



BETHEL SCHOOL BOARD MEETING

District Office – 4640 Barger Drive

Monday, October 14, 2019

6:30 p.m.

AGENDA

1. Call to Order

Paul Jorgensen, Chair

2. Pledge of Allegiance

Alan Laisure

3. Approval of Minutes

4. Superintendent's Report

- A. Oath of Office, WHS Student Representative to the Board: Elizabeth Ortiz
- B. Student Representative Reports, KHS and WHS
- C. Student Presentation, Malabon Elementary School
- D. Head Start Program Expansion on District Property, Annie Soto
- E. OSAA Rule Change – Spectator Behavior, Alan Stearns and Thomas Armstrong
- F. Oregon Harvest Day, Mike Vetter and Kyle Ryan
- G. Financial Statement, Simon Levear
- H. Legislative and School Finance Update
- I. Policy Update, 1st Reading
 - a. BB – Policies Relating to the School Board – *No changes*
 - b. BBFA – Board Member Ethics and Conflicts of Interest – *No changes*
 - c. BBFB – Board Member Ethics and Nepotism – *No changes*
 - d. BCE – School Board Committees – *No changes*
 - e. BFA - Policy Format – *No changes*
 - f. CBA – School Superintendent – *No changes*
 - g. CD – Team Management – *No changes*
- J.

5. Delegations and Visitors

6. Consent Agenda

Personnel Action

Resolution No. 15

7. Action Items

- A. Adopt Policies ECACB, BB, BBFA, BBFB, BCE, BFA, CBA, and CD
- B.

Resolution No. 16

8. Information and Discussion

- A. OSBA Annual Convention, November 14-17, Portland Marriott Downtown Waterfront
- B. NSBA Annual Conference, April 4-6, Chicago
- C.

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BOARD OF DIRECTORS

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9. Board Activity Update

A.

10. Review of Next Meeting: Monday, October 28, 2019

- A. Student Representative Reports, KHS and WHS
- B. Student Presentation, Danebo Elementary School
- C. School and District Report Cards, Kee Zublin and Tasha Katsuda
- D. Financial Statement, Simon Levear
- E. Continuous Improvement Plan
- F. Legislative & School Finance Update
- G. Board Policies Up for Periodic Review
- H.

11. Adjournment

MINUTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
SEPTEMBER 9, 2019

ATTENDANCE

Board Members: Greg Nelson, Rich Cunningham, Alan Laisure, Robin Zygaitis, Dawnja Johnson, and Chair, Paul Jorgensen

Absent: Debi Farr

District staff, students, and community members identified: Superintendent Parra, Remie Calalang, Pat McGillivray, Amy Tidwell, Simon Levear, Tasha Katsuda, Kee Zulbin, Karyn Bayer, Jenny Sink, Nathan Bridgens, Mari Ford, Maureen Spence, Jill Robinson-Wolgamott, Christy Gill, Ry Robinson, Stefan Aumack, Sherine Forrest, Brady Cottle, Erika Case, Logan Grassest, Dan Hedberg, Evan Rindy, Carmen Adler, Robin Hanson, Tina Gutierrez-Schmich, and Jill Busby

CALL TO ORDER

Chair Jorgensen called the September 9, 2019 meeting of the Board of Directors to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE

Director Laisure led the Pledge of Allegiance.

ACTION ON MINUTES

Chair Jorgensen presented the Minutes from the August 26, 2019 Board Meeting and asked for additions or corrections. Hearing none, the Board approved the Minutes as submitted.

SUPERINTENDENT'S REPORT

School is Open – Highlights from Principals

Building Principals reported on highlights from the first week of school and described excitement and an overall great start to the 2019-20 school year. Building Principals also commented on back to school activities, enrollment, class size, new staff, new programs, scheduling, PTOs, and goals for the year. A video promoting Sources of Strength at Shasta Middle School was presented. Beginning September 10, 2019, Bethel Produce Plus through Food for Lane County will transfer locations (from Cascade to Kalapuya) and will be overseen by Bethel Farmer Kyle Ryan and Kalapuya High School.

Solar Setback Request, Pat McGillivray

Community Relations Director Pat McGillivray presented a map of property located on Taney Street. Homes for Good will build several apartment units adjacent to property owned by the District. The new buildings will cause shading on the District's property located at 1730 Taney Street. Maintenance Supervisor Jason Betterley has determined that the shading will not adversely impact the District's property. The Board will consider approving an exemption to the City of Eugene's solar setback requirements for property located at 1730 Taney Street.

