



**BETHEL SCHOOL BOARD WORK SESSION**

Hybrid Meeting hosted from the District Office – 4640 Barger Drive

Monday, July 1, 2024 – 6:30 p.m.

Join Zoom:

<https://bethel-k12-or-us.zoom.us/j/83179364175?pwd=MDV0NXNUOUtRTnhDTTQrSzBVVW52dz09>

Passcode: 618805

Or

Phone number to listen: 1.253.215.8782

Webinar ID: 831 7936 4175

Passcode: 618805

**AGENDA**

**1. Call to Order**

**Caleb Clark, Vice Chair**

**2. 2024-2025 Committee Assignments**

**3. Adjournment**

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**BETHEL SCHOOL BOARD MEETING**

Hybrid Meeting hosted from the District Office – 4640 Barger Drive

Monday, July 1, 2024

Immediately following the Work Session, at approximately 7:00 p.m.

Join Zoom:

<https://bethel-k12-or-us.zoom.us/j/83179364175?pwd=MDV0NXNUOUtRTnhDTTQrSzBVVW52dz09>

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**AGENDA**

**1. Call to Order**

**Caleb Clark, Vice Chair**

**2. Pledge of Allegiance**

**3. Election of Officers**

**4. Approval of Minutes**

**5. Delegations and Visitors**

Public comment will be taken in-person, via Zoom, or in writing.

- For in-person comments, please complete the Intent to Speak card prior to the start of the board meeting.
- For comments via Zoom, please complete [this form](#) prior to the start of the board meeting.
- Written comments to the board can be submitted anytime at [publiccomment@bethel.k12.or.us](mailto:publiccomment@bethel.k12.or.us). Board members will have access to written public comments submitted by noon the day of the board meeting.

**6. Board Business**

A. Superintendent's Report

B.

**7. Consent Agenda**

1. Appoint District Officers;
2. Depository of Funds;
3. Authorization of Investment;
4. Designate Attorneys;
5. Designate Auditors;

Resolution No. 1

**BETHEL SCHOOL DISTRICT #52**

**BOARD OF DIRECTORS**

July 1, 2024, Page 2 of 2

6. Designate Realtors;
7. Board Meeting Calendar for 2024-25;
8. Consolidation and Commingling of Funds;
9. Authorize Submission of 2024-25 Title Applications;
10. Approve CACFP (*Child and Adult Care Food Program*) participation in 2024-25;
11. Approve Alternative Education Programs for 2024-25; and
12. Personnel Action

**8. Action Items**

- A. Adopt policy JGAB
- B.

Resolution No. 2

**9. Information and Discussion**

- A. OSBA 2024 Annual Convention, November 7-9, Portland Marriott Downtown Waterfront Hotel
- B.

**10. Board Activity Update**

- A.

**11. Review of Next Meeting: Board Retreat - Friday/Saturday, August 9-10, 2024**

**12. Adjournment**

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**MINUTES**  
**BETHEL SCHOOL DISTRICT #52**  
**BUDGET COMMITTEE MEETING**  
**MAY 15, 2024**

The May 15, 2024 Budget Committee Meeting was held in person in the District Office boardroom and was remotely accessible via Zoom Webinar.

**ATTENDANCE:**

Budget Committee: Paul Jorgensen, Debi Farr, Drae Charles, Curt Nordling, Robin Zygaitis, Caleb Clark, Ashley Espinoza, Diane Behling, Alan Laisure, James Manning Jr., Erin Zygaitis, Jenna Hawkins, and Chair, T. Erin Basinger

Absent: Jennifer Monegan

Robin Zygaitis, Curt Nordling, James Manning Jr., and Drae Charles joined the meeting virtually via Zoom.

District staff: Superintendent Sproles, Assistant Superintendent Calalang, Director of Community Relations and Communications Alisha Dodds, Business Services Director Andrea Belz, Director of Teaching & Learning for Elementary Jill Robinson-Wolgamott, Student Services Director Logan Grasseth, Willamette High School Principal Dan Hedberg, and Budget Secretary Jill Busby

**CALL TO ORDER**

Chair Basinger called the Budget Committee Meeting to order at 5:32 p.m.

**PLEDGE OF ALLEGIANCE**

Director Jorgensen led the Pledge of Allegiance.

**ACTION ON MINUTES**

Chair Basinger presented the Minutes from the May 13, 2024 Budget Committee Meeting and asked for additions or corrections. Hearing none, the Budget Committee approved the minutes as submitted.

**DELEGATIONS AND VISITORS**

No public comments were made.

*Director Espinoza arrived at approximately 5:34 p.m.*

**BUDGET PRESENTATION**

**Orientation and Strategic Plan Summary: Superintendent Sproles**

Superintendent Sproles reviewed the agenda, which includes presentations from administrators on how the District will use its funds to advance the strategic priorities identified in the Bethel Blueprint. The Blueprint consists of four priority areas: Relevant & Responsive Learning, Joy & Wellness, Belonging & Engagement, and Strong Schools, Strong Communities. Each area will be presented by individual administrators. The Overview of Special Funds agenda item, which was inadvertently added to the agenda, was presented during the May 13<sup>th</sup> Budget Committee Meeting and will be removed from the current agenda.

