



MEETING OF THE BOARD OF DIRECTORS

Hybrid Meeting hosted from the District Office - 4640 Barger Drive

Wednesday, September 11, 2024 – 6:00 p.m.

Join Zoom:

https://bethel-k12-or-us.zoom.us/j/89834695350?pwd=FS_tTjTiqP_fgg2wrBpjz8edrLxWUw.OmQ1aG8_a53n0zhV

Passcode: 004659

Or

Phone number to listen: 1.253.215.8782

Webinar ID: 898 3469 5350

Passcode: 004659

REGULAR SESSION AGENDA

6:00 PM PRELIMINARIES – ESTIMATED TIME: 30 MINUTES

1. **Call to Order - Caleb Clark, Chair**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
4. **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. Board members will have access to written public comments submitted by noon the day of the board meeting.
5. **Back to School Highlights – Alyssa Dodds, Brady Cottle, Heather Hiatt, and Jenn DeBlois**

6:30 PM BOARD BUSINESS – ESTIMATED TIME: 40 MINUTES

1. **July/August Financial Statement: Andrea Belz**
2. **Superintendent's Report**
 - a. **Discussion of Advocacy and State School Funding**
3. **Policy Update, 1st Reading**
 - a. EBBA – Student Health Services – *New policy*
 - b. EBBB – Injury/Illness Reports – *Updated to reflect new language*
 - c. IGBA – Students with Disabilities – Child Identification Procedures – *No changes*
 - d. IGBAC - Special Education – Personnel – *No changes*

- e. IGBAE – Special Education – Participation in General Education Programs – *No changes*
- f. IGBAH – Special Education – Evaluation Procedures – *Updated to reflect new language*
- g. IGBAI – Special Education – Private Schools – *No changes*
- h. IGBAJ – Special Education – Free Appropriate Public Education (FAPE) – *Updated to reflect new language*
- i. IGBAK – Special Education – Public Availability of State Application – *No changes*
- j.

4.

7:10 PM CONSENT AGENDA – ESTIMATED TIME: 5 MINUTES

1. Personnel Action

Resolution No. 6

7:15 PM ACTION ITEMS – ESTIMATED TIME: 5 MINUTES

1. Adopt policies BB, GBNAA/JHFF, JHFF/GBNAA, GCAB, GCBDD/GDBDD, GBH/JECAC, JECAC/GBH, IGBA, IGBAC, IGBAE, IGBAI, and IGBAK

Resolution No. 7

2.

7:20 PM INFORMATION AND DISCUSSION – ESTIMATED TIME: 10 MINUTES

- 1. UW Annual Community Breakfast, Thursday, September 12, 7:30am, Venue 252
- 2. OSBA Fall Regional Legislative Roadshow, Tuesday, October 15, 6:00pm, Lane ESD
- 3. Annual BEF Advocacy Breakfast, Friday, October 25, 7:30am, WHS Cafeteria
- 4. OSBA Annual Convention, November 8-9, Portland Marriott Downtown Waterfront Hotel
- 5.

7:30 PM BOARD ACTIVITY UPDATE – ESTIMATED TIME: 10 MINUTES

1.

7:40 PM REVIEW OF NEXT MEETING: WEDNESDAY, SEPT. 25TH @ 6:00 PM

- 1. School Presentation: Cascade Middle School
- 2. Fiscal Year 2024 Financial Statement: Andrea Belz
- 3. Approve Transfer Caps for 2024-25: Pat McGillivray
- 4. Superintendent's Report
- 5. Board Policies up for Periodic Review
- 6.

7:40 PM ADJOURNMENT

WORK SESSION NOTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
JULY 1, 2024

The July 1, 2024 Work Session was held in person and was remotely accessible via Zoom Webinar.

ATTENDANCE

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

Absent: Curt Nordling

District staff and presenters: Superintendent Sproles and Jill Busby

CALL TO ORDER

Chair Zygaitis called the July 1, 2024 Work Session to order at 6:35 p.m.

2024-2025 COMMITTEE ASSIGNMENTS

See [video recording](#) at 0:00:06 for this presentation.

The Board briefly discussed committee assignments and scheduling an upcoming Bond Oversight Committee meeting. Chair Zygaitis noted that the Long-Term Budget Facilities Committee has been removed from the 2024-2025 committee assignments because its work has been completed.

Director Charles arrived at approximately 6:39 p.m.

District Wellness (1-2): Caleb Clark and Drae Charles; alternate: Paul Jorgensen

Committee Leaders: Logan Grassetth and Alisha Dodds

Meetings occur 2-3 times per year

ESD Budget (1): Robin Zygaitis; alternate: Ashley Espinoza

Contact: Tony Scurto, Superintendent, Lane ESD

Meetings occur 1-2 times per year, evenings

LCOG (1): Ashley Espinoza; alternate: Robin Zygaitis

Contact: Brenda Wilson, Executive Director, LCOG

Meetings occur 6-7 times per year, Thursdays

Negotiations – Contract Maintenance (1): Paul Jorgensen and Robin Zygaitis; alternate: Ashley Espinoza

Committee Leader: Remie Calalang

Meetings occur as needed

Bethel Education Foundation Board Representative (1): Curt Nordling and Caleb Clark; alternate: Paul Jorgensen

Coordinator: Kristin King

Meetings occur monthly, generally 5:30-7pm

Bethel Health Center Advisory Board (1): Debi Farr; alternate: Robin Zygaitis

Committee Leaders: Alisha Dodds and Logan Grassetth

Meetings occur 2 times per year

2020 Bond Oversight Committee (1-3): Curt Nordling, Caleb Clark, and Debi Farr; alternate: Robin Zygaitis

Committee Leaders: Kraig Sproles and Dan Hedberg

Meetings occur as needed (approximately 3 times per year)

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District Equity Committee Planning Team (1-3): Drae Charles, Debi Farr, and Robin Zygaitis
Committee Leaders: Remie Calalang and Kraig Sproles

ADJOURNMENT

Chair Zygaitis adjourned the Work Session at 6:41 p.m. and the Regular Session Board meeting followed.

Clerk – Kraig Sproles
jcb

Chair – Caleb Clark

MINUTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
JULY 1, 2024

The July 1, 2024 meeting of the Board of Directors was held in person and was remotely accessible via Zoom Webinar.

ATTENDANCE

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

Absent: Curt Nordling

District staff and presenters: Superintendent Sproles and Jill Busby

CALL TO ORDER

Immediately following the Work Session, Chair Zygaitis called the July 1, 2024 meeting of the Board of Directors to order at 6:41 p.m.

PLEDGE OF ALLEGIANCE

Director Jorgensen led the Pledge of Allegiance.

ELECTION OF OFFICERS

Chair Zygaitis opened nominations for the position of Board Chair. Debi Farr nominated Caleb Clark; Ashley Espinoza seconded. Hearing no further nominations, Chair Zygaitis closed nominations and asked for a roll call vote. Caleb Clark was declared Board Chair by a unanimous vote.

Caleb Clark assumed the duties of Board Chair and opened nominations for the position of Vice Chair. Ashley Espinoza nominated Drae Charles; Debi Farr seconded. Director Charles respectfully declined the nomination. Chair Clark nominated Robin Zygaitis; Ashley Espinoza seconded. The Board discussed the nomination for Vice Chair. Following the discussion, and hearing no further nominations, Chair Clark closed nominations and asked for a roll call vote. Robin Zygaitis was declared Vice Chair by a unanimous vote.

ACTION ON MINUTES

Chair Clark presented the Minutes from the 2024-2025 Budget Hearing/June 24, 2024 Board Meeting and asked for additions or corrections. Hearing none, the Board approved the Minutes as submitted.

DELEGATIONS AND VISITORS

None

BOARD BUSINESS

Superintendent's Report

See [video recording](#) at 0:12:11 for this presentation.

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

Superintendent Sproles shared news about a new addition to Director of Community Relations and Communications Alisha Dodds' family. He also reviewed the 2024-25 Board meeting dates and provided an overview of the tentative agenda for the upcoming Board retreat on August 9th – 10th.

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Superintendent Sproles mentioned that he will be on vacation and provided a list of staff members to contact during his absence.

CONSENT AGENDA

Resolution No. 1

See [video recording](#) at 0:20:28.

Motion: Robin Zygaitis moved, Debi Farr seconded, to approve the Consent Agenda, Resolution No. 1, as presented. The Board discussed 2024-25 Board meeting dates/times.

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:

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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.

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- 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.