Fiscal Year 2019 Financial Statement, Simon Levear

Business Services Director Simon Levear reviewed the financial statement for fiscal year 2019 showing an estimated Ending Fund Balance of \$10,180,052. Mr. Levear addressed Resolution No. 10, a bond refunding resolution, which will be before the Board during Action Items.

MINUTES
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BOARD OF DIRECTORS
SEPTEMBER 9, 2019

Legislative and School Finance Update

Special Services Director Amy Tidwell reported on changes to physical restraint and seclusion laws for Oregon schools. Ms. Tidwell shared updated definitions and legal requirements related to physical restraint and seclusion. Based on changes in the laws, Bethel’s policy language regarding physical restraint and seclusion will change. Bethel’s current District practice is currently in compliance with the laws and practices will remain the same.

Human Resources Director Remie Calalang shared preliminary information and a timeline related to Oregon Paid Family Leave. Oregon Paid Family Leave will be administered at the state level and will allow for 12-18 weeks of paid leave, concurrent with FMLA and OFLA. Eligible employees can begin receiving the benefit, which will be funded through payroll taxes, January 1, 2023. Oregon Paid Family Leave will expand definitions of qualifying family members and will financially impact employees and employers.

Policy Update, 1st Reading

Superintendent Parra, Human Resources Director Remie Calalang, and Community Relations Director Pat McGillivray reported on the following Board Policies:

- ECACB – Unmanned Aircraft System (UAS) a.k.a. Drone – *New policy*
- JECB – Admission of Nonresident Students – *Updated to reflect new language*
- JFCJ – Weapons in the Schools – *Updated to reflect new language*
- KL – Public Complaints – *Updated to reflect new language*

The Board discussed weapons in schools and possible upcoming legislation.

Superintendent Parra shared a video of Project Hope 2019, an annual outreach by local faith-based organizations, individuals and businesses, which supports families and schools.

DELEGATIONS AND VISITORS

None

CONSENT AGENDA

Resolution No. 7 – Personnel Action

Motion: Greg Nelson moved, Alan Laisure seconded, to approve the Revised Consent Agenda as specified below:

#	Name	Type	Description
1.	Bishoff, Erik	Hire for 2019-20	Offer Extra Duty Contract for Yearbook Advisor @ Willamette.
2.	Bond, Kristin	Temporary Hire for 2019-20	Offer Temporary Contract for .5 FTE Music Teacher @ Danebo; Replaces: Olive delSol; and offer Extra Duty Contract for Elementary Band Director @ Danbeo; Start Date: 8/26/2019.

MINUTES

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3.	Bunker, Phillip	Hire for 2019-20	Offer Extra Duty Contract for Culinary Arts Instructor @ Willamette.
4.	Burke, Jason	Resignation	Accept Resignation effective 8/29/2019; Position Held: Health Teacher @ Willamette.
5.	Dodds, Gracia	Hire for 2019-20	Offer Extra Duty Contract for Speech and Debate/Forensics Coach @ Willamette.
6.	Ferguson, Carly	Hire for 2019-20	Offer 1 st Year Probationary Contract for 1.0 FTE English Language Arts Teacher @ Willamette; Start Date: 8/26/2019.
7.	Gerlach, Jeni	Hire for 2019-20	Offer Extra Duty Contract for Elementary Band Director @ Prairie Mountain.
8.	Lasley, Justin	Hire for 2019-20	Offer Extra Duty Contract for Band Director @ Prairie Mountain.
9.	Lindskog, Tom	Hire for 2019-20	Offer Extra Duty Contract for CTE Metals Instructor @ Willamette.
10.	McCullough, Justin	Hire for 2019-20	Offer Extra Duty Contract for Electric Car Instructor @ Willamette.
11.	McGowan, Chris	Hire for 2019-20	Offer Extra Duty Contract for CTE Robotics Instructor @ Willamette.
12.	Wolf, Zach	Additional Hours for 2019-20	Offer Temporary Contract for Additional .5 FTE Physical Education Teacher @ Willamette; Total: 1.0 FTE.

Motion Passed, 6-0

Absent: Debi Farr

ACTION ITEMS

Resolution No. 8 – Approve Transfer Caps for 2019-20

Motion: Rich Cunningham moved, Dawnja Johnson seconded, to approve the out-of-district transfer caps for 2019-20, as presented.