*Director Charles joined the meeting virtually at approximately 5:53 p.m.*

**Relevant & Responsive Education: Dir. of Teaching and Learning - Elementary Jill Robinson-Wolgamott**

Director of Teaching and Learning for Elementary Jill Robinson-Wolgamott reviewed strategic investments for the Relevant & Responsive Learning priority including professional development for staff,

**MINUTES**  
**BETHEL SCHOOL DISTRICT #52**  
**BUDGET COMMITTEE MEETING**  
**MAY 15, 2024**

the implementation of instructional coaches and Professional Learning Communities (PLCs), family literacy nights, summer school programs, the science of reading, early literacy initiatives, and recent math curriculum adoptions and implementation. Ms. Robinson-Wolgamott highlighted the District's instructional coaches who play a pivotal role in advancing Relevant and Responsive Learning by impacting all levels of staff across the District and PLCs where educators share expertise, review data, and work collaboratively to improve teaching skills and student academic outcomes. Ms. Robinson-Wolgamott answered various questions from the Budget Committee throughout the presentation.

**Joy & Wellness: Student Services Director Logan Grasseth**

Student Services Director Logan Grasseth reviewed the strategic investments in Joy & Wellness, which include mental health supports, Social and Emotional Learning (SEL) programs, employee wellness activities, and the Sources of Strength initiative. The District has invested in six mental health therapists and two mental health interns, who have collectively served 314 students this year. Mr. Grasseth provided an overview of the SEL programs implemented across the District, detailed the employee wellness program, and explained how Sources of Strength is integrated into K-12 instruction. Budget Committee members offered comments, and Mr. Grasseth answered their questions.

**Belonging & Engagement: Willamette High School Principal Dan Hedberg**

Willamette High School Principal Dan Hedberg reviewed strategic investments related to Belonging & Engagement. These investments include conducting surveys among students, staff, and parents/caregivers to gather feedback on belonging and engagement, supporting high school student affinity groups, and implementing the No Place for Hate initiative. Additionally, the District has invested in middle school sports and affinity groups, and the new CTE building at Willamette High School, which will serve as a CTE Hub to foster a community around career and technical education. The District also celebrates staff and student achievements, and promotes music and art. Mr. Hedberg answered questions from the Budget Committee.

**Strong Systems/Strong Community: Assistant Superintendent Calalang**

Assistant Superintendent Calalang reviewed the strategic investments for the Strong Schools, Strong Communities priority, aimed at creating responsive and transparent systems to ensure equitable access to learning opportunities. These investments include implementation of transportation systems and staff for improved on-time arrivals and departures for buses, enhanced safety measures at schools, the implementation of Anonymous Alerts, and improvements in employee onboarding systems. Planned investments for the 2024-25 school year include an online tracking system for suicide risk assessments and behavioral threats, as well as continued improvements to ensure staff can perform their jobs safely. Ms. Calalang answered questions from the Budget Committee, which also discussed busing and community planning.

**Overview of Special Funds: Business Services Director Andrea Belz**

This topic was discussed during the May 13th Budget Committee Meeting and was removed from the current agenda.

**Budget Summary: Superintendent Sproles**

Superintendent Sproles emphasized the importance of purposeful budgeting, noting that significant achievements only occur with strong leadership directing funds appropriately. He highlighted the connection between Bethel's identity and its future as a school community, stressing the importance of aligning the District's spending with its community values. With increased school funding expected to be

**MINUTES**  
**BETHEL SCHOOL DISTRICT #52**  
**BUDGET COMMITTEE MEETING**  
**MAY 15, 2024**

a major focus in the upcoming legislative session, he underscored the need for a unified voice advocating for public schools. Despite operating with a reduced budget and spending down the ending fund balance, the District continues to serve students and families effectively, maintaining a strong trajectory for positive impact.

**DISCUSSION AND APPROVAL OF THE 2024-2025 BUDGET AND LEVIES**

Jenna Hawkins made a motion to approve the budget as follows:

*"I move that the Budget Committee of Bethel School District #52 approve the budget for the **2024-25** fiscal year, in the General Fund amount of **\$91,928,343** and Other Funds amount of **\$78,651,315** for an aggregate amount of **\$170,579,658.**"*

Debi Farr seconded. With a roll call vote the motion was passed unanimously.

Caleb Clark made a motion to approve the tax rate and debt service levy as follows:

*"I move that the Budget Committee of Bethel School District #52 approve property taxes for the **2024-25** fiscal year at the rate of **\$4.5067** per \$1,000 of assessed value for operating purposes in the General Fund and in the amount of **\$6,966,282** for the general obligation bond principal and interest in the Debt Service Fund."*

Jenna Hawkins seconded. With a roll call vote the motion was passed unanimously.

**ACKNOWLEDGMENT**

Superintendent Sproles commended Business Services Director Andrea Belz for her leadership and dedication, thanking Ms. Belz and her team for their work to make the budget more transparent, actionable, and aligned with the District's goals.

**ADJOURNMENT**

Chair Basinger adjourned the Budget Committee Meeting at 6:43 p.m.

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Clerk – Kraig Sproles  
*jcb*

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Chair – Robin Zygaitis for T. Erin Basinger



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**MINUTES**  
**BETHEL SCHOOL DISTRICT #52**  
**BOARD OF DIRECTORS**  
**JUNE 10, 2024**

The June 10, 2024 meeting of the Board of Directors was held in person in the District Office boardroom and was remotely accessible via Zoom Webinar.