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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

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BETHEL SCHOOL DISTRICT #52

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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.

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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.

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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

END OF RESOLUTION 1: CONSENT AGENDA

Motion Passed, 6-0

Absent: Curt Nordling

ACTION ITEMS

Resolution No. 2 – Adopt Policy JGAB

See [video recording](#) at 0:24:56.

Motion: Robin Zygaitis moved, Paul Jorgensen seconded, to adopt the following Board policy:

JGAB – Use of Restraint or Seclusion – *Updated to reflect new language*

Superintendent Sproles reviewed changes to JGAB – Use of Restraint or Seclusion and answered questions from the Board.

Motion Passed, 6-0

Absent: Curt Nordling

INFORMATION AND DISCUSSION

See [video recording](#) at 0:30:44.

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

BOARD ACTIVITY UPDATE

See [video recording](#) at 0:34:07.

A. Chair Clark and Vice Chair Zygaitis shared about happenings at their homes.

B. Superintendent Sproles commented on the recent start of the demolition of the old Cascade building.

C. The Board discussed the possibility of giving a presentation focused on the Bethel Blueprint at the upcoming OSBA convention.

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REVIEW OF NEXT MEETING:

Board Retreat – Friday/Saturday, August 9-10, 2024

ADJOURNMENT

There being no further business to bring before the Board, Chair Clark adjourned the meeting at 7:18 p.m.

Clerk – Kraig Sproles
jcb

Chair – Caleb Clark

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**SPECIAL BOARD MEETING – BOARD RETREAT
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
AUGUST 9 - 10, 2024**

The August 9, 2024 Special Board Meeting – Board Retreat was held in person at Cascade Middle School and was remotely accessible via Zoom – audio only.

ATTENDANCE

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

Absent: None

District staff: Superintendent Sproles, Remie Calalang, and Jill Busby

CALL TO ORDER

Chair Clark called the August 9, 2024 Special Board Meeting – Board Retreat to order at 12:34 p.m.

Superintendent Sproles reviewed the agenda and objectives for Friday, August 9th, the first day of the Board Retreat.

WHY WE DO THE WORK/GROUNDED IN JOY

See [video recording](#) at 0:02:48 for this presentation.

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

Superintendent Sproles provided an update on Bethel’s recently concluded Summer Reading Program, sharing both details and a [video](#), and led a group activity focused on the theme of joy. The Board reviewed the District’s strategic priorities and engaged in a discussion about their roles and responsibilities as Board members.

REVIEW BOARD POLICY AND GOVERNANCE: BB, BBAA, BBFA, BBFB, BBF, BDDH, BG

See [video recording](#) at 1:24:47 for this presentation.

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

Board members received copies of the policies, which they then reviewed in teams. Each team summarized the policy they discussed and engaged in a conversation about the policies and Board processes.

Chair Clark called a recess at 3:03 p.m. to allow the Board to tour the new Cascade building and Bethel Health Center’s new location, which was recently renovated.

Chair Clark reconvened the meeting at 3:55 p.m.

INTRODUCTION OF BETHEL INSTRUCTIONAL MODEL AND DISTRICT SCORCARD

See [video recording](#) at 2:31:58 for this presentation.

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

Superintendent Sproles described the Bethel Engine of Improvement, focusing on the Instructional Core: students and teachers in deep relationships engaged with relevant and rigorous content. This approach emphasizes the need for the District to be centered on continuous learning and improvement. He highlighted the importance of being a thriving organization with a clear purpose, harvesting wins, accelerating excellence, and learning from failures. Key strategies include using scorecards, maintaining transparent actions, setting shared goals, aligning efforts, celebrating successes, practicing humble listening and feedback, and incorporating Professional Learning Communities.

**SPECIAL BOARD MEETING – BOARD RETREAT
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
AUGUST 9 - 10, 2024**

For the 2024-2025 school year, "Hardwired" actions will include listening deeply to those impacted by decisions through rounding, surveys, targeted conversations, and feedback sessions. Additionally, the focus will be on "Getting Better at Getting Better" by articulating a clear direction, paying close attention to others, engaging in collective cycles of inquiry, and celebrating wins daily.

DISTRICT EQUITY TOOL

See [video recording](#) at 2:41:15 for this presentation.

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

Superintendent Sproles reviewed the Bethel Equity Tool and Board members engaged in discussion.

The Board reviewed the process for identifying 2024-2025 Board Priorities which will be acted upon at the August 28th Board meeting.

Director Espinoza left the meeting at approximately 4:13 p.m.

Board members identified four focus areas, each corresponding to one of Bethel’s strategic priorities, for KPI data reviews at 2024-2025 scheduled Work Sessions:

1. Strong Schools, Strong Communities: Student Behavioral and Emotional Supports
2. Belonging and Engagement: Student Engagement
3. Joy and Wellness: Staff Well-being
4. Relevant and Responsive: Literacy Focus

Superintendent Sproles gathered feedback from today’s Special Board Meeting - Board Retreat and reviewed the Board Retreat agenda for Saturday, August 10th.

ADJOURNMENT

Chair Clark adjourned Friday’s session of the Board Retreat at 4:56 p.m.

Clerk – Kraig Sproles

jcb

Chair – Caleb Clark

The August 10, 2024 Special Board Meeting – Board Retreat was held in person at Kalapuya High School and was remotely accessible via Zoom – audio only.

ATTENDANCE

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

Absent: None

District staff: Superintendent Sproles, Remie Calalang, and Jill Busby

**SPECIAL BOARD MEETING – BOARD RETREAT
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
AUGUST 9 - 10, 2024**

CALL TO ORDER

Chair Clark called the August 10, 2024 Special Board Meeting – Board Retreat to order at 8:43 a.m.

Assistant Superintendent Calalang reviewed Board members' feedback from Friday's session, and Superintendent Sproles went over the agenda and objectives for the second day of the Board Retreat, Saturday, August 10th.

Board members shared their needs and expectations for today's session, including requests, personal goals related to their Board work, and suggestions for further Board involvement.

Superintendent Sproles led an activity where the group each shared something they are grateful for.

IDENTIFY BOARD PRIORITIES/GOALS AND KEY PERFORMANCE INDICATORS

See [video recording](#) at 0:30:33 for this presentation.

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

Superintendent Sproles reviewed and discussed the 2024-2025 priorities established at yesterday's meeting to confirm the Board's agreement with them. These priorities will be summarized and aligned with KPI data presentations during scheduled 2024-2025 Work Sessions, and will be presented for approval at the August 28th meeting. Additionally, Superintendent Sproles will plan to include a presentation on the family caregiver survey.

The Board discussed the closure of Clear Lake.

BIG "ROCKS" FOR 2024-25

See [video recording](#) at 0:45:16 for this presentation.

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

Superintendent Sproles identified and reviewed the District's "Big Rocks" for 2024-25:

- Deeply implement the Bethel Blueprint and create monitoring systems
- Bargaining with licensed teachers starting in spring
- Celebrating Clear Lake and building community for students at Danebo, Prairie Mountain, and Malabon
- Creating District Equity Committee membership, charge, schedule, etc.
- Complete established bond projects and identify new projects
- Operational continuity and biennium funding with the long session of the Oregon legislature

Assistant Superintendent Calalang, Directors Nordling and Jorgensen, and Vice Chair Zygaitis described the bargaining process.

A recess was called at 9:43 a.m.

Director Farr arrived at approximately 9:45 a.m.

The meeting reconvened at 9:57 a.m.

Assistant Superintendent Calalang outlined the requirements for the District Equity Committee (DEC), which will serve as an advisory group to the Board and Superintendent. The DEC's role will be to monitor district-wide climate and review incidents. The committee will include Board members, students, staff, families, and community members. One member must also serve on the District's Budget Committee.

**SPECIAL BOARD MEETING – BOARD RETREAT
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
AUGUST 9 - 10, 2024**

Assistant Superintendent Calalang addressed questions, responded to concerns, and discussed recruitment strategies, including targeted and universal invitations for the DEC. Board members paired up to discuss their questions about the DEC and then reflected on topics that arose during the individual conversations. Next steps include a team meeting to draft the application process for the DEC, which will be presented to the Board for review. The targeted date for the DEC to begin meeting is spring 2025.

Director Charles left the meeting at approximately 10:56 a.m.