Motion Passed, 6-0

Absent: Debi Farr

Resolution No. 9 – Notice of Intent to Maintain Participation in the Formal Governance of Lane ESD, by requesting 50% or less of ADMw in Transit Dollars

Motion: Dawnja Johnson moved, Greg Nelson seconded, to issue a Notice of Intent to Maintain Participation in the Formal Governance of Lane Education Service District, by requesting 50% or less of ADMw in Transit Dollars for the 2020-21 school year.

Motion Passed, 6-0

Absent: Debi Farr

MINUTES

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Resolution No. 10 – Approve Authorization of Bond Refunding

Motion: Dawnja Johnson moved, Rich Cunningham seconded, to approve authorization of the issuance, sale, and delivery of general obligation refunding bonds; designate an authorized representative; and delegate the negotiation and approval of financial documents and related matters.

Motion Passed, 6-0

Absent: Debi Farr

Resolution No. 11 – Authorize Superintendent Parra to Approve Solar Setback

Motion: Alan Laisure moved, Dawnja Johnson seconded, to authorize Superintendent Parra to approve a solar setback on District property located at 1730 Taney Street, Eugene, Oregon.

Motion Passed, 6-0

Absent: Debi Farr

INFORMATION AND DISCUSSION

- A. OBEF 5th Annual Scholarship Dinner, Thursday, September 12, 5:30pm, NWCU Community Room
- B. OSBA Fall Regional Meeting, October 3, 6pm Dinner/6:30pm Meeting, Lane ESD
- C. BEF Breakfast at Bethel, Friday, October 11, 7am - 8am, Meadow View School
- D. OSBA Annual Convention, November 14-17, Portland Marriott Downtown Waterfront
- E. NSBA Annual Conference, April 4-6, 2020, Chicago

BOARD ACTIVITY UPDATE

- A. Director Cunningham commented that he enjoyed Chair Jorgensen’s captivating presentation at the Welcome Back Ceremony and commended Willamette staff and everyone involved with creating Personal Attention Time (PAT), which benefits students at Willamette High School.

REVIEW OF NEXT MEETING: MONDAY, SEPTEMBER 23, 2019

- A. Student Representative Reports, KHS and WHS
- B. Student Presentation, Kalapuya High School
- C. Oregon Harvest Day, Mike Vetter and Kyle Ryan
- D. Financial Statement, Simon Levear
- E. Budget Committee Openings and Timeline
- F. Legislative & School Finance Update
- G. Board Policies Up for Periodic Review

ADJOURNMENT

There being no further business to bring before the Board, Chair Jorgensen adjourned the meeting at 8:22 p.m.

Clerk – Chris Parra

jcb

Chair – Paul Jorgensen

Bethel School District GENERAL FUND
 Revenue and Expenditure Summary/Projection (unaudited)
 Fiscal Year 2019/2020

