-duty requirements;
- G. Prior to being directed by the District to a collection site for drug testing, the applicant will be notified that the urine sample collected shall be tested for the presence of drugs;
- H. Failure to report to the collection site for testing within the time frame specified by the District shall constitute a refusal to report for testing and result in immediate withdrawal of the employment or transfer offer;

⁵ Pertains to requests received by the District from other employers.
1/02, 11/07, 12/08, 10/11, 1/18, 4/22

Bethel School District #52
Administrative Rule

- I. Pre-employment drug testing will be paid for by the District;
- J. Tests must indicate negative drug test results. Individuals who fail to meet such drug requirements will not be hired or transferred voluntarily or involuntarily to covered positions;
- K. Such testing will also be required of covered employees each time an employee returns to work after a layoff period if the employee was removed from the random testing pool. As long as the employee remains in the random testing pool, additional testing or subsequent pre-employment drug testing will not be necessary following a layoff;
- L. The District will notify applicants of the results of the drug testing upon written request within sixty (60) days of being notified of the disposition of the employment application;
- M. Refusal to submit to drug testing and/or to provide signed permission for the release of past testing information as required by the District shall result in immediate termination from employment or transfer consideration;

Post-Accident Testing

The District shall conduct post-accident testing as follows:

- A. It is the responsibility of the employee to report for post-accident drug and alcohol testing as soon as practicable following a motor vehicle accident which occurs while the employee is performing District safety-sensitive functions in which any person involved has been fatally injured, the employee receives a citation for a moving traffic violation in connection with an injury, or tow-away accident;
 - 1. The employee will report to the designated collection site for post-accident drug and alcohol testing as soon as practicable following the occurrence of the accident;
 - 2. If alcohol testing has not been administered within two (2) hours, the District shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered;
 - 3. If alcohol testing is not administered within eight (8) hours, the District shall cease attempts to administer an alcohol test and shall state and maintain on file a record specifying why the test was not administered;
 - 4. If drug testing has not been administered within thirty-two (32) hours following the accident, the District will cease attempts to administer such tests and will document why the test was not administered;
 - 5. The employee will inform the Transportation Supervisor, District administrator or designee as soon as practicable following the accident giving as much detailed information about the accident as possible (e.g., fatalities, injuries, tow-aways, traffic citation issued, etc.).
- B. The District will provide employees with necessary post-accident testing information, procedures and instructions as a part of its employee training program. Additionally, written instructions to follow in the event of an accident will be provided in District vehicles as appropriate. Instructions will include locations of drug specimen collection and alcohol testing sites and telephone numbers of District drug and alcohol misuse prevention program coordinator or other District officials to contact;
- C. The employee shall remain readily available for testing or may be deemed by the District to have refused to submit to testing. Such refusal is treated as if the District received an alcohol test result of 0.04 or greater or received a positive drug test. Nothing in this requirement shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care;

Bethel School District #52
Administrative Rule

- D. Results of a breath or blood test for the use of alcohol or a urine test for the use of drugs conducted by on-site federal, state and/or local law enforcement officials having independent authority for the test shall be considered to meet necessary requirements provided results of the test are obtained by the District and the test conform to all applicable federal, state and/or local requirements;
- E. An employee who is involved in an accident involving a fatality, injury and/or tow-away as described by the OTETA is prohibited from using alcohol for eight hours after the accident or until the employee undergoes a post-accident alcohol test, whichever occurs first.
- F. An employee who has actual knowledge of an accident in which his/her performance has not been discounted as a contributing factor is prohibited from using alcohol for eight (8) hours after the accident or until the employee undergoes a post-accident alcohol test, which ever occurs first.