Superintendent Sproles shared an update on bond projects indicating that Willamette’s CTE building and Cascade are on track to be ready for students this fall. He reported that several projects focused on safety, security, and upgrades are currently underway and will continue over the next couple of years. Approximately \$22 million in bond funds remain unallocated. The Bond Oversight Committee recently met and reviewed proposals for updates at Danebo, as well as at the maintenance shop and bus garage. Upcoming decisions will focus on the size, scope, and timing of these proposed projects. Superintendent Sproles responded to inquiries and the Board discussed potential updates to the Danebo building.

Director Charles returned to the meeting at approximately 11:24 a.m.

NEXT STEPS

See [video recording](#) at 2:32:08 for this presentation.

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

Superintendent Sproles and the Board discussed board meeting structure, scheduling Bagels with the Board events for 2024-2025, and different ways to connect with staff. The Board will use time stamped agendas with regular meetings beginning at 6:00 p.m. and ending at 8:00 p.m. Work sessions will begin at 5:30 p.m. and end at 7:30 p.m.

The Board engaged in an open work time which included discussions on public comment, adding items to Board agendas, and KPI data and processes.

ADJOURNMENT

Chair Clark adjourned Saturday’s session of the Board Retreat at 12:07 p.m.

Clerk – Kraig Sproles
jcb

Chair – Caleb Clark

	Actuals July 2024	Actuals YTD	Actual %	Projected %	Projected 2024-25 Totals	Adopted 2024-25 Totals
General Fund Operations (Fund 100)						
Revenues	7,695,133	7,695,133			67,184,225	67,184,225
Expenditures						
Salaries	482,257	482,257	1.35%	1.18%	35,622,991	35,622,991
Employee payroll costs & benefits	316,857	316,857	1.40%	1.34%	22,598,712	22,598,712
Purchased services	355,210	355,210	5.65%	4.53%	6,289,547	6,289,547
Supplies	411,142	411,142	18.08%	4.26%	2,273,499	2,273,499
Capital outlay	120,298	120,298	60.15%	0.00%	200,000	200,000
Insurance/Dues/Other	757,019	757,019	65.43%	78.92%	1,157,021	1,157,021
Interfund Transfers	-	-	0.00%	11.04%	1,108,111	1,108,111
Total Expenditures	2,442,783	2,442,783			69,249,881	66,011,914
					Beginning Fund Balance (Unaudited)	10,705,440
					Operating Income / (Deficit)	(2,065,656)
					Estimated Ending Fund Balance	8,639,784
					Ending Fund Balance as Percentage of Expenditures	12.48%

Summer Learning Grant (Funds 257/258)

Expenditures						
Salaries	61,426	61,426			548,169	548,169
Employee payroll costs & benefits	18,408	18,408			288,459	288,459
Purchased services	212	212			175,021	175,021
Supplies	4,442	4,442			143,351	143,351
Insurance/Dues/Other	1,660	1,660			-	-
	<u>86,148</u>	<u>86,148</u>			<u>1,155,000</u>	<u>1,155,000</u>

Student Investment Account (SIA)

Expenditures						
Salaries	4,772	4,772			3,315,033	3,315,033
Employee payroll costs & benefits	2,576	2,576			2,156,240	2,156,240
Purchased services	-	-			64,000	64,000
Supplies	-	-			33,750	33,750
Insurance/Dues/Other	-	-			-	-
	<u>7,348</u>	<u>7,348</u>			<u>5,569,023</u>	<u>5,569,023</u>

High School Success (HSS - M98)

Expenditures						
Salaries	-	-			743,172	743,172
Employee payroll costs & benefits	-	-			451,104	451,104
Purchased services	-	-			-	-
Supplies	667	667			112,095	112,095
Capital outlay	-	-			-	-
Insurance/Dues/Other	-	-			-	-
	<u>667</u>	<u>667</u>			<u>1,306,371</u>	<u>1,306,371</u>

Bethel School District #52
2021 GO Bond \$99.3 Million PAR
As of July 31, 2024

	2023-24	
	Actuals	Projections
Beginning Fund Balance 7-1-2024	\$ 36,479,299.48	
Interest Earnings	\$ 41,506.95	
OSCIM Bond Sale Matching Grant	\$ 6,065,898.00	
Total Resources	\$ 42,586,704.43	
Projects:		
Bond Administration and Issuance costs	\$ 20,477.42	\$ 298,574.59
WHS Vocational Arts Building	\$ 342.00	\$ 1,264,460.92
New Maintenance Building	\$ -	\$ 879,809.42
New Cascade Middle School	\$ 2,702.61	\$ 5,954,895.81
Vocational Classrooms at Kalapuya	\$ -	\$ -
CTE Building Project at KHS	\$ 2,355.45	\$ 30,571.07
Technology Funds	\$ -	\$ 869,879.05
Lifeskills remodel at Clear Lake and Shasta	\$ -	\$ -
Ameresco	\$ -	\$ 15,000.00
District-wide Security Upgrades	\$ -	\$ 3,981,699.67
Critical Infrastructure Projects	\$ 10,183.74	\$ 2,761,000.00
Add new Covered Play Structure	\$ -	\$ -
Textbooks and Curriculum	\$ -	\$ 1,649,644.46
Replacement of roofs	\$ -	\$ 504,195.46
1.5% Solar Project Requirement	\$ -	\$ 998,153.00
Total Requirements	\$ 36,061.22	\$ 19,207,883.45
Balance Remaining	\$ 42,550,643.21	\$ (19,207,883.45)

Unallocated Bond Balance \$ 23,342,759.76
--

	Actuals August 2024	Actuals YTD	Actual %	Projected %	Projected 2024-25 Totals	Adopted 2024-25 Totals
General Fund Operations (Fund 100)						
Revenues	3,790,368	11,485,501			67,184,225	67,184,225
Expenditures						
Salaries	827,189	1,309,446	3.68%	3.34%	35,622,991	35,622,991
Employee payroll costs & benefits	506,079	822,936	3.64%	3.52%	22,598,712	22,598,712
Purchased services	381,572	736,782	11.71%	10.97%	6,289,547	6,289,547
Supplies	138,402	549,544	24.17%	13.87%	2,273,499	2,273,499
Capital outlay	-	120,298	60.15%	5.39%	200,000	200,000
Insurance/Dues/Other	128,912	885,930	76.57%	86.33%	1,157,021	1,157,021
Interfund Transfers	-	-	0.00%	11.04%	1,108,111	1,108,111
Total Expenditures	1,982,153	4,424,936			69,249,881	66,011,914
					Beginning Fund Balance (Unaudited)	10,705,440
					Operating Income / (Deficit)	(2,065,656)
					Estimated Ending Fund Balance	8,639,784
					Ending Fund Balance as Percentage of Expenditures	12.48%

Summer Learning Grant (Funds 257/258)

Expenditures				
Salaries	328,740	390,166	548,169	548,169
Employee payroll costs & benefits	100,770	119,178	288,459	288,459
Purchased services	-	212	175,021	175,021
Supplies	-	4,442	143,351	143,351
Insurance/Dues/Other	1,770	3,430	-	-
	<u>431,280</u>	<u>517,428</u>	<u>1,155,000</u>	<u>1,155,000</u>

Student Investment Account (SIA)

Expenditures				
Salaries	4,772	9,544	3,315,033	3,315,033
Employee payroll costs & benefits	2,577	5,153	2,156,240	2,156,240
Purchased services	-	-	64,000	64,000
Supplies	-	-	33,750	33,750
Insurance/Dues/Other	-	-	-	-
	<u>7,349</u>	<u>14,697</u>	<u>5,569,023</u>	<u>5,569,023</u>

High School Success (HSS - M98)

Expenditures				
Salaries	-	-	743,172	743,172
Employee payroll costs & benefits	-	-	451,104	451,104
Purchased services	-	-	-	-
Supplies	-	667	112,095	112,095
Capital outlay	-	-	-	-
Insurance/Dues/Other	-	-	-	-
	<u>-</u>	<u>667</u>	<u>1,306,371</u>	<u>1,306,371</u>