**ATTENDANCE**

Board Members: Drae Charles, Ashley Espinoza, Paul Jorgensen, Caleb Clark, Curt Nordling, and Chair, Robin Zygaitis

Absent: Debi Farr

District staff and presenters: Superintendent Sproles, Assistant Superintendent Calalang, WHS Student Representative Jada Iheanyi-Igwe, Alisha Dodds, Andrea Belz, Bill Wagner, and Jill Busby

**CALL TO ORDER**

Chair Zygaitis called the June 10, 2024 regular meeting of the Board of Directors to order at 6:33 p.m.

**PLEDGE OF ALLEGIANCE**

Director Jorgensen led the Pledge of Allegiance.

**ACTION ON MINUTES**

Chair Zygaitis presented the Minutes from the May 13, 2024 Board Meeting and asked for additions or corrections. Hearing none, the Board approved the Minutes as submitted.

**STUDENT REPRESENTATIVE REPORTS: KHS AND WHS**

Meztly was unavailable.

WHS Student Representative Report: Jada Iheanyi-Igwe

See [video recording](#) at 0:01:04 for this presentation.

Jada shared her plan to attend the University of Oregon in the fall, her summer plans, and formative experiences as a Willamette student. In response to a question from Superintendent Sproles, Jada suggested that offering additional leadership opportunities for students to interact with the WHS administrative team would result in more students feeling a stronger sense of connection and belonging. The Board thanked Jada for serving as the 2023-24 WHS Student Representative and wished her well.

**DELEGATIONS AND VISITORS**

None

Director Charles acknowledged the Board's failure to follow through with sending a letter to Lane ESD Superintendent Scurto which was discussed during the Action Items portion of the February 26<sup>th</sup> Board meeting. The Board discussed accountability and next steps. The letter will be re-sent to Board members for their review and an action item will be added to an upcoming meeting agenda for the Board's consideration.

**BOARD BUSINESS**

Spring Sports/Activities Update: Bill Wagner – 20 minutes

See [video recording](#) at 0:15:16 for this presentation.

## MINUTES

### BETHEL SCHOOL DISTRICT #52

#### BOARD OF DIRECTORS

JUNE 10, 2024

Athletic Director Bill Wagner shared highlights from winter and spring 2024 sports and activities. The District added elementary track, and middle school track saw a significant increase in student participation compared to last year. High school track also experienced a rise in participation. Emerging sports like boys volleyball and girls flag football were mentioned. Mr. Wagner provided an overview of recent facilities updates which enhance Willamette's appeal as a venue for events. Overall, sports and activities are thriving with increased participation, and there is great excitement for next year. Mr. Wagner answered questions from the Board. Superintendent Sproles expressed appreciation for Mr. Wagner's vision for middle school sports.

#### Financial Statement: Andrea Belz – 10 minutes

See [video recording](#) at 0:36:36 for this presentation.

Business Services Director Andrea Belz reviewed the May 2024 General Fund Operations financial statement showing an estimated ending fund balance of \$10,596,245, and the 2021 General Obligation Bond financial statement as of May 31, 2024, showing an unallocated bond balance of \$10,364,749.50. Ms. Belz and Superintendent Sproles addressed inquiries from the Board.

#### Superintendent's Report

See [video recording](#) at 0:47:03 for this presentation.

Slides for this presentation can be found [here](#).

As part of Superintendent Sproles' evaluation, he referred to two documents provided to Board members: "Superintendent Reflection – Kraig Sproles, 2023-24" and summaries detailing the current status of strategies and actions for Relevant and Responsive Learning, Joy and Wellness, Belonging and Engagement, and Strong Schools/Strong Communities, the four priorities of the District's strategic plan. Superintendent Sproles noted that the Board will convene in Executive Session toward the end of the meeting to discuss his evaluation and will have the opportunity to take action on his evaluation at the June 24<sup>th</sup> meeting.

Superintendent Sproles recognized the District Leadership Team, thanked Board members for their work and involvement tracking KPIs, and provided a 2023-24 KPI summary sharing highlights related to the following:

- Bethel Blueprint implementation
- Student outcomes
- Long-range planning
- Community engagement
- Equity-centered leadership
- Fiscal management

Superintendent Sproles also commented on his community advocacy and partnerships, shared reflections on his leadership, summarized the groundwork for the 2024-25 school year, and answered questions from the Board.

Director Charles commented on recent concerning statistics related to hate and bias in Lane County, which the Board then discussed.

#### Policy Update, 1<sup>st</sup> Reading

See [video recording](#) at 1:22:30 for this presentation.

**MINUTES**

**BETHEL SCHOOL DISTRICT #52**

**BOARD OF DIRECTORS**

**JUNE 10, 2024**

Assistant Superintendent Calalang, Business Services Director Andrea Belz, and Superintendent Sproles reported on and answered questions from the Board regarding the following Board policies:

DDC – Native American Education Program Grants – Title VI Indian Education – *No changes*

DFA – Short-Form Investment – *No changes*

DFB – Arbitrage Post-Issuance Compliance – *No changes*

DFEA – Admissions to District Events – *No changes*

DJC – Purchasing Goods or Services – *Updated to reflect new language*

DLC – Expense Reimbursement – *No changes*

DN – Disposal of District Property – *Updated to reflect new language*

EBCB – Emergency Drills and Instruction – *Updated to reflect new language*

**CONSENT AGENDA**

**Resolution No. 57 – Personnel Action**

See [video recording](#) at 1:39:40.