Random Testing

The District shall conduct random drug and alcohol testing annually as follows:

- A. Not less than 50% of the average number of driver positions shall be tested for drugs and not less than 10 % shall be tested for alcohol in accordance with current minimum random testing requirements of the OTETA. Any unfilled covered positions will be included as part of the total number of positions counted by the District for testing rate purposes.
 - 1. The District will meet or exceed minimum testing rates.
 - 2. In exceeding minimum testing rates, the District requires that 75% of covered employees shall be randomly tested annually for drugs and 50% shall be randomly tested annually for alcohol.
- B. The testing rate may be adjusted by the Federal Motor Carrier Safety Administration based on industry-wide data;
- C. The testing process shall, in fact, be random. Unless advised otherwise by their consortium, all employees will remain in the pool of drivers for each subsequent period, including vacations, holiday periods and summer recesses whether or not they have been chosen for testing in the past;
- D. The selection of employees for random testing shall be made by a scientifically valid method. The process selected by the District will ensure that all employees shall have an equal chance of being tested each time selections are made. The District will use the following system:
 - 1. Individual, identically sized slips of paper or cards with the names or identification numbers of the covered drivers will be used
 - 2. Cards will be placed into a container from which the required number will be drawn;
 - 3. The individual selected by the District to do the drawing will be unbiased;
 - 4. All names in the pool will be checked prior to the drawing to assure any necessary additions or deletions are made.
- E. All such testing shall be unannounced and dates selected spread reasonably throughout the calendar year to avoid predictability and the perception that testing is “done for the year.” The date selected will be kept confidential to ensure that testing is unannounced as required by law;
- F. Following notification of testing, selected employees shall proceed to the District selected collection site immediately or as soon as practicable;
- G. Each employee selected for testing shall be tested during the selection period;

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- H. Employees shall only be tested for alcohol just before the driver is scheduled to perform safety-sensitive functions, during or just after performing such functions;
- I. Employees off work due to leaves, vacation and layoffs will be informed that they remain subject to random testing. Employees drawn for such testing will be notified and tested as soon as practicable upon return to duty, but no later than the next selection cycle (e.g. monthly, quarterly, etc.).

Reasonable Suspicion Testing

The District shall conduct reasonable suspicion drug and alcohol testing as follows:

- A. The District will test covered employees whenever there is reasonable suspicion to believe that the employee has engaged in drug use or alcohol misuse;
- B. Reasonable suspicion will be based on specific contemporaneous, articulable observations made by a trained supervisor as designated by the District, concerning appearance, behavior, speech, or body odors indicative of employee use of drugs or the misuse of alcohol. Observations of drug use may include indications of chronic and withdrawal effects of drugs and noticeable degradation of job performance that may be associated with the use of drugs;
- C. Hearsay or second hand information is not sufficient to require an employee to submit to testing;
- D. Alcohol testing may be authorized only if observations resulting in reasonable suspicion are made during, just preceding or just after the period of the workday that the employee is required to be in compliance with this policy, administrative regulations and applicable OTETA.
- E. A written record shall be made of the observations leading to a reasonable suspicion drug test and signed by the administrator or designee authorized to make such observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier;
- F. The District will ensure that the employee under reasonable suspicion is transported to the designated collection or testing site.

Referrals, Evaluation and Treatment

The District shall provide information related to referrals, evaluation and treatment as follows:

- A. The District shall advise covered employees who violate the drug and alcohol prohibitions, of referral services available for evaluating and resolving problems associated with the use of drugs and the misuse of alcohol. Such information will include the names, addresses and telephone numbers of counseling and treatment programs;
- B. An employee who engages in such prohibited conduct shall be evaluated by SAP.
- C. The SAP will determine what assistance if any the employee needs in resolving the problems associated with drug use and alcohol misuse.
- D. This requirement applies only to current employees and not to job applicants who refuse testing or who test positive for drugs;
- E. This requirement shall not be interpreted to require the District to provide or pay for any rehabilitation costs or to hold a job open for an employee with or without salary;

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F. SAPs, as referred to in these administrative regulations, means:

- (1) Licensed physicians with knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders;
- (2) Licensed or certified psychologists, social workers or employee assistance professionals with like knowledge; and
- (3) Alcohol and drug abuse counselors certified by the Association for Addiction Professionals. This does not include state-certified counselors.