Bethel School District #52
2021 GO Bond \$99.3 Million PAR
As of August 30, 2024

	2023-24	
	Actuals	Projections
Beginning Fund Balance 7-1-2024	\$ 36,479,299.48	
Interest Earnings	\$ 41,506.95	
OSCIM Bond Sale Matching Grant	\$ 6,065,898.00	
Total Resources	\$ 42,586,704.43	
 Projects:		
Bond Administration and Issuance costs	\$ 47,533.66	\$ 271,518.35
WHS Vocational Arts Building	\$ 244,085.50	\$ 1,020,717.42
New Maintenance Building		\$ 879,809.42
New Cascade Middle School	\$ 955,480.01	\$ 4,591,790.35
Vocational Classrooms at Kalapuya	\$ -	\$ -
CTE Building Project at KHS	\$ 93,348.02	\$ 14,578.50
Technology Funds	\$ 12,679.96	\$ 857,199.09
Lifeskills remodel at Clear Lake and Shasta	\$ -	\$ -
Ameresco	\$ -	\$ 15,000.00
District-wide Security Upgrades	\$ 5,720.00	\$ 3,975,979.67
Critical Infrastructure Projects	\$ 420,511.80	\$ 2,761,000.00
Add new Covered Play Structure		\$ -
Textbooks and Curriculum	\$ 48,471.32	\$ 1,601,173.14
Replacement of roofs	\$ -	\$ 504,195.46
1.5% Solar Project Requirement	\$ -	\$ 998,153.00
Total Requirements	\$ 1,827,830.27	\$ 17,491,114.40
 Balance Remaining	 \$ 40,758,874.16	 \$ (17,491,114.40)

Unallocated Bond Balance \$ 23,267,759.76
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**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

Subject: **Student Health Services**

Policy Number: **EBBA** Effective Date: **9/2024**

Date of Original Policy and Revisions: **9/24**

Cancels Policy No.: **JHC** Dated: **7/96, 4/00, 2/16, 4/10, 1/15, 2/19**

Date of Next Review: **9/2027**

POLICY

Although the district's primary responsibility is to educate students, the students' health and general welfare is also an important Board responsibility. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices. A health services plan shall be developed, implemented, and updated annually. The plan shall describe a health services program for all students at each facility that is owned or leased where students are present for regular programming.

The district shall maintain a written prevention-oriented health services plan for all students. The health services plan will¹:

1. Explain available health care space that is appropriately supervised and adequately equipped for providing health care and administering medication or first aid;
2. Refer to available communicable disease prevention and management plan that includes school-level protocols²;
3. Outline a district-to-school communication plan³;
4. Provide information about health screenings, including immunizations and TB certificate requirements;
5. Describe how services for all students, including those who are medically complex, medically fragile or nursing dependent, and those who have approved 504 plans, individual education program plans, and individualized health care plans or special health care needs are managed⁴;
6. Integrate school health services with school health education programs and coordinate with health and social service agencies, public and private;

¹ For exact language and complete requirement, see OAR 581-022-2220(1).

² For specific protocol content requirements, see OAR 581-022-2220(1)(b).

³ For requirements of this plan see OAR 581-022-2220(1)(c).

⁴ For more information regarding these requirements see ORS 336.201 and 339.869, OARs 581-021-0037, 581-015-2040, 581-015-2045, 851-045-0040 – 0060, and 851-047-0010 – 0030.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

7. Describe how hearing, vision and dental screenings are managed and/or verified for required students⁵;
8. Include a process to assess and determine a student's health services needs, including availability of a nurse to assess student nursing needs upon, during, and following enrollment with one or more new medical diagnose(s) impacting a student's access to education, and implement a student's individual health plan prior to attending school⁶;
9. Comply with OR-OSHA Bloodborne Pathogens Standards for all persons who are assigned to job tasks which may put them at risk for exposure to body fluids⁷;
10. Refer to adopted policy and procedures for medications in accordance with Oregon law⁸;
11. Include guidelines for the management of students who are medically complex, medically fragile, or nursing dependent as defined by ORS 336.201, including students with life-threatening food allergies and adrenal insufficiency while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before-school or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities⁹

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

[ORS 329.025](#)
[ORS 332.107](#)
[ORS 336.201](#)
[ORS 336.204](#)

⁵ For vision screening or eye examination or dental screening information see ORS 336.211 and 336.213.

⁶ For definitions for this policy see ORS 336.201.

⁷ OAR 437-002-0360 lists various health and safety regulations that apply in the employment setting.

⁸ Medication laws can be found in ORS 339.866 – 339.874 and OAR 581-021-0037; relevant Board policy includes JHCD/JHCDA - Medications.

⁹ For guideline requirements see OAR 581-022-2220(1)(k).

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

[ORS 336.211 – 336.214](#)

[OAR 581-021-0017](#)

[OAR 581-021-0031](#)

[OAR 581-021-0587](#)

[OAR 581-021-0590](#)

[OAR 581-022-2050](#)

[OAR 581-022-2220](#)

[OAR 581-022-2515](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

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

Subject: Injury/ or Illness Reports

Policy Number: EBBB Effective Date: 9/2024

Date of Original Policy and Revisions: 1/14, 3/18, 2/22

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

Date of Next Review: 9/2027

POLICY

All injuries/ or illnesses¹, sustained by an the employee while in the actual performance of the duty of the employee, occurring on District premises, in District vehicles, at a District-sponsored activity or involving staff members who may be elsewhere on District business will be reported immediately to a supervisor. All accidents involving employees, students, visiting public or District property will be reported immediately to a supervisor.

A written report will be submitted within 24 hours to the District's safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related² illness or injury to an employee resulting in overnight in-patient hospitalization, loss of an eye, amputation or avulsion³, for medical treatment⁴ other than first aid, the District safety officer shall inform report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours after notification to the District of an illness or injury. This report will be made within 24 hours after notification to the District of an illness or injury. Fatalities or catastrophes⁵ shall be reported⁶ to OSHA within eight hours.

ALL injuries/ or illnesses sustained by an employee, while in the actual performance of the duty of the employee or by a student or visiting public and accidents involving District property, employees, students or visiting public will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The District safety officer will maintain records and reports on serious injuries/ illnesses, including and accidents involving District property or, employees, students or visiting publics. These records will include prevention measures taken, reporting information, and periodic statistical reports on the number and types of injuries/ illnesses and accidents occurring in the District, and monthly and annual analyses of accident data. occurring in the District, as well as on the measures being taken to prevent such injuries/illnesses in the future.

¹ The Oregon Occupational Safety and Health Division provides: "Injury or illness" means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria). (OAR 437-001-0015(39))

² An injury or illness is work related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting condition injury or illness.

³ Amputations and avulsions are only required to be reported if they result in bone loss. (OAR 437-001-0704(4))

⁴ Medical treatment includes managing or caring for a patient for the purpose of combatting disease or disorder. The following are not considered medical treatment: visits to a doctor or health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid.

⁵ A "Catastrophe" is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility (OAR 437-001-0015(11)).

⁶ Reporting must be done in person or by telephone. (OAR 437-001-0704(3))

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

The records will include monthly reporting information and an analysis of the data and trends will be conducted at least annually. Such reports will be submitted to the Superintendent or designee for review annually.

END OF POLICY

Legal Reference(s): Legal Reference(s):

[OAR 437-001-0015](#)

[OAR 437-001-0700](#)

[OAR 437-001-0704](#)

[OAR 437-001-0760](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-1420-2225](#)

[ORS 339.309](#)

[HB 3045 \(2013\)](#)

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Students with Disabilities – Child Identification Procedures

Policy Number: IGBA Effective Date: 9/2024

Date of Original Policy and Revisions: 2/08, 11/09, 5/12, 6/15, 1/18, 9/18

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 9/2027

POLICY

The District implements an ongoing system to locate, identify and evaluate all children, birth to age 21, residing within its jurisdiction who have disabilities and need early intervention, early childhood special education or special education services. For preschool children, the District is responsible for the evaluation(s) used to determine eligibility; the designated referral and evaluation agency Early Childhood CARES is responsible for determining the eligibility of children for Early Intervention/Early Childhood Special Education (EI/ECSE) services in accordance with OAR 581-015-2100. The District identifies all children with disabilities, regardless of the severity of their disabilities, including those who are:

1. Highly mobile, such as migrant and homeless children;
2. Wards of the state;
3. Indian preschool children living on reservations;
4. Suspected of having a disability even though they are advancing from grade to grade;
5. Home schooled;
6. Resident and nonresident students, including residents of other states, attending private (religious or secular) school located within the boundaries of the District;
7. Attending a public charter school located in the District;
8. Below the age of compulsory school attendance who are not enrolled in a public or private school program; and,
9. Above the age of compulsory school attendance who have not graduated from high school with a regular high school diploma and have not completed the school year in which they reach their 21st birthday.

The District determines residency in accordance with ORS Chapter 339 and, for the purposes of public charter school students with disabilities, in accordance with ORS Chapter 338 and ORS Chapter 339. The District enrolls all students who are five on or before September 1 of the current school year. Students with disabilities are eligible to enroll in the District through the school year in which they reach the age of 21 if they have not graduated with a regular high school diploma.