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

	Prior Months	Current Month	Future Months	Preliminary	2019/2020 ADOPTED BUDGE	Budget Variance
	Actuals	Preliminary Sept 2019	Projected	2019/2020 Totals		
REVENUES						
LOCAL SOURCES:						
Current year's levy* R1111	0	17,955	16,464,599	16,482,554	16,464,599	17,955
Prior years' taxes* R1112 & 1190 & 1200	0	22,900	21,089	43,989	58,000	(14,011)
Tuition from other Districts	0	0	0	0	0	0
Investment earnings R1510	84,126	43,766	251,930	379,821	300,000	79,821
Misc. local sources R1910 & R1940 & R1960	47,167	10,835	117,597	175,600	123,800	51,800
Subtotal	131,293	95,456	16,855,215	17,081,963	16,946,399	135,564
INTERMEDIATE SOURCES:						
County School Fund* R2101	0	0	60,000	60,000	60,000	0
Subtotal	0	0	60,000	60,000	60,000	0
STATE SOURCES:						
SSF- Current Year R3101	10,249,212	3,415,032	27,745,612	41,409,856	41,140,561	269,295
Common School Fund* R3103	0	0	528,769	528,769	528,769	0
High Cost Disability	0	0	18,000	18,000	18,000	0
Other State Funds	0	0	0	0	0	0
Subtotal	10,249,212	3,415,032	28,292,381	41,956,626	41,687,330	269,295
FEDERAL SOURCES:						
Other Federal Grants 4700	0	0	0	0	0	0
Federal Forest Fees* R4801	0	0	50,000	50,000	50,000	0
Subtotal	0	0	50,000	50,000	50,000	0
OTHER RESOURCES:						
Interfund Transfers In R5200	0	86,000	0	86,000	108,000	(22,000)
Sale of or Comp for loss of asset	0	79,567	0	79,567	0	79,567
Beginning fund balance R5400	10,197,743	0	0	10,197,743	9,300,000	897,743
Subtotal	10,197,743	165,567	0	10,363,309	9,408,000	955,309
Total, monthly revenues				69,511,898	68,151,729	1,360,169
EXPENDITURES						
Salaries- 100	967,784	2,494,497	26,556,626	30,018,906	30,040,216	(21,309)
Employee benefits- 200	717,859	1,687,589	19,622,044	22,027,492	22,131,845	(104,353)
Purchased services- 300	543,980	197,695	5,143,429	5,885,103	5,713,206	171,897
Supplies- 400	158,112	70,460	826,193	1,054,765	1,056,480	(1,715)
Capital outlay- 500	11,631	0	0	11,631	132,000	(120,369)
Insurance/Dues/Other- 600	437,839	359	7,732	445,930	477,545	(31,615)
Interfund Transfers	120,000	0	381,922	501,922	537,973	(36,052)
Contingency	0	0	0	0	2,968,073	
Total, monthly expend.	2,957,205	4,450,599	52,537,945	59,945,749	63,057,338	(143,516)
Month-end Fund Balance				9,566,149	1,000,000	

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

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

Policy Number: **BB** Effective Date: **10/19**

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

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

Date of Next Review: **10/2022**

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
3. Action on Minutes
4. Superintendent's Report
5. Delegations and Visitors
6. Consent Items
7. Action Items
 - a.
 - b.
 - c.
8. Information and Discussion
 - a.
 - b.
 - c.
9. Board Activity Update
10. Executive Session
11. Return to Regular Session
12. Adjournment

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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: **Board Member Ethics and Conflicts of Interest**

Policy Number: **BBFA** Effective Date: **10/19**

Date of Original Policy and Revisions: **10/08, 7/10, 10/13, 12/15, 9/16**

Cancels Policy No.: _____ Dated: _____

Date of Next Review: **10/2022**

POLICY

No Board member will use his/her official position or office to obtain personal financial benefit or to avoid financial detriment for him or her, relatives, household members or for any business with which the Board member, household member or a relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the annual \$50 gift limit from one who has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. District-provided meals at Board meetings are acceptable under the reimbursement of expenses exception.

I. CONFLICTS OF INTEREST

“Business” means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual or any legal entity operated for economic gain. This definition excludes any income-producing tax exempt 501(c) not-for-profit corporation with which a public official or a relative of the public official is associated only as a member or Board director or in a non-remunerative capacity.

“Business with which a Board member or relative is associated” means any private business or closely held corporation of which a Board member or relative is a director, officer, owner, employee or agent or any private business or closely held corporation in which a Board member or relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth \$1,000 or more at any point in the preceding year; any publicly held corporation in which a Board member or relative owns or has owned \$100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year; or any publicly held corporation of which a Board member or relative is a director or officer.

“Relative” in the *conflict of interest context* is defined as a Board member’s spouse¹; child, sibling, half-sibling, son-in-law or daughter-in-law, spouses of siblings, aunts, uncles, nieces, nephews and step-parents, and parents of a Board member or of spouse. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits² to the Board member, or who receives any benefit from the Board member’s public employment.

“Member of the household” means any person who resides with the public official.

¹ The term spouse includes domestic partners.

² Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

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No Board member will solicit or receive, directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member's vote, official action or judgment would be thereby influenced.

No Board member will attempt to use or use for personal gain any confidential information gained through his/her official position or association with the district. A Board member will respect individuals' privacy rights when dealing with confidential information gained through association with the district.

If a Board member participates in the authorization of a public contract, the Board member may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

Individual Board members and the Board as a public entity are bound by the Code of Ethics for public officials as stated in Oregon law.