**Motion:** Curt Nordling moved, Ashley Espinoza seconded, to approve the Revised Consent Agenda as specified below.

#	Name	Type	Description
1.	Brown, Erin	Resignation	Accept resignation effective the end of the 2023-24 school year; position held: Student Services TOSA @District Office; 10 years at Bethel.
2.	Fetters, Denise	Hire for 2024-25	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE Occupational Therapist @District Office; start date: 8/26/2024.
3.	Galago, Tiny	Hire for 2024-25	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE Resource Room Teacher @Willamette; replaces: Erin Brown; start date: 8/26/2024.
4.	Kaanapu, Todd	Hire for 2024-25	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE Resource Room Teacher @Willamette; replaces: Tammy Miller; start date: 8/26/2024.
5.	Neuhaus, Carley	Resignation	Accept resignation effective June 7, 2024; position held: Student Services TOSA @District Office; 4 years at Bethel.
6.	North, Stephen	Resignation	Accept resignation effective the end of the 2023-24 school year; position held: English Language Arts Teacher @Willamette; 3 years at Bethel.

**MINUTES**  
**BETHEL SCHOOL DISTRICT #52**  
**BOARD OF DIRECTORS**  
**JUNE 10, 2024**

7.	Paulson, April	Hire for 2024-25	Offer 3 <sup>rd</sup> Year Probationary Contract for 1.0 FTE Resource Room Teacher @Shasta; Start Date: 8/26/2024.
8.	Rodriguez, Lena	Infant Care Leave	Approve 1.0 FTE Infant Care Leave from 9/3/2024 through 1/29/2025; Position: Social Studies Teacher @Willamette.
9.	Stearns, Alan	Resignation	Accept resignation effective June 28, 2024; position held: Assistant Principal @Willamette; 5 years at Bethel.
10.	Brandon, Amy	Job Share	Approve job share with Theresa Haley for the 2024-25 school year; Position: 3 <sup>rd</sup> Grade Teacher @Malabon.
11.	Edwards, Josh	Leave of Absence	Approve 1.0 FTE Miscellaneous Leave of Absence for the 2024-25 school year; position: English Language Arts Teacher @Willamette.
12.	Haley, Theresa	Job Share	Approve job share with Amy Brandon for the 2024-25 school year; Position: 3 <sup>rd</sup> Grade Teacher @Malabon.
13.	Leona, Windy	Resignation	Accept resignation effective the end of the 2023-24 school year; position held: 5 <sup>th</sup> Grade Teacher @Irving; 18 years at Bethel.
14.	O’Connor, Jake	Hire for 2024-25	Offer Extra Duty Contract for Head Boys Basketball Coach @Willamette.
15.	Wheeler, Beth	Hire for 2024-25	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE Music Teacher @Malabon; replaces: Melissa Erp; start date: 8/26/2024.

**Motion Passed, 6-0**

**Absent:** Debi Farr

**ACTION ITEMS**

**Resolution No. 58 – Adopt Policies/AR: DDC, DFA, DFB, DFEA, DLC, EBC, IGBAF, IGBAF-AR, and IGBAG**

See [video recording](#) at 1:40:24.

**Motion:** Caleb Clark moved, Curt Nordling seconded, to adopt the following Board policies and administrative rule:

- DDC – Native American Education Program Grants – Title VI Indian Education
- DFA – Short-Form Investment
- DFB – Arbitrage Post-Issuance Compliance
- DFEA – Admissions to District Events
- DLC – Expense Reimbursement
- EBC – Emergency Plan and First Aid
- IGBAF – Special Education – Individualized Education Plan (IEP)

**MINUTES**

**BETHEL SCHOOL DISTRICT #52**

**BOARD OF DIRECTORS**

**JUNE 10, 2024**

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

IGBAG – Special Education – Procedural Safeguards

**Motion Passed, 6-0**

**Absent:** Debi Farr

**INFORMATION AND DISCUSSION**

See [video recording](#) at 1:41:08.

- A. Willamette High School Graduation Review. The Board praised Willamette’s 2024 graduation and discussed potential changes to seating arrangements during the ceremony.
- B. Kalapuya High School Graduation, Thursday, June 13, 6:30pm, Wolverine Stadium
- C. OSBA Summer Board Conference, August 9-11, Salem Convention Center
- D. OSBA Annual Convention, November 7-9, Portland Marriott Downtown Waterfront Hotel. The Board discussed parts of last year’s OSBA Annual Convention.

**BOARD ACTIVITY UPDATE**

- A. Director Espinoza mentioned that she attended a recent culinary capstone event at Lane Community College, where she saw a former Willamette student who had been part of Willamette's culinary program and is now in the culinary program at LCC.

**REVIEW OF NEXT MEETING: MONDAY, JUNE 24, 2024, AT 6:30 P.M.**

- A. Public Hearing/Adoption of 2024-2025 Budget
- B. Instructional Hours Review and Approval: Jill Robinson-Wolgamott
- C. Superintendent’s Report
- D. Board Policies Up for Periodic Review

**EXECUTIVE SESSION PER ORS 192.660(2)(i)**

Chair Zygaitis moved the Board into Executive Session at 8:29 p.m. to discuss the Superintendent’s 2023-2024 performance evaluation.

**RETURN TO REGULAR SESSION**

Chair Zygaitis returned the Board to Regular Session at 9:58 p.m.

**ADJOURNMENT**

There being no further business to bring before the Board, Chair Zygaitis adjourned the meeting at 9:58 p.m.