The District shall annually submit data to the Oregon Department of Education (ODE) regarding the number of resident students with disabilities who have been identified, located and evaluated, and are receiving special education and related services. The District conducts an annual count of the total number of private school children attending private schools located within the boundaries of the District, and a count of all children with disabilities attending private schools located within the boundaries of the District, in accordance with OAR 581-015-2465. The District reports any additional data to ODE as required by the ODE to meet the requirements of federal or state law and the applicable reporting dates.

REPORTS

None.

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

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

[ORS 332.075](#)
[ORS 338.165](#)
[ORS 339.115 to-137](#)
[ORS 343.151](#)
[ORS 343.157](#)
[ORS 343.193](#)
[ORS 343.221](#)
[ORS 343.517](#)
[ORS 343.533](#)

[OAR 581-015-2040](#)
[OAR 581-015-2045](#)
[OAR 581-015-2080](#)
[OAR 581-015-2085](#)
[OAR 581-015-2190](#)
[OAR 581-015-2195](#)
[OAR 581-015-2315](#)
[OAR 581-015-2480](#)
[OAR 581-021-0029](#)
[OAR 581-022-2315](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1412 (a)(3) (2017).
Early Intervention Program for Infants and Toddlers with Disabilities, 34 C.F.R. Part 303 (2017).
Assistance to States for the Education of Children with Disabilities, 34 C.F.R. § 300.111(2017).
[Bethel Administrative Rule IGBA](#): Students with Disabilities – Child Identification Procedures

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

Subject: Special Education - Personnel

Policy Number: IGBAC Effective Date: 9/2024

Date of Original Policy and Revisions: 2/08, 4/12, 4/15, 8/18

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 9/2027

POLICY

Consistent with Teacher Standards and Practices Commission (TSPC) requirements, the District's personnel are appropriately and adequately prepared to implement special education and related services and have the content knowledge and skills to serve children with disabilities.

The District takes measurable steps to recruit, hire, train and retain personnel who are appropriately licensed and endorsed by TSPC to provide special education and related services to children with disabilities.

The District's plan for providing personnel development programs in the District is found in Board policy GCL: Staff Development.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

OAR 584-220-0180

OAR 584-220-0185

Individuals with Disabilities Education Act [20 U.S.C. § 1412 (a)(14)(D) and] 20 U.S.C. § 1413 (a)(3).
Assistance to States for the Education of Children with Disabilities [34 C.F.R. § 300.156 (d) and] 34 C.F.R. § 300.207

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

Subject: Special Education – Participation in General Education Programs

Policy Number: IGBAE Effective Date 9/2024

Date of Original Policy and Revisions: 2/08, 11/09, 6/15, 8/18

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 9/2027

POLICY

The District ensures that to the maximum extent appropriate, students with disabilities, including students in public or private institutions or other care facilities, are educated with students without disabilities.

Special classes, separate schooling, or other removal of students with disabilities from the general education environment occurs only if the nature or severity of the disability is such that education in general education classes with the use of supplementary aids and services cannot be achieved satisfactorily. A child with a disability is not removed from education in age-appropriate general education classrooms solely because of needed modifications in the general curriculum.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

[ORS 343.223](#) [OAR 581-015-2055](#)
[OAR 581-015-2040](#) [OAR 581-015-2060](#)
[OAR 581-015-2045](#)
[OAR 581-015-2050](#)
[OAR 581-015-2065](#)

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.114-330.118 (2006)

[Bethel Administrative Rule IGBAE: Special Education – Participation in Regular Education Programs](#)

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Special Education – Evaluation Procedures

Policy Number: IGBAH Effective Date: 9/2024

Date of Original Policy and Revisions: 2/08, 7/08, 5/09, 6/12, 6/15, 1/18, 9/18

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 9/2027

POLICY

Consistent with its child find and parent consent obligations, the District responds promptly to requests initiated by a parent or public agency for an initial evaluation to determine if a child is a child with a disability.

A full and individual evaluation of a student’s educational needs that meets the criteria established in the Oregon Administrative Rules will be conducted before determining eligibility and before the initial provision of special education and related services to a student with a disability. The District implements an ongoing system to locate, identify and evaluate all children birth to 21 residing within its jurisdiction who have disabilities and need early intervention, early childhood special education or special education services.

The District identifies all children with disabilities, regardless of the severity of their disabilities, including children who are:

1. Highly mobile, such as migrant and homeless children;
2. Wards of the state;
3. Indian preschool children living on reservations;
4. Suspected of having a disability even though they are advancing from grade to grade;
5. Home schooled;
6. Resident and nonresident students, including residents of other states, attending private school (religious or secular) located within the boundaries of the District;
7. Attending a public charter school located in the District;
8. Below the age of compulsory school attendance who are not enrolled in a public or private school program; and
9. Above the age of compulsory school attendance who have not graduated from high school with a regular high school diploma and have not completed the school year in which they reach their 21st birthday.

The District is responsible for evaluating and determining eligibility for special education services for school-age children. The District is responsible for evaluating children who may be eligible for Early Intervention/Early Childhood Special Education (EI/ECSE) services. The District’s designated referral and evaluation agency is responsible for determining eligibility.

Before conducting any evaluation or reevaluation, the District:

1. Plans the evaluation with a group that includes the parent(s);
2. Provides prior written notice to the parent that describes any proposed evaluation procedures the agency proposes to conduct as a result of the evaluation planning process; and
3. Obtains informed written consent for evaluation.

The District conducts a comprehensive evaluation or reevaluation before:

1. Determining that a child has a disability;

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

2. Determining that a child continues to have a disability;
3. Changing the child's eligibility;
4. Providing special education and related services;
5. Terminating the child's eligibility for special education, unless the termination is due to graduation from high school with a regular ~~or modified~~ diploma or exceeding the age of eligibility for a free appropriate public education.

Upon completion of the evaluation, the District provides the parent or eligible child a copy of the evaluation report at no cost. The evaluation report describes and explains the results of the evaluation. Upon completion of the eligibility determination, the District provides the parent or eligible child documentation of eligibility determination at no cost.

The District ensures that assessments and other evaluation materials, including those tailored to assess specific areas of education need, used to assess a child are:

1. Selected and administered so as not to be racially or culturally discriminatory;
2. Provided and administered in the child's native language or other mode of communication and form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally unless it is clearly not feasible to do so;
3. Used for purposes for which assessments or measures are valid and reliable;
4. Administered by trained and knowledgeable personnel; and
5. Administered in accordance with any instructions provided by the producer of such assessments.

Materials and procedures used to assess a child with limited English proficiency are selected and administered to ensure that they measure the extent to which the child has a disability and needs special education, rather than measuring the child's English language skills.

A student must meet the eligibility criteria established in the Oregon Administrative Rules.

The District conducts reevaluations:

1. When the educational or related services needs, including improved academic achievement and functional performance of the children warrant a reevaluation;
2. When the child's parents or teacher requests a reevaluation; and,
3. At least every three years, unless that parent and the District agree that a reevaluation is unnecessary.

The District does not conduct reevaluation more than once a year, unless the parent and District agree otherwise.

If a parent has previously revoked consent for special education and related services and subsequently requests special education and related services, the District will conduct an initial evaluation of the student to determine eligibility for special education.

REPORTS

None.

ATTACHMENTS

None.

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

END OF POLICY

REFERENCES / COMMENTS

Legal Reference(s):

[ORS 343.155](#)

[ORS 343.157](#)

[ORS 343.164](#)

[OAR 581-015-2000](#)

[OAR 581-015-2095](#)

[OAR 581-015-2105 to-2190](#)

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.300, 300.530 - 300.534, 300.540 - 300.543, 300.7 (2017).

[Bethel Administrative Rule IGBAH: Special Education – Evaluation Procedures](#)

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Special Education – Private Schools

Policy Number: IGBAI Effective Date: 9/2024

Date of Original Policy and Revisions: 2/08, 7/08, 11/09, 5/12, 6/15, 8/18

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 9/2027

POLICY

The Individuals with Disabilities Education Act (IDEA) requires special education services for two different groups of private school students: those referred or placed by the District and those enrolled by parents/guardians. The law, rules and requirements for these groups of students are different. It is the policy of the District to implement differentiated procedures and services for these groups.

The District shall ensure that a student with a disability who is placed in or referred to a private school or facility by the District is provided special education and related services at no cost to the parents/guardians, is provided an education that meets the standards that apply to education provided by the District, and has all of the rights of a student with a disability who is served by the District.