Potential Conflict of Interest

"Potential conflict of interest" means any action or any decision or recommendation by a Board member that could result in a financial benefit or detriment for self or relatives or for a business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare a potential conflict of interest. A Board member may, after declaring his/her potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

Actual Conflict of Interest

"Actual conflict of interest" means any action or any decision or recommendation taken by a Board member that would result in a financial benefit or detriment to self or relatives or for any business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare an actual conflict of interest. The Board member may not vote lawfully if an actual conflict of interest exists unless a vote is needed to meet a minimum requirement of votes to take official action. Such a vote does not allow the Board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree.

II. GIFTS

Board members are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50.00 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. All gift related provisions

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BOARD OF EDUCATION POLICY STATEMENT**

apply to the Board member, their relatives, and members of their household. The \$50 gift limit applies separately to the Board member, and to the Board member's relatives or members of household, meaning that the Board member and each member of their household and relative can accept up to \$50.00 each from the same source/gift giver. "Gift" means something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions. "Relative" *in the gift context* means the spouse,³ child, sibling, half-sibling, son-in-law or daughter-in-law, spouses of siblings, and parents of a Board member or of spouse; aunts, uncles, nieces, nephews and step-parents. Relative also includes any individual for whom the Board member has a legal support obligation; or any individual for whom the Board member provides benefits arising from the Board member's public employment or from whom the Board member receives benefits⁴ arising from that individual's employment.

"Member of the household" means any person who resides with the Board member.

Determining the Source of Gifts

Board members should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the Board member's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the Board member need not keep track of it, although they are advised to do so anyway in case of a later dispute.

Determining Legislative and Administrative Interest

A legislative or administrative interest means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a Board member. For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative/administrative interest in the fire department that is distinct from the general public.

Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

"Fair market value" is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the Board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the Board member's admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was

³ Ibid. p. 1

⁴ Ibid. p. 1

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\$75, the benefit conferred on the Board member is \$25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
 - a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
 - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
 - c. The source calculates the actual amount spent on the Board member.
3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.
4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale value

Board members may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

Entertainment

Board members may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member unless:

1. The entertainment is incidental to the main purpose of another event (i.e. a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The Board member is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when a Board member appears at an entertainment event for a "ceremonial purpose" at the invitation of the source of the entertainment who requests the presence of the Board member at a special occasion associated with the entertainment. Examples of an appearance by a Board member at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

3. Campaign contributions are not considered gifts under the ethics rules.
4. Gifts from “relatives” and “members of the household” to the Board member are permitted in an unlimited amount; they are not considered gifts under the ethics rules.
5. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties.
6. Contributions made to a legal expense trust fund if certain requirements are met.
7. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:
 - a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member’s official capacity, for certain limited purposes:
 - (1) Reasonable expenses (i.e. food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50.00 aggregate amount IF:
 - (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND
 - i) The giver is a unit of a:
 - a) Federal, state, or local government;
 - b) An Oregon or federally recognized Native American Tribe; OR
 - c) Non-profit corporation.
 - (b) The Board member is representing the district:
 - i) On an officially sanctioned trade-promotion or fact-finding mission; OR
 - ii) Officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the Board.*
 - (2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.
8. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing the district. Again, this exception does not authorize private meals where the participants engage in discussion.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal.

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

9. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(I)(i).
10. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement.
11. A gift received by the Board member as part of the usual or customary practice of the Board member's private business, employment or position as a volunteer that bears no relationship to the Board member's holding of public office.

Honoraria

A Board member may not solicit or receive, whether directly or indirectly, honoraria for the Board member or any member of the household of the Board member if the honoraria are solicited or received in connection with the official duties of the Board member.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the Board member or candidate.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

[ORS 162.015](#) - 162.035

[ORS 162.405](#) - 162.425

[ORS 244.010](#) - 244.400

[ORS 332.055](#)

[ORS 659A.006](#)

[OAR 199-005](#) 0001 to [199-010](#) 0150

38 OR. ATTY. GEN. OP. 1995 (1978)

OR.ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).