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Clerk – Kraig Sproles  
*jcb*

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Chair – Robin Zygaitis

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**July 1, 2024**

**RESOLUTION NO. 24-25: 1**

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

1. Appoints the following personnel to the positions indicated for the 2024-25 school year: Kraig Sproles: Executive Officer and District Clerk; Andrea Belz: Budget Officer, Deputy Clerk, Custodian of Funds; Remie Calalang: Deputy Clerk; Jill Busby: Board Secretary;
2. Designates U.S. Bank, Umpqua Bank, and the Local Government Investment Pool as the depositories for all funds of School District No. 52, Lane County, for the 2024-25 fiscal year;
3. Re-adopts, in accordance with ORS 294.135, the attached Investment Policy for the fiscal year beginning July 1, 2024;
4. Designates PACE Legal; Luvaas Cobb, Attorneys at Law; The Hungerford Law Firm; Graham M. Hicks, Attorney; and Garrett Hemann Robertson P.C. as attorneys for the District during the 2024-25 school year;
5. Designates the firm of REDW Advisors & CPAs LLC as auditors for the 2024-25 school year;
6. Designates Sherry Duerst-Higgins, ABR, CRS, CRB, GRI, SRES, Broker for RE/MAX Advantage Plus and Paula Rini, Broker for Windermere Real Estate as realtors for the 2024-25 school year;
7. Adopts the Board Meeting Calendar for the 2024-25 school year:

July 1, 2024	October 9 and 30, 2024	January 8 and 22, 2025	April 9 and 23, 2025
August 28, 2024	November 13, 2024	February 12 and 26, 2025	May 14, 2025
September 11 and 25, 2024	December 11, 2024	March 12, 2025	June 11 and 25, 2025
8. Pursuant to ORS 294.460, and in the interest of effective cash management, the Business Services Director is hereby authorized to consolidate and commingle the cash balances of the several funds of the District whenever practicable; That the temporary inter-fund loans (amounts due to and due from the various funds) incidental to this practice are hereby authorized for the fiscal year 2024-25;
9. Authorizes the Superintendent to submit the Title I-A, Title II-A, Title III, and Title II-D, Applications for the 2024-25 school year;



10. Approves the participation of the Willamette High School Infant Toddler Center in the Child and Adult Care Food Program (CACFP) for the 2024-25 calendar year (October 1 through October 1); and,

11. Approves the following Alternative Education Programs for 2024-25:

Bridgeway House

- Therapeutic day treatment program.

Center Point School (Looking Glass)

- Therapeutic day treatment program.

Riverview Center for Growth

- Therapeutic day treatment program.

Jasper Mountain / Safe Center

- Therapeutic day treatment program.

Lane Metro Youth Corps (Looking Glass)

- Grades 9-12 and connected to Riverfront.
- ½ day in the classroom, combined with ½ day in the field, working on conservation-related projects throughout Lane County.
- Examples of projects include trail construction, tree/shrub planting, invasive plant removal, native plant seed collection, light construction projects, and a range of other outdoor work.

New Roads (Looking Glass)

- Grades 9-12.
- Program for unhoused youth.
- GED prep.
- Drop in model.

Riverfront (Looking Glass)

- Grades 6-12.
- ½ day Academic Credit Recovery classes, combined with ½ day transition/work experience.
- Transition/work experience provides work-based learning opportunities and includes Vocational Skill Building, a Culinary Arts Program, and Health Occupations Training.
- Option to earn a regular Oregon high school diploma.
- Option to earn a General Education Degree (GED).

Wellsprings Friends School

- Grades 9-12.
- Focus on caring partnership between teachers and students, along with peaceful problem solving.
- Teaching setting is minimally structured, with flexibility to adjust to students' readiness to learn.
- Encourages students to be creative, venturesome, and flexible, to live in community with others, and contribute to their own and others' well-being.
- Students can earn a standard Oregon diploma.

MLK Education Center

- Grades 9-12.
- Students have an active (adjudicated) case with Lane County Youth Services.
- Vocational training programs include Culinary Arts and Horticulture.

- Placement is recommended by Lane County Youth Services.
- Option to earn standard Oregon diploma or GED.

12. Personnel Action:

#	Name	Type	Description
1.	Davis, Amanda	Infant Care Leave	Approve 1.0 FTE Infant Care Leave from 9/3/2024 through 12/2/2024; position: Social Studies Teacher @Willamette.
2.	Olsen, Kris	Leave of Absence	Approve .2 FTE Miscellaneous Leave of Absence for the 2024-25 school year; position: English/Science Teacher @Kalapuya.
3.	Lake, Spencer	Resignation	Accept resignation effective June 24, 2024; position held: Core Teacher @Willamette; 4 years at Bethel.

**Bethel School District (Lane County No. 52)**

**INVESTMENT POLICY**

**PURPOSE**

The purpose of this investment policy is to assist the Board of Directors and the Administration of Bethel School District in carrying out their joint responsibility as stewards of the District's cash resources.

**SCOPE and SIZE**

This policy applies to activities of Bethel School District with regard to investing the financial assets of all District funds, including the following:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Projects Funds
- Internal Service Funds
- Fiduciary Funds

Funds of the District will be invested in compliance with the provisions of ORS 294.035 through 294.048; ORS 294.125 through 294.155; ORS 294.810; and other applicable statutes. Funds held by trustees or fiscal agents are excluded from these rules; however, all funds are subject to applicable statutes and regulations established by the State of Oregon and the federal government. Other than bond proceeds or other unusual situations, the total of all funds ranges from \$1 million to \$25 million.