If a student with a disability has a free appropriate public education available to him/her and the parents choose to place the student in a private school, the District is not required to pay the cost of the student's education, including special education and related services, at the private school.

All parentally-placed private school students attending a private school within the District's boundaries will be included in the District's special education private school student count and the private school students for whom the District may provide services.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

[ORS 343.155](#)

[OAR 581-015-2080](#)

[OAR 581-015-2460](#)

[OAR 581-015-2085](#)

[OAR 581-015-2470](#)

[OAR 581-015-2265](#)

[OAR 581-015-2480](#)

[OAR 581-015-2270](#)

[OAR 581-015-2515](#)

[OAR 581-015-2280](#)

[OAR 581-021-0029](#)

[OAR 581-015-2450](#)

[OAR 581-015-2455](#)

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.221, 300.380 - 300.382 (2006).

[Bethel Administrative Rule IGBAI: Special Education – Private Schools](#)

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Special Education – Free Appropriate Public Education (FAPE)

Policy Number: IGBAJ Effective Date 9/2024

Date of Original Policy and Revisions: 2/08, 5/09, 6/12, 6/15, 1/18, 9/18

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 9/2027

POLICY

1. The District admits all resident school age children with disabilities and makes special education and related services available at no cost to those:
 - a. Who have reached five years of age but have not yet reached 21 years of age on or before September 1 of the current school year, even if they are advancing from grade to grade;
 - b. Who have not graduated with a regular high school diploma;
 - c. Who have been suspended or expelled in accordance with special education discipline provisions; or,
 - d. Who reach age 21 before the end of the school year. These students remain eligible until the end of the school year in which they reach 21.
2. The District determines residency in accordance with Oregon law.
3. The District takes steps to ensure that its children with disabilities have available to them the variety of educational programs and services available to nondisabled children in the area served by the District and provides a continuum of services to meet the individual special education needs of all resident children with disabilities, including resident children enrolled in District charter schools.
4. The District may, but is not required to, provide special education and related services to a student who has graduated with a regular diploma.
5. State law prohibits the District from recommending to parents, or requiring a child to obtain, a prescription for medication to affect or alter thought processes, mood or behavior as a condition of attending school, receiving an evaluation to determine eligibility for early childhood special education or special education, or receiving special education services.
6. If the individualized education program (IEP) team determines that placement in a public or private residential program is necessary to provide FAPE, the program, including nonmedical care and room and board, must be at no cost to the parents of the child.
7. If a parent revokes consent for a student receiving special education and related services, the District will not be considered to be in violation of the requirement to make FAPE available to the student because of the failure to provide the student with further special education and related services.

REPORTS

None.

ATTACHMENTS

None.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

END OF POLICY

REFERENCES / COMMENTS

[ORS 338.165](#)

[ORS 339.115](#)

[ORS 343.085](#)

[ORS 343.224](#)

[OAR 581-015-2020](#)

[OAR 581-015-2035](#)

[OAR 581-015-2040 to-2065](#)

[OAR 581-015-2050](#)

[OAR 581-015-2075](#)

[OAR 581-015-2530](#)

[OAR 581-015-2600](#)

[OAR 581-015-2605](#)

[OAR 581-021-0029](#)

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. §§ 300.17, 300.101-110, 300.113, 300.300 (2006~~17~~).

[Bethel Administrative Rule IGBAJ: Special Education – Free Appropriate Public Education \(FAPE\)](#)

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Special Education – Public Availability of State Application

Policy Number: IGBAK Effective Date 9/2024

Date of Original Policy and Revisions: 2/08, 11/09, 6/12, 6/15, 1/19

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 9/2027

POLICY

The Superintendent or designee will be responsible for ensuring that all documents relating to the district’s eligibility for funds under Part B of the Individuals with Disabilities Education Act (IDEA) are available to parents/guardians of children with disabilities and to the general public for inspection, review, and comment.

1. In complying with this requirement the district does not release or make public personally identifiable information.
2. Information available for public review includes, but is not limited to:
 - a. How the district implements policies, procedures and programs for special education, consistent with state and federal requirements;
 - b. Performance of students with disabilities on statewide assessments;
 - c. Results of the state’s general supervision and monitoring of district programs for special education, including the timeliness and accuracy of required data submissions;
 - d. District achievement of performance targets established in the State Performance Plan (SPP);
 - e. Financial information related to revenue and expenditures for students with disabilities, including but not limited to, district information about:
 - (1) Identifying the excess costs of educating students with disabilities;
 - (2) Maintaining the financial support for programs and services for students with disabilities (Maintenance of Effort [MOE]);
 - (3) Describing available school wide programs under Title I of the Elementary and Secondary Education Act (ESEA) or the Every Student Succeeds Act (ESSA);
 - (4) Documenting the annual district application for IDEA funds; and
 - (5) Reporting of official audits, complaints and due process hearings.
 - f. District dispute resolution information, including the resolution of state complaints and due process hearings.

REPORTS

None.

ATTACHMENTS

None.

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

END OF POLICY

REFERENCES / COMMENTS

State-Administered Programs, 34 C.F.R. § 76.304 (2006).

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. § 34 C.F.R. 300.212 (2006).



September 11, 2024

RESOLUTION NO. 24-25: 6

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.	Anderson, Nikole	Hire for 2024-25	Offer Extra Duty Contract for Affinity Group Leader @Clear Lake.
2.	Best, Kenneth	Hire for 2024-25	Offer Extra Duty Contract for Assistant Girls Basketball Coach @Willamette.
3.	Conley, Nicole	Hire for 2024-25	Offer Extra Duty Contract for Assistant Cheerleading/Rally Coach @Willamette.
4.	DeSimone, Tony	Job Share	Approve job share with Haley Snow from 9/3/2024 through 1/31/2025; position: Culinary Arts Teacher @ Willamette.
5.	Dinh, Bethany	Hire for 2024-25	Offer Extra Duty Contract for Assistant Girls Soccer Coach @Willamette.
6.	Hatefi, Darren	Resignation/Retirement/Rehire	Accept resignation effective 8/31/2024 to enter retirement. Offer Temporary 1.0 FTE Contract from 9/1/2024 through the end of the 2024-25 school year; position held: Math Teacher @Willamette; 32 years at Bethel.
7.	Larsen, Alex	Hire for 2024-25	Offer Extra Duty Contract for Speech and Debate/Forensics Coach @Willamette.
8.	Murphy, Priscilla	Hire for 2024-25	Offer Extra Duty Contract for Affinity Group Leader @Clear Lake.
9.	Reposa, Wayne	Hire for 2024-25	Offer Extra Duty Contract for Affinity Group Leader @Clear Lake.
10.	Snow, Haley	Additional Temporary Hours for 2024-25	Offer Temporary Contract from 9/3/2024 through 1/31/2025 for additional .5 FTE job share with Tony DeSimone; position: Culinary Arts Teacher @Willamette; total: 1.0 FTE.

Recommended by: Remie Calalang, Assistant Superintendent

ATTEST _____
Clerk – Kraig Sproles

Chair – Caleb Clark

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

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



September 11, 2024

RESOLUTION NO. 24-25: 7

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

<u>BB:</u>	Policies Relating to the School Board
<u>GBNAA/JHFF:</u>	Suspected Sexual Conduct with Students and Reporting Requirements
<u>JHFF/GBNAA:</u>	Suspected Sexual Conduct with Students and Reporting Requirements
<u>GCAB:</u>	Personal Electronic Devices and Social Media - Staff
<u>GCBDD/GDBDD:</u>	Sick Time
<u>GBH/JECAC:</u>	Staff/Student/Parent Relations
<u>JECAC/GBH:</u>	Staff/Student/Parent Relations
<u>IGBA:</u>	Students with Disabilities – Child Identification Procedures
<u>IGBAC:</u>	Special Education - Personnel
<u>IGBAE:</u>	Special Education – Participation in General Education Programs
<u>IGBAI:</u>	Special Education – Private Schools
<u>IGBAK:</u>	Special Education – Public Availability of State Application

ATTEST _____
Clerk – Kraig Sproles

Chair – Caleb Clark

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				

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: **Policies Relating to the School Board**

Policy Number: **BB** Effective Date: **9/2024**

Date of Original Policy and Revisions: **1/84, 5/91, 9/94, 11/99, 9/05, 10/08, 7/13, 12/15, 10/19, 5/21**

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

Date of Next Review: **9/2027**

POLICY

FUNCTIONS OF THE SCHOOL BOARD

The School Board is responsible for the establishment and operation of the local public schools. It derives its powers legally from the State of Oregon (ORS 332.072-332.107). It is an agent of the state and also of the people of the District it serves. Its powers and duties are described in and limited to the provisions of Oregon law, Oregon Board of Education rules and regulations, and the will of the patrons of the District as represented by the School Board.