Follow-up Testing

Employees, if they continue employment, shall comply with the following:

- a. Follow-up testing will be conducted whenever a SAP determines that an employee is in need of resolving problems associated with drug use and/or alcohol misuse;
- b. Follow-up alcohol testing will be conducted only when the employee is performing safety-sensitive functions, just before or just after the driver has performed safety-sensitive functions;
- c. Follow-up drug and alcohol testing will be unannounced⁶;
- d. The number and frequency of such tests shall be determined by the SAP. Minimally, there shall be:
 - (4) At least 6 unannounced tests in the first 12 months following the driver's return to duty;
 - (5) Testing shall not exceed 60 months from the date of the employee's return to duty. The SAP, however, may terminate the follow-up testing at any time after the first six tests if the SAP determines the testing is no longer needed.

Drug and Alcohol Testing Procedures

The District, in cooperation with contracted collection and testing facilities shall maintain drug and alcohol testing procedures as follows:

A. Drugs

1. The applicant or employee reports to the District designated collection site and provides positive identification;
2. A urine sample for drug testing is provided. A "split sample" (second urine specimen bottle) is collected;
3. Following completion of a chain of custody form, both specimen bottles are forwarded to the OHA-certified laboratory for analysis. The split specimen is stored at the laboratory for later testing later testing as may be necessary. Initial testing is performed only on one specimen bottle;
4. Testing results are reported to the District-selected MRO by mail or electronic transmission. Results may not be given over the phone;
5. The MRO will verify negative and positive testing results;
6. The MRO will report the verified negative testing results to the District;
7. The MRO will report the verified positive testing results to the applicant or employee, discuss the type of illegal substance found and determine whether there is any valid medical reason for the positive testing results;
8. A verified valid medical reason for a positive testing result will be reported as a negative testing result to the District;
9. If no legitimate medical reason exists for positive testing, the MRO will report verified positive testing and identity of the substance(s) to the District.

⁶A follow-up test shall not also serve as a random test, and vice versa.
1/02, 11/07, 12/08, 10/11, 1/18, 4/22

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10. The employee or applicant may request within seventy-two (72) hours of a positive test notice that the second specimen sample be tested. Such re-testing costs will be paid for by the employee;
11. Unlike the original specimen analyzed for specific levels of controlled substances, the second or split sample is analyzed only for the presence of drugs;
12. The MRO will report results of the re-testing to the employee and the District;
13. The MRO will meet all the OTETA requirements including review of chain-of-custody control form, administrative processing of negative testing results, verification of positive testing results, report to the FMCSA, and maintenance of confidentiality requirements as may be applicable;
14. Detailed drug testing procedures may be obtained by contacting the District's transportation supervisor.

B. Alcohol

1. The employee reports to the District designated testing site and provides positive identification;
2. Under the alcohol testing rule, an alcohol test result will be considered positive even if over-the-counter or legally prescribed medication is involved;
3. All alcohol screening tests will be conducted by:
 - a. A certified breath alcohol technician using evidential breath testing devices;
4. Testing may be conducted at an OHA certified laboratory or other location including mobile facilities equipped for such testing as may meet the requirements of the OTETA;
5. District supervisors should generally not be used as a breath alcohol or saliva-testing technician for covered employees. Under certain circumstances, a properly trained District supervisor may conduct such testing in the absence of another technician;
6. The applicant or employee submits to breath testing;
7. If the result of the testing indicates an alcohol concentration rate of 0.02 or greater, a confirmation breath test is administered after at least fifteen (15) minutes, but no longer than thirty (30) minutes, after the initial testing. All confirmation tests will be conducted using evidential breath testing devices;
8. The breath alcohol technician will report any invalid tests in which the initial positive test and the confirmation test do not match, confirmed positive and negative results to the District;
9. Applicant or employee refusal to sign forms as required shall be considered as refusal to be tested;
10. The breath alcohol or saliva testing technician will meet all the OTETA requirements including such testing procedures, Breath Alcohol Testing form and confidentiality requirements as may be required;
11. Detailed alcohol testing procedures may be obtained by contacting the District's transportation supervisor.

Positive Test Result

When the MRO determines a positive test result is valid, the MRO will report the finding to the Oregon Department of Transportation (ODOT) and the Oregon Department of Education. The person who is the subject of the test results will be notified by ODOT that the person has a right to a hearing to determine whether the test results reported will be placed in the employee's employment driving record.