Investments will be made in accordance with this policy and written administrative procedures. Investment of any tax-exempt borrowing proceeds and of any related debt service funds will comply with the arbitrage restrictions of Section 148 of the Internal Revenue Code of 1986.

**OBJECTIVES**

Investment objectives are

1. Safety (preservation of capital and protection of principal);
2. Liquidity (availability of funds to meet operating requirements);
3. Minimize risk (avoidance of imprudent credit, market or speculative risk)
4. Yield (rate of return).

**DELEGATION OF AUTHORITY**

The Director of Business Services is the designated investment officer of Bethel School District, under the direction of the Superintendent, and review of the School Board of Directors. Business staff may be assigned to assist by making transfers

to and from the District's various State Pool accounts. The investment office is responsible for setting investment policy and guidelines subject to review and adoption by the Bethel School Board of Directors, and if required, review and comment by the Oregon Short-Term Fund Board. Further, the Director of Business Services will be responsible for the day-to-day operations of the investment process which includes but is not limited to choosing what to buy or sell, from whom investments will be purchased, executing the buy/sell orders, producing necessary reports, and supervising staff. In addition to the active management of the investment portfolio, the Director of Business Services is responsible for the maintenance of other written administrative procedures consistent with this policy and the requisite compliance. To further optimize the total return of the investment portfolio, the Director of Business Services will administer an active cash management program the goal of which will maintain historical cash flow information i.e. payroll; revenue receipts; and any extraordinary expenditures.

#### **STANDARD OF PRUDENCE**

The investment officer shall make investments under the prudent investor rule, which states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

The investment officer and staff, acting in accordance with this investment policy and exercising due diligence, shall not be held personally responsible for a specific security's credit risk, or market price changes, or loss of principal if securities are liquidated prior to maturity, provided that any unfavorable developments are reported as soon as practical and that appropriate action is taken to control further adverse developments.

#### **SAFEKEEPING AND COLLATERALIZATION**

Investment securities purchased by the investment officer will be delivered by either Fed book entry; DTC; or physical delivery and held in third party safekeeping. The trust department of a bank may be designated as custodian for safekeeping securities purchased from that bank. The purchase and sale of securities will be on a delivery versus payment basis. The custodian shall issue a safekeeping receipt to Bethel School District #52 listing the specific instrument, selling broker/dealer, issuer, coupon, maturity, cusip number, purchase or sale price, transaction date, and other pertinent information. Delivery versus payment will also be required for all repurchase transactions and with the collateral priced and limited in maturity in compliance with ORS 294.035 (11). Demand and time deposits shall be collateralized through the state collateral pool as required by statute for any excess over the amount insured by an agency of the United States government and are not considered investments under this policy.

#### **ACCOUNTING METHOD**

Bethel School District #52 shall comply with all required legal provisions and Generally Accepted Accounting Principles (GAAP). The accounting principles are those contained in the pronouncements of authoritative bodies including but not necessarily limited to, the American Institute of Certified Public Accountants (AICPA); the Financial Accounting Standards Board (FASB); and the Government Accounting Standards Board (GASB).

#### **INTERNAL CONTROLS**

The investment officer shall maintain a system of written internal controls, which will be reviewed annually by the independent auditor or upon any extraordinary event, such as the turnover of key personnel, or the discovery of any inappropriate activity.

#### **REPORTING REQUIREMENTS**

The investment officer shall prepare a monthly report for the Board of Directors so that the Board may review the results of the cash management and investment activities.

#### **INVESTMENT POLICY ADOPTION**

This investment policy will be submitted to the Oregon Short Term Fund Board for review prior to submission to the School Board of Directors for adoption. Adoption of these guidelines by the School Board supersedes any previous District policy or practice with respect to investments. If investments exceeding a maturity of eighteen months are contemplated, further review and comment by the Oregon Short-Term Fund Board will be sought.

This investment policy shall be reviewed and readopted annually by the School Board in accordance with ORS 294.135a.

#### **QUALIFIED INSTITUTIONS**

The investment officer shall maintain a list of all authorized broker/dealers and financial institutions that are approved for investment purposes or investment dealings. Any firm is eligible to make an application to the District

and upon due consideration and approval will be added to the list. Additions or deletions to the list will be made at the Director of Business Services discretion. At the request of the District, the firms performing investment services shall provide their most recent financial statements or Consolidated Report of condition (call report) for review. Further, there should be in place proof as to all the necessary credentials and licenses held by employees of the broker/dealers who will have contact with the District as specified by, but not necessarily limited to, the National Association of Securities Dealers (NASD), Securities and Exchange Commission (SEC), etc. The District shall conduct an annual evaluation of each firm's credit worthiness to determine if it should remain on the list. Securities broker/dealers not affiliated with a bank shall be required to have an office located in Oregon and be classified as reporting dealers affiliated with the Federal Reserve as primary dealers.

## INVESTMENT MATURITY

Unless matched to a specific cash flow, the District will not directly invest in securities maturing in more than 18 months. Except for funds requiring special handling (bond proceeds subject to arbitrage, etc) investments beyond 18 months will be governed by the investment officer with the approval of the School Board of Directors and the Superintendent.

Funds considered short-term will be invested to coincide with projected cash needs or with the following serial maturity:

- 50% minimum to mature under three months
- 25% maximum to mature three months to one year
- 25% maximum to mature over one year out to eighteen months.

The investment officer shall maintain historical cash flow records and a cash flow projection, which extends, for operating funds, at least six months beyond the end of the current fiscal year. For bond funds, a cash flow projection will be maintained for the expected life of the bond issue. The cash flow projection shall be the basis for selecting investment maturity dates. The investment officer will review and update the cash flow projections as significant changes occur- at least quarterly.