The functions of the School Board as it carries out these policies are:

1. Policy Making - The School Board determines what policies are necessary, delegates to the Superintendent the responsibility for putting policies and plans into operation, and provides for financial means for their successful achievement.
2. Executive - The School Board shall name a Superintendent or administrator as the executive officer and authorize the administration to establish administrative rules and procedures as necessary to implement School Board policies and pertinent state laws and to ensure the orderly operation of the District in carrying out its mission.
3. Appraisal or Evaluation - The School Board, through careful consideration of staff input, seeks to determine the effectiveness of school and system operations and the quality of the educational program.
4. Judicial - The School Board has the responsibility for making judgments regarding the protection of the rights of individuals and for the proper administration of the policies and programs of the District.

INTERNAL ORGANIZATION

Officers

The officers of the School Board shall be a chairperson and a vice chairperson.

Methods of Election

Chairperson - The members of the School Board shall elect a chairperson from members at the organizational meeting. No member shall serve as a chairperson for more than two years in succession.

Vice Chairperson - The vice chairperson shall be elected by the members of the School Board at its organizational meeting.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Duties

The chairperson shall preside at all meetings of the School Board, decide questions of order, and appoint all committees unless otherwise directed by the School Board. The chairperson shall have the same right as other members to offer resolutions, to make motions, or second motions, to discuss questions and to vote thereon.

The chairperson shall call special meetings of the School Board.

The chairperson shall sign official District documents that require the signature of this office.

The vice chairperson shall act in the chairperson's capacity when the chairperson is absent.

Student Representative to the Board of Directors

Representatives from the Willamette High School and Kalapuya High School student body will attend all regular sessions of the Board to provide advice to the Board on matters being considered and to report on activities and issues at Willamette High School and Kalapuya High School.

Annual Organizational Meeting

The organizational meeting of a new fiscal year shall be conducted at the first meeting in July. At the organizational meeting, the School Board shall act on the following:

- a. Election of officers
- b. Appoint and set the retainer fee for the school attorney
- c. Select a depository for the District's funds
- d. Appoint a school clerk, a deputy clerk, and a secretary
- e. Establish the day, time, and place for the regular School Board meetings.

Agenda

The agenda shall be prepared by the Superintendent of Schools and mailed or delivered to Board members at least three (3) days prior to the meeting. Any staff member or patron of the District may, by request, place items on the agenda. The order of business, unless altered by the consent of the School Board members, shall be as follows:

1. Call to Order by Chairperson
2. Pledge of Allegiance by Vice Chairperson or Designee
3. Action on Minutes
4. Student Presentations as Scheduled
5. Delegations and Visitors
6. Board Business
7. Consent Items
8. Action Items
 - a.
 - b.
 - c.
9. Information and Discussion
 - a.
 - b.
 - c.
10. Board Activity Update
11. Executive Session
12. Return to Regular Session
13. Adjournment

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Rules of Order

Parliamentary procedures not provided by these rules and regulations shall be determined by Roberts Rules of Order, Newly Revised. A majority of the Board shall constitute a quorum to transact business.

Voting Method

All voting shall be by voice roll call vote. The order of roll call shall be changed at each Board meeting by rotating the first name to the last at each succeeding meeting.

Minutes

Minutes of the School Board meeting shall be mailed or delivered to members along with the agenda of the next regular meeting. The minutes of the preceding meeting shall be approved by the School Board and signed by the chairperson and clerk as the first act of the regular meetings. A copy of all motions shall be carefully recorded. The names of those who make motions and those who second motions shall be recorded. The official minutes shall be kept in an appropriate binder and stored in the Administration Building.

Attendance at Conferences

In order to be better informed about local, state, and national educational practices, problems, and issues, the School Board members are urged to attend and participate actively in meetings of the Oregon School Boards Association and other educational meetings of general interest. In order to be able to make decisions concerning attendance, the Superintendent shall inform the School Board of important School Board Association meetings to be held during the school year.

School District Attendance Areas

The attendance areas shall be decided as the need dictates.

REPORTS

ATTACHMENTS

END OF POLICY

REFERENCES / COMMENTS

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

Subject: **Suspected Sexual Conduct with Students and Reporting Requirements**

Policy Number: **GBNAA/JHFF** Effective Date: **9/2024**

Date of Original Policy and Revisions: **2/20,**

Cancels Policy No.: **JHFF** Dated: **12/09, 12/11, 1/14, 12/18**

Date of Next Review: **9/2027**

POLICY

Sexual conduct by District employees, contractors¹, agents², and volunteers³ is prohibited and will not be tolerated. All District employees, contractors, agents, and volunteers are subject to this policy. Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.

“Sexual conduct,”⁴ means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent, or volunteer, and for which there is no sexual intent; verbal, written, or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent, or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the District, or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the District that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The District will post in each school building the names and contact information of the employees designated for the respective school buildings to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

¹ “Contractor” means a person providing services to the District under a contract in a manner that requires the person to have direct, unsupervised contact with students.

² “Agent” means a person acting as an agent for the District in a manner that requires the person to have direct, unsupervised contact with students.

³ “Volunteer” means a person acting as a volunteer for the District in a manner that requires the person to have direct, unsupervised contact with students.

⁴ This definition of “sexual conduct” affects all conduct that occurs before, on or after June 23, 2021, for purposes of reports that are made, investigations that are initiated, or a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any similar contract or agreement entered into, on or after June 23, 2021.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Any District employee, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another District employee, contractor, agent or volunteer, or that another District employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternate designated licensed administrator, in the event the designated administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.

If the Superintendent is the alleged perpetrator the report shall be submitted to the Human Resources Director who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When a designated licensed administrator receives a report of suspected sexual conduct by a District employee, contractor, agent or volunteer, the administrator will follow procedures established by the District and set forth in the District's administrative regulation GBNA/JHFF-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) in accordance with such administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a District employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the District will take necessary actions to ensure the student's safety.

When there is reasonable cause to support the report, a District contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the District and the District will take necessary actions to ensure the student's safety.

The District will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the District as a result of the report.

A District employee, contractor or agent will not assist another District employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the District employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the District from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a District employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the District or any District employee, contractor, agent or volunteer.

The District will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the District, the following:

1. A description of conduct that may constitute sexual conduct;

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

2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on District employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All District employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the District will be appropriate and only when directed by District administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use District e-mail using mailing lists and/or other internet messaging approved by the District to a group of students rather than individual students or as directed by District administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the District is prohibited.

The Superintendent shall develop administrative regulations to implement this policy and to comply with state law.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 339.370 - 339.400](#)
[ORS 419B.005 - 419B.045](#)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).
House Bill 2136 (2021).
Senate Bill 51 (2021).

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

Subject: **Suspected Sexual Conduct with Students and Reporting Requirements**

Policy Number: **JHFF/GBNAA** Effective Date: **9/2024**

Date of Original Policy and Revisions: **2/20**

Cancels Policy No.: **JHFF** Dated: **12/09, 12/11, 1/14, 12/18, 2/20**

Date of Next Review: **9/2027**

POLICY

Sexual conduct by District employees, contractors¹, agents², and volunteers³ is prohibited and will not be tolerated. All District employees, contractors, agents, and volunteers are subject to this policy. Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.

“Sexual conduct,”⁴ means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written, or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent, or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the District, or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the District that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The District will post in each school building the names and contact information of the employees designated for the respective school buildings to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

Any District employee, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another District employee, contractor, agent or volunteer, or that another District employee, contractor, agent or volunteer has engaged in sexual conduct with a student

¹ “Contractor” means a person providing services to the District under a contract in a manner that requires the person to have direct, unsupervised contact with students.

² “Agent” means a person acting as an agent for the District in a manner that requires the person to have direct, unsupervised contact with students.

³ “Volunteer” means a person acting as a volunteer for the District in a manner that requires the person to have direct, unsupervised contact with students.

⁴ This definition of “sexual conduct” affects all conduct that occurs before, on or after June 23, 2021, for purposes of reports that are made, investigations that are initiated, or a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any similar contract or agreement entered into, on or after June 23, 2021.