HR1/14/16 | PH

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Board Member Ethics and Nepotism

Policy Number: BBFB Effective Date: 10/19

Date of Original Policy and Revisions: 10/08, 7/10, 10/13, 12/15, 9/16

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 10/2022

POLICY

In order to avoid both potential and actual conflicts of interests, Board members will abide by the following rules when a Board member's relative or member of the household is seeking and/or holds a position with the District:

1. A Board member may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or a member of the household, unless the Board member complies with the conflict of interest requirements of ORS Chapter 244;

This policy does not apply to decisions regarding unpaid volunteer positions unless it is a Board member position or another Board-related unpaid volunteer position (i.e. a Board committee position);

2. A Board member may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household.

For the purposes of this policy, a "member of the household" means any person who resides with the Board member and "relative" means: the spouse¹; Any children of the Board member, or his/her spouse; and, sibling, half-sibling, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunts, uncles, nieces, nephews, stepparents, stepchildren, or parents of the Board member or of his/her spouse. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits² to the Board member, or who receives any benefit from the Board member's public employment.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class including the Board member's relative or household member. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree.

ATTACHMENTS

None.

¹ The term spouse includes domestic partner.

²Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

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

END OF POLICY

REFERENCES / COMMENTS

[ORS 244.010](#) - [244.400](#)

[ORS 659A.309](#)

[OAR 199-005-0001](#) to-[199-010-0150](#)

[OAR 584-020-0040](#)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).
HR1/14/16 | PH

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: School Board Committees

Policy Number: BCE Effective Date: 10/19

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

Cancels Policy No.: BBC, BBCB, BBF Dated: 1/84

Date of Next Review: 10/2022

POLICY

STANDING COMMITTEES

The School Board may establish Standing Committees to provide long-term advice to the Board on specific topics. Standing Committees should be reviewed annually to assess their continued effectiveness and assistance to the School Board.

TEMPORARY SCHOOL BOARD COMMITTEES

At the request of the School Board, the chairperson shall appoint temporary committees comprised of less than a quorum for special purposes.

Temporary committees may investigate and make recommendations to the whole School Board for action. A temporary committee may not commit the School Board to any specific action.

The chairperson of the Board of Directors and the Superintendent of Schools shall be ex-officio members of all committees.

ADVISORY COMMITTEES TO THE SCHOOL BOARD

Advisory Committees to the Board are authorized by the Board at a Board meeting after thorough study of the following:

- . Task to be accomplished
- . Composition of the committee (Board members may serve on the committee as long as the representation of the Board is not a quorum)
- . Timeline
- . Nature of report desired including minority opinions, if any

The School Board's responsibility cannot be delegated or surrendered to others; therefore, all recommendations of committees must be submitted to the School Board for action and must be recognized as advisory in nature.

BUDGET COMMITTEE

The Budget Committee is composed of the School Board and an equal number of community members appointed by the Board. Appointed members will serve three-year terms unless they are replacing a member who has not completed his/her term. In that case, the new member will complete the term of the member being replaced.

REPORTS

None.

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

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

None.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: **Policy Format** _____

Policy Number: **BFA** _____ Effective Date: **10/19** _____

Date of Original Policy and Revisions: **9/88, 9/94, 11/99, 9/05, 10/10, 10/13, 12/15**

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

Date of Next Review: **10/2022** _____

POLICY

Proposed Board Policies, submitted to the Board of Education, shall be in the format of Attachment A.

REPORTS

None.

ATTACHMENTS

A. Policy Format

END OF POLICY _____

REFERENCES / COMMENTS

None.

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

ATTACHMENT A, TO POLICY BFA

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

POLICY

This section should include the policy statement and indicate responsible parties for implementation.

REPORTS

This section provides instructions for any reports required by the Board.

ATTACHMENTS

END OF POLICY

REFERENCES/COMMENTS

Would include additional sources of information such as other Board Policies, Administrative Rules, Employee Contracts, State Laws, etc.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: School Superintendent

Policy Number: CBA Effective Date: 10/19

Date of Original Policy and Revisions: 9/85, 6/91, 9/94, 11/99, 10/05, 10/08, 10/10, 5/13, 1/16

Cancels Policy No.: CE Dated: 9/85

Date of Next Review: 10/2022

POLICY

Performance Responsibilities

The Superintendent:

1. Serves as chief executive officer of the Board except as otherwise provided by law; assists in making rules in accordance with law and Board policies, and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools;
2. Directs the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as deemed desirable;
3. Attends all meetings of the Board and takes part in the deliberations, but does not vote;
4. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve, places before the Board necessary and helpful facts, comparisons, investigations, information and reports and makes available the personal advice on special or technical matters by those persons who are qualified to furnish it;
5. Implements Board policy;
6. Makes periodic and annual reports concerning the operation of the District;
7. Recommends the appointment, assignment, transfer, promotion, demotion, discharge and/or suspensions of any employees of the Board as provided by law and Board policies, with such recommendations reported to the Board for approval;
8. Directs the professional supervisory staff in visits to the school under his/her charge; through this staff, directs, assigns and assists teachers and all other educational employees in the performance of their duties; classifies, assigns, and controls the promotion of students; and performs such other duties as the Board determines;
9. Directs the work of the professional staff in evaluating curriculum and textbooks and/ upon the basis of such study, makes recommendations to the Board;
10. Supervises the establishment or modification of school attendance and transportation area boundaries subject to Board approval;
11. Directs the preparation of an annual budget showing the estimated receipts and disbursements necessary to cover the needs of the district for the ensuing fiscal year and submits this estimate to the Board in accordance with law;

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

12. Approves and directs, in accordance with law and Board regulations, purchases and expenditures, within the limits of the budget;
13. Exercises leadership in directing studies of sites and buildings, considering the population trend and the educational and cultural needs of the district, to ensure timely decisions by the Board and electorate regarding construction and renovation projects;
14. Represents the District in dealings with other school systems, social institutions, business firms, government agencies and the general public;
15. Keeps the public informed about modern educational practices, educational trends, and the practices and problems in the district; and,
16. Exercises general supervision over operation of the District that includes, but not limited to:
 - a. Personnel – nomination, assignment, transfer, promotion, non-renewal, non-extension, dismissal, etc.
 - b. Staff development – in-service, training, etc.
 - c. Curriculum and instruction – development, evaluation, etc.
 - d. Health services – planning and operation
 - e. Special education – planning and operation
 - f. Extra-curricular programs – planning and operation
 - g. Transportation – planning and operation
 - h. Safety and equity programs – planning and operation

The specific enumeration of the Superintendent's duties as detailed above will not act to limit the School Board's authority and responsibility.

Recruitment and appointment of the Superintendent

When it becomes necessary to replace the Superintendent, the Board of Education will establish appropriate methods and procedures for hiring of a new Superintendent. The selection of a new Superintendent will be approved by the School Board.

Training and Qualifications

The District Board will determine the specific qualifications necessary (personal, educational background, licensure, and experience) at such time as hiring a Superintendent of Schools is to commence.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

[ORS 327.133](#)

[ORS 332.405 - 332.427](#)

[ORS 332.515](#)

[ORS 342.125](#)

[ORS 342.140](#)

[ORS 342.143](#)

[ORS 342.173](#)

[ORS 342.175](#)

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

[OAR 581-22-102](#) to [581-22-807](#)

[OAR 581-23-006](#)

[OAR 584-20-000](#) to [584-20-045](#)

[OAR 584-36-035](#) (1)

[OAR 584-36-040](#)

[OAR 584-36-051](#) to [584-36-053](#)

[OAR 584-46-005](#) to [584-46-035](#)

[OAR 584-48-085](#) to [584-48-102](#)

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: **Team Management**

Policy Number: **CD** Effective Date: **10/19**

Date of Original Policy and Revisions: **8/87, 6/91, 9/94, 11/99, 10/05, 10/08, 10/10, 10/13, 1/16**

Cancels Policy No.: **CL** Dated: **8/87**

Date of Next Review: **10/2022**

POLICY

The team management concept utilizes and combines a variety of administrative skills and administrative levels to achieve well-balanced, effective, and efficient management of the organization. It reflects the organization's goals and purposes while maintaining the individual's human values and needs within the organization.

The two keys to developing effective management are effective communication within the team and involvement of team members in the decision-making process, especially decisions that affect them or must be carried out by them.

The support for and belief in the value of the team approach to management is based on certain assumptions and beliefs about people, organizations, and management responsibilities. These include:

- . Individuals who are involved in making decisions will have a higher commitment to carrying out that decision.
- . The quality of decisions increases when those decisions are made on the basis of the collective minds of those knowledgeable about the situation.
- . Operational decisions need to be made as close to the point of implementation as possible.
- . Mutual trust exists between Boards, superintendents, principals, and other administrators.
- . All members of the management team assume good will and competency on the part of all other members.
- . Team members are encouraged and obligated to communicate ideas and recommendations.
- . There is an allowance for diversity of inputs, wide participation, free communication, and open discussion.
- . The roles and functions of the Board members, superintendents, principals, and other managers are clarified and understood.