It is intended that securities will be purchased with the reasonable expectation that they will be held until maturity. Thus, no investment will be made which is beyond the time horizon of the cash flow projection.

## PORTFOLIO DIVERSIFICATION

	Maximum Percent of <u>Portfolio *</u>
1. <u>Diversification by Instrument</u>	
US Treasury Obligation	100%
US Government Agency Securities (GSE's)	100%
Bankers' Acceptances from qualified institutions	25%
Negotiable Certificates of Deposit from Qualified institutions	25%
Repurchase Transactions	25%
Commercial Paper	25%
Corporate Notes	10%
2. <u>Diversification by Institution</u>	
Local Government Investment Pool	100%
Non-US Treasury/GSE issuer	10%

\*Limitations under ORS 294.035

\*Percentages apply as of the date of settlement.

\*\*Repurchase transactions will be restricted to counter-parties that have entered into a "master repurchase agreement" with the District.

The combination of certificates of deposit, banker's acceptances, and repurchase agreements with any one financial institution shall not exceed 33% of the total portfolio at settlement date.

## COMPETITIVE SELECTION OF BIDS OR OFFERS

Before investing funds with institutions other than the State Pool, the investment officer shall solicit quotes for a specific maturity date from at least two qualified financial institutions. The officer shall select the instrument which best satisfies the investment objectives (**safety, liquidity, and yield**, in that order) and the diversification requirements stated above.

## MONITORING AND ADJUSTING THE PORTFOLIO

The Director of Business Services will routinely monitor the contents of the portfolio comparing the holdings to the markets, relative values of competing instruments, changes in credit quality, and benchmarks. If there are advantageous transactions, the portfolio may be adjusted accordingly.

### PERFORMANCE EVALUATION

The performance of the District will be measured against the performance of the Local Government Investment Pool (LGIP), using monthly net yield of both portfolios as the yardstick.

### Original Adoption

June 21, 2000

ATTEST \_\_\_\_\_

Clerk – Kraig Sproles

\_\_\_\_\_

Chair

MOVED BY \_\_\_\_\_

SECONDED BY \_\_\_\_\_

DATE \_\_\_\_\_

RESOLUTION:      *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Debi Farr				
Ashley Espinoza				
Paul Jorgensen				
Caleb Clark				
Curt Nordling				
Robin Zygaitis				
Drac Charles				



**July 1, 2024**

**RESOLUTION NO. 24-25: 2**

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

**JGAB:                      Use of Restraint or Seclusion**

ATTEST \_\_\_\_\_  
   Clerk – Kraig Sproles

\_\_\_\_\_ Chair

MOVED BY \_\_\_\_\_

SECONDED BY \_\_\_\_\_

DATE \_\_\_\_\_

RESOLUTION:        *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Debi Farr				
Ashley Espinoza				
Paul Jorgensen				
Caleb Clark				
Curt Nordling				
Robin Zygaitis				
Drae Charles				

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

Subject: Use of Restraint or Seclusion

Policy Number: JGAB Effective Date: 7/2024

Date of Original Policy and Revisions: 6/07, 4/10, 11/12, 4/14, 2/18, 12/19, 9/22

Cancels Policy: \_\_\_\_\_ Dated: \_\_\_\_\_

Date of Next Review: 7/2027

**POLICY**

Bethel School District encourages culturally responsive positive behavioral interventions and supports to maintain a safe and secure environment for all students and staff. The Board is dedicated to the development and application of best practices within the District's public educational/behavior programs. The Board establishes this policy and its administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with District students.

The use of the following types of restraint on a student in the District is prohibited:

1. Chemical restraint.
2. Mechanical restraint.
3. Prone restraint.
4. Supine restraint.
5. Any restraint that involves the intentional and nonincidental use of a solid object<sup>1</sup>, including a wall or the floor, to impede a student's movement, unless the restraint is necessary to prevent an imminent life-threatening injury or to gain control of a weapon.
6. Any restraint that places, or creates a risk of placing, pressure on a student's neck or throat.
7. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, unless the restraint is necessary for the purpose of extracting a body part from a bite.
8. Any restraint that impedes, or creates a risk of impeding, breathing.
9. Any restraint that involves the intentional placement of the hands, feet, elbow, knee or any object on a student's neck, throat, genitals or other intimate parts.
10. Any restraint that causes pressure to be placed, or creates a risk of causing pressure to be placed, on the stomach or back by a knee, foot or elbow bone.
11. Any action designed for the primary purpose of inflicting pain.

The use of a seclusion cell is prohibited.

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<sup>1</sup> The use of a solid object, including furniture, a wall, or the floor, by District staff performing a restraint is not prohibited if the object is used for the staff's own stability or support while performing the restraint and not as a mechanism to apply pressure directly to the student's body.



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

Restraint or seclusion may not be used for discipline, punishment, retaliation or convenience of staff, contractors or volunteers of the District.

Restraint may be imposed on a student in the District only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

Seclusion may be used on a student in the District only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

If restraint or seclusion is used on a student, by trained staff or other staff available in the case of an emergency when trained staff are not immediately available due to the unforeseeable nature of the emergency, e.g., teacher, administrator, or volunteer, it will be used only for as long as the student's behavior poses a reasonable risk of imminent and substantial physical or bodily injury to the student or others and less restrictive interventions would not be effective. Students will be continuously monitored by staff for the duration of the restraint or seclusion.