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shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternate designated licensed administrator, in the event the designated administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy JHFE/ GBNAB – Suspected Abuse of a Child Reporting Requirements.

If the Superintendent is the alleged perpetrator the report shall be submitted to the Human Resources Director who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When a designated licensed administrator receives a report of suspected sexual conduct by a District employee, contractor, agent or volunteer, the administrator will follow procedures established by the District and set forth in the District’s administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) in accordance with such administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a District employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the District will take necessary actions to ensure the student’s safety.

When there is reasonable cause to support the report, a District contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the District and the District will take necessary actions to ensure the student’s safety.

The District will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the District as a result of the report.

A District employee, contractor or agent will not assist another District employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the District employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the District from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a District employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the District or any District employee, contractor, agent or volunteer.

The District will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the District, the following:

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and

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3. A description of the prohibitions imposed on District employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All District employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the District will be appropriate and only when directed by District administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use District e-mail using mailing lists and/or other internet messaging approved by the District to a group of students rather than individual students or as directed by District administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the District is prohibited.

The Superintendent shall develop administrative regulations to implement this policy and to comply with state law.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 339.370 - 339.400](#)
[ORS 419B.005 - 419B.045](#)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).
House Bill 2136 (2021).
Senate Bill 51 (2021).

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Subject: Personal Electronic Devices and Social Media - Staff

Policy Number: GCAB Effective Date: 9/2024

Date of Original Policy and Revisions: 1/13, 1/15, 1/20

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

Date of Next Review: 9/2027

POLICY

Staff possession or use of personal electronic devices on District property, in District facilities during the work day and while the staff is on duty in attendance at District-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the Superintendent or designee. At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

A “personal electronic device” is a device that is not issued by the District and is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

Personal electronic devices shall be silenced during instructional time, while on duty or at any other time where such use of the device would cause a disruption of school activities, student learning or interfere with an employee’s work assignment. While an employee is on duty, personal electronic devices brought to school will be restricted to work or instructional-related activities only. The District will not be liable for loss or damage to personal electronic devices brought to District property and District-sponsored activities.

Staff members, while on duty and off duty, will utilize social network sites (e.g., Facebook, Instagram, X, etc.), public websites and blogs, judiciously by not posting confidential or personally identifiable information about students, staff, or District business without appropriate permission. Staff members, while on duty and off duty, will treat fellow employees, students, families, and the public with respect while posting in order to prevent substantial disruption in school.

Communication with students and families using personal communication devices will be appropriate and professional at all times. Communication with students using personal communication devices regarding non-school-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff should use District-provided e-mail using mailings and/or other internet messaging or media to a group of students rather than individual students. If using other means of electronic communication, staff members are strongly encouraged to maintain a record of all electronic communication. Texting a student while off duty is strongly discouraged.

Exceptions to the prohibitions set forth in this policy may be made for health, safety, or emergency reasons with Superintendent or designee approval.

Staff are subject to disciplinary action up to and including dismissal for using a personal communication device in any manner that is illegal or violates the terms of this policy. Staff actions on social network sites, public websites, blogs and other social media, while on or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal. A “disruption” for purposes

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of this policy includes but is not limited to, one or more parent requests to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school and/or a threatened, perceived, or actual negative impact on the learning environment.

The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies. Reported violations of this policy will be investigated.

The Superintendent or designee shall ensure that this policy is available to all employees.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

Legal Reference(s):

ORS 163.432	ORS 163.700
ORS 163.433	ORS 167.054
ORS 163.684	ORS 167.057
ORS 163.686	ORS 326.011
ORS 163.687	ORS 326.051
ORS 163.688	ORS 332.072
ORS 163.689	ORS 332.107
ORS 163.693	ORS 339.372

Senate Bill 155 (2019)

18 U.S. C. § 1466A (2018)

18 U.S. C. § 1470 (2018)

20 U.S. C. § 7906 (2018)

20 U.S. C. § 7131 (2018)

Copyrights, Title 17, as amended, United States Code (2018); 19 CFR Part 133 (2019).

Melzer v. Bd. Of Educ., City of New York, 336 F.3d 185 (2d Cir. 2003).

Ross v. Springfield Sch. Dist., No. FDA 80-1, aff'd, 56 Or. App. 197, rev'd and remanded, 294 Or. 357 (1982), order on remand (1983), aff'd, 71 Or. App. 111 (1984), rev'd and remanded, 300 Or. 507 (1986), order on second remand (1987), revised order on second remand (1988).

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Sick Time

Policy Number: GCBDD/GDBDD Effective Date: 9/2024

Date of Original Policy and Revisions: 5/16

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 9/2027

POLICY

“Employee” means an individual who is employed by the District and who is paid on an hourly, stipend or salary basis, and for whom withholding is required under Oregon Revised Statute (ORS) 316.162-316.221. The definition does not include volunteers or independent contractors.

Employees qualify to begin earning and accruing sick time on the first day of employment with the District.

A District employing 10 or more employees shall allow an eligible employee to access up to 40 hours of paid sick time per year. Paid sick time shall accrue at the rate of at least one hour of paid sick time for every 30 hours the employee works, or 1-1/3 hours for every 40 hours the employee works.

The employee may carry up to 40 hours of unused sick time from one year to the subsequent year. An employee is limited to accruing no more than 80 hours of sick time, using no more than 40 hours of sick time in a year.

Sick time shall be taken in hourly increments and may be used for the employee’s or a family member’s¹ mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive care, or for reasons consistent with the Family Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), or Paid Leave Oregon (PLO). Sick time may also be used in the event of a public health emergency.

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

The District reserves the right after three consecutive days of absence, to require proof of personal illness or injury from an employee, including a medical examination by a physician chosen and paid for by the District. An employee refusing to submit to such an examination or to provide other evidence as required by the District, shall be subject to appropriate disciplinary action, up to and including dismissal.

When the reason for sick time is consistent with FMLA/OFLA/PLO leave, the sick time and the FMLA/OFLA/PLO leave may run concurrently.

When the reason for sick time is consistent with ORS 332.507, the sick time and leave pursuant to ORS 332.507 may run concurrently.

If the reason for sick time is a foreseeable absence, the District may require the employee to provide advance notice of their intention to use sick time within 10 days of the requested sick time, or as soon as practicable. When the employee uses sick time for a foreseeable absence, the employee shall take reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the District (e.g., grading deadlines, in-service training, mandatory meetings).

¹“Family member” is defined by the Oregon Family Leave Act (OFLA).

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If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the District consistent with the reporting time established by the District or at least 24 hours in advance or as soon as practicable.

The District shall establish a standard process to track the eligibility for sick time of a substitute.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

Legal References:

[ORS 332.507](#)
[ORS 342.545](#)

[ORS 342.610](#)
[ORS 659A.150 to -659A.186](#)

SB 454 (2015)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2006); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2006).

Americans with Disabilities Act Amendments Act of 2008.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Staff/Student/Parent Relations

Policy Number: GBH/JECAC Effective Date: 9/2024

Date of Original Policy and Revisions: 5/09, 11/11, 12/14, 4/18

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 9/2027

POLICY

The Board encourages parents to be involved in their student’s school educational activities and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to:

1. Receiving and inspecting their student’s education records and consulting with school staff concerning the student’s welfare and education, to the same extent as provided the parent having sole custody;
2. Authorizing emergency medical, dental, psychological, psychiatric or other health care for the student if the custodial parent is, for practical reasons, unavailable.

It is the responsibility of the parent with sole custody to provide any court order or parental plan that curtails the rights of the noncustodial parent at the time of enrollment or any other time a court order is issued.

In the case of joint custody, the District will adhere to all conditions specified and ordered by the court.

The District will use reasonable methods to identify and authenticate the identity of both parents.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

- [ORS 107.101](#)
- [ORS 107.102](#)
- [ORS 107.106](#)
- [ORS 107.154](#)
- [ORS 109.056](#)
- [ORS 163.245 - ORS 163.257](#)

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

Protection of Pupil Rights, 20 U.S.C. § 1232h (2012); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2017).

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BOARD OF EDUCATION POLICY STATEMENT

Subject: Staff/Student/Parent Relations

Policy Number: JECAC/GBH Effective Date: 9/2024

Date of Original Policy and Revisions: 5/09, 11/11, 12/14, 4/18

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 9/2027

POLICY

The Board encourages parents to be involved in their student’s school educational activities and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to:

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REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

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