Record Keeping/Record Reporting

The District shall maintain records of its drug and alcohol misuse prevention program as follows:

- A. Records related to the collection process:
 1. Documents relating to the random selection process;
 2. Documents generated in connection with decisions to administer reasonable suspicion drug or alcohol testing;

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3. Documents generated in connection with decisions on post-accident testing;
 4. Documents verifying the existence of an explanation of the inability of an employee to provide adequate breath or to provide a urine specimen for testing;
 5. An annual calendar year report summarizing results of the District's drug and alcohol misuse prevention program will be prepared and maintained when requested by the Federal highway Administration as part of an inspection, investigation, special study or for statistical purposes.
 6. Documentation of breath alcohol or screening test technician training while the individual performs the functions which require the training.
- B. Records related to each query:
1. Documents related to consent of any query;
 2. Documents related to information received for a pre-employment or annual query;
 3. Documents related to meeting reporting requirements.
- C. Records related to pre-employment verification with a driver's previous employer;
- D. Records related to a driver's test results, including:
1. The District's copy of the alcohol test form, including the test results;
 2. The District's copy of the controlled substance test chain-of-custody and control form;
 3. Documents sent by the MRO to the District;
 4. Documents related to the refusal of any employee to submit to drug and/or alcohol testing;
 5. Documents presented by a driver to dispute the results of a drug and/or alcohol test administered in connection with the requirements of the OTETA.
- E. Records related to evaluations as follows:
1. Records pertaining to a determination by a SAP concerning an evaluation of covered employees' need for assistance;
 2. Records concerning a driver's compliance with recommendations of the SAP.
- F. Records related to education and training as follows:
1. Materials on drug use awareness and alcohol misuse including a copy of the District's policy and administrative regulations on drug use and alcohol misuse and related information;
 2. Driver's signed receipt of education materials;
 3. Documentation of training provided to supervisors for the purpose of qualifying the supervisors to make a determination concerning the need for drug and/or alcohol testing based on reasonable suspicion;
 4. Certification that any training conducted in compliance with the OTETA meets all pertinent requirements for such training.
- G. Records related to alcohol and drug testing as follows:
1. Agreements with collection site facilities, laboratories, MRO's and consortia as applicable;
 2. Names and positions of officials and their role in the District's drug and alcohol testing program(s);
 3. Semiannual laboratory statistical summaries of urinalysis as required by the OTETA and as reported by the laboratory. The District will document laboratory failures to provide statistical summaries and any District follow-up efforts to obtain such reports;
- H. Records will be retained by the District as follows:
1. Five (5) years:
 - a. Records of employee alcohol testing results with results indicating an alcohol concentration of 0.02 or greater;

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- b. Record of verified positive drug testing results;
 - c. Documentation of refusals to take required drug and/or alcohol tests;
 - d. Employee evaluation and referrals;
 - e. Testing program records including violations;
 - f. A copy of each annual calendar year report summary.
2. Three (3) Years:
 - a. Records related to each query and all information received in response to each query. Documentation of a consent will be retained for three years from the date of the last query.
 - b. Pre-employment records obtained, or good faith efforts to obtain, from a previous employer about a driver.
 3. Two (2) Years:
 - a. Records related to the drug and alcohol collection process and training.
 4. One (1) Year
 - a. Records of negative and canceled drug testing results.
 5. Indefinite Period
Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors and drivers shall be maintained by the District while the individual performs the functions which require training and for two years after ceasing to perform those functions.
- I. Records will be maintained in a secure location with controlled access to ensure confidentiality requirements are met as follows:
1. Drug and alcohol misuse prevention program records will be maintained at the District office. Records relating to individual employee drug and/or alcohol testing, evaluation and treatment will be maintained separately from the employee's personnel file.
 2. Employees are entitled upon written request to obtain copies;
 3. The District may disclose information in connection with employee benefit proceedings, Department of Transportation agency action against an employee of National Transportation Safety Board safety investigations;
 4. The District shall disclose such information to subsequent employers upon written request from the employee (in accordance with 49 C.F.R. § 382.413⁷).

⁷Information that must be disclosed to subsequent employers, upon receipt of proper authorization form/release signed by the employer's ex-driver: (a) Failed alcohol tests (breath alcohol content of 0.04 or greater); (b) Verified positive drug test;
(c) Refusals to test.