**Definitions**

1. "Restraint" means the restriction of a student's actions or movements by holding the student or using pressure or other means.

"Restraint" does not include:

- a. Holding a student's hand or arm to escort the student safely and without the use of force from one area to another;
  - b. Assisting a student to complete a task if the student does not resist the physical contact;
  - or
  - c. Providing reasonable intervention with the minimal exertion of force necessary if the intervention does not include a restraint prohibited under Oregon Revised Statute (ORS) 339.288 and the intervention is necessary to:
    - (1) Break up a physical fight;
    - (2) Interrupt a student's impulsive behavior that threatens the student's immediate safety, including running in front of a vehicle or climbing on unsafe structures or objects; or
    - (3) Effectively protect oneself or another from an assault, injury or sexual contact with the minimum physical contact necessary for protection.
2. "Seclusion" means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving. Seclusion includes, but is not limited to, the involuntary confinement of a student alone in a room with a closed door, whether the door is locked or unlocked.

"Seclusion" does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control if the student is in a setting from which the student is not physically prevented from leaving, or a student being left alone in a room with a

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

closed door for a brief period of time if the student is left alone for a purpose that is unrelated to the student's behavior.

3. "Seclusion cell" means a freestanding, self-contained unit that is used to isolate the student from other students or physically prevent a student from leaving the unit or cause the student to believe that the student is physically prevented from leaving the unit.
4. "Serious bodily injury" means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.
5. "Substantial physical or bodily injury" means any impairment of the physical condition of a person that requires some form of medical treatment.
6. "Mechanical restraint" means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.

"Mechanical restraint" does not include:

- a. A protective or stabilizing device ordered by a licensed physician; or
  - b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.
7. "Chemical restraint" means a drug or medication that is used on a student to control behavior or restrict freedom of movement that is not prescribed by a licensed physician or other qualified health professional acting under the professional's scope of practice for standard treatment of the student's medical or psychiatric condition; and administered as prescribed by a licensed physician or other qualified health professional acting under the professional's scope of practice.
  8. "Prone restraint" means a restraint in which a student is held face down on the floor.
  9. "Supine restraint" means a restraint in which a student is held face up on the floor.

Any student being restrained or secluded within the District whether in an emergency or as a part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in Oregon Administrative Rule (OAR) 581-021-0568.

The District shall only utilize a training program for restraint or seclusion to train staff and use in the District which has been approved by the Oregon Department of Education (ODE).

The District shall preserve, and may not destroy, any records related to an incident of restraint or seclusion, including an audio or video recording. The records must be preserved in the original format and without alteration in accordance with law.

An annual review of the use of restraint and seclusion during the preceding school year shall be completed and submitted to ODE to ensure compliance with District policies and procedures.

The results of the review and annual report shall be documented and shall include at a minimum:

1. The total number of incidents involving restraint;
2. The total number of incidents involving seclusion;

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

3. The total number of seclusions in a locked room;
4. The total number of students placed in restraint;
5. The total number of students placed in seclusion;
6. The total number of incidents that resulted in injuries or death to students or staff as a result of the use of restraint or seclusion;
7. The total number of students placed in restraint or seclusion more than 10 times in a school year and an explanation of what steps have been taken by the District to decrease the use of restraint and seclusion for each student;
8. The total number of restraint or seclusion incidents carried out by untrained individuals;
9. The demographic characteristics<sup>2</sup> of all students upon whom restraint or seclusion was imposed;
10. The total number of rooms available for use by the District for seclusion of a student and a description of the dimensions and design of the rooms.

This annual report shall be made available to the Board and to the public at the District's main office and on the District's website. At least once each school year the guardians of students of the District shall be notified about how to access the report.

The District shall investigate all complaints regarding the use of restraint and/or seclusion practices according to the procedures outlined in Board Policy KL – Public Complaints and KL-AR – Public Complaint Procedure. The complaint procedure is available at the District's administrative office and is available on the home page of the District's website.

The complainant, whether an organization or an individual, may appeal a district's final decision to the Oregon Department of Education pursuant to OAR 581-002-0001 - 581-002-0023.

The Superintendent or designee shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting, and written documentation of the use of physical restraint or seclusion by District staff. A staff member who violates this policy or its administrative regulation may be subject to discipline, up to and including dismissal.

**REPORTS**

None.

**ATTACHMENTS**

None.

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<sup>2</sup> Including race, ethnicity, gender, disability status, migrant status, English proficiency and status as economically disadvantaged, unless the demographic information would reveal personally identifiable information about an individual student.

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

**END OF POLICY**

**REFERENCES / COMMENTS**

[ORS 161.205](#)  
[ORS 339.250](#)  
[ORS 339.285](#)  
[ORS 339.288](#)  
[ORS 339.291](#)  
[ORS 339.294](#)  
[ORS 339.297](#)  
[ORS 339.300](#)  
[ORS 339.303](#)  
[OAR 581-021-0061](#)  
[OAR 581-021-0550](#)  
[OAR 581-021-0553](#)  
[OAR 581-021-0556](#)  
[OAR 581-021-0563](#)  
[OAR 581-021-0566](#)  
[OAR 581-021-0568](#)  
[OAR 581-021-0569](#)  
[OAR 581-021-0570](#)  
[OAR 581-022-2267](#)  
[OAR 581-022-2370](#)

[Bethel Administrative Rule KL: Public Complaint Procedure](#)