Administrative Teams

District Leadership Team - Membership of the District Leadership Team will be established by the superintendent and set forth in the District's Administrative Rules. It will be the superintendent's

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

responsibility to consider information and recommendations of the team, and to determine a course of action.

Administrative Councils - In addition to the District Leadership Team, sub-councils (such as elementary, and secondary administrative meetings) may be established by the superintendent for specific organization goals or objectives.

REPORTS

None.

ATTACHMENTS

None.

REFERENCES / COMMENTS

[Administrative Rule CD: Team Management](#)

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October 14, 2019

RESOLUTION NO. 19-20: 15

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.	White, Sue	Additional Hours for 2019-20	Offer Temporary Contract for Additional .5 FTE Autism Consultant @ District Office; Total: 1.0 FTE.
2.	Young, Kathryn	Additional Hours for 2019-20	Offer Temporary Contract for Additional .5 FTE Resource Room Teacher @ Prairie Mountain; Total: 1.0 FTE.

Recommended by: Remie Calalang, Human Resources Director

ATTEST _____
 Clerk – Chris Parra

 Chair – Paul Jorgensen

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

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

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October 14, 2019

RESOLUTION NO. 19-20: 16

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

- ECACB:** Unmanned Aircraft System (UAS) a.k.a. Drone
- BB:** Policies Relating to the School Board
- BBFA:** Board Member Ethics and Conflicts of Interest
- BBFB:** Board Member Ethics and Nepotism
- BCE:** School Board Committees
- BFA:** Policy Format
- CBA:** School Superintendent
- CD:** Team Management

ATTEST _____
Clerk – Chris Parra

Chair – Paul Jorgensen

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

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

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Unmanned Aircraft System (UAS) a.k.a. Drone

Policy Number: ECACB Effective Date: 10/2019

Date of Original Policy and Revisions: 9/19

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

Date of Next Review: 10/2022

POLICY

Any employee, volunteer, student, or representative of the district operating an unmanned aircraft system on district property or at district-sponsored events, shall do so in accordance with this policy and all applicable Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA) regulations.

An “unmanned aircraft system” (UAS), commonly known as a drone, means a remotely piloted flying machine and its associated elements, including communication links and the components that control the machine.

The district recognizes the academic value of student operation of a UAS as one component of curricula pertaining to principles of flight, aerodynamics, aircraft design and construction, video production, and other aspects of education. Therefore, in compliance with the Federal Aviation Administration Modernization and Reform Act of 2018 and the most current information available from the FAA, students may operate a UAS as part of a course requirement as long as they do not receive compensation directly or incidentally from such operations. Students may be required to pass an FAA Aeronautical Knowledge Test before flying. District staff teaching a class that allows use of a UAS may first be required to earn an FAA Remote Pilot Certificate.

District employees shall work with administrators to ensure that proper insurance, registration with both FAA and ODA, reporting to ODA, and authorization are in place prior to adoption of curriculum that allows operation of a UAS.

A UAS shall be operated in accordance with the policies of the Oregon School Activities Association (OSAA)¹ at OSAA sanctioned events.

A student in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

A staff member in violation of this policy may be subject to disciplinary action, up to and including dismissal.

The Superintendent shall develop procedures for the implementation of this policy.

Third Party Use

Third party use of a UAS on district property or at district-sponsored events for any purpose is prohibited, unless granted permission from the superintendent or designee.

If permission is granted by the superintendent or designee, the third party operating a UAS will comply with all FAA and ODA regulations and shall provide the following to the district:

1. Proof of insurance that meets the liability limits established by the district;

¹ <http://www.osaa.org/governance/handbooks/osaa #87>

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

2. Appropriate registration and authorization issued by the FAA and ODA when required; and
3. A signed agreement holding the district harmless from any claims of harm to individuals or damage to property.

END OF POLICY

Legal Reference(s):

[ORS 164.885](#)

[ORS 174.109](#)

[ORS 192.345](#)

[ORS 837.300 - 837.390](#)

[ORS 837.995](#)

[OAR 738-080-0015 - 0045](#)

Federal Aviation Administration Modernization and Reform Act of 2012, P.L. 112-95 § 336 (2012).

Federal Aviation Administration, Educational Use of Unmanned Aircraft Systems (UAS) Memorandum, May 4, 2016.

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2012).

OREGON SCHOOL ACTIVITIES ASSOCIATION HANDBOOK #87.