



**BETHEL SCHOOL BOARD MEETING**

Hybrid Meeting hosted from the District Office – 4640 Barger Drive

Tuesday, July 5, 2022 - 6:30 p.m.

*Zoom information will be posted on Bethel School District's website by noon on Tuesday, July 5, 2022*

Join Zoom Webinar:

<https://bethel-k12-or-us.zoom.us/j/82132723249?pwd=4-okMoOqIhHdgAJXbAwR1JfPVxLqhK.1>

Passcode: 247766

Or

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

Webinar ID: 821 3272 3249

Passcode: 247766

**AGENDA**

**1. Call to Order**

**Debi Farr, Chair**

**2. Pledge of Allegiance**

**3. Election of Officers**

**4. Approval of Minutes**

**5. Delegations and Visitors**

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

**6. Superintendent's Report**

A. Superintendent's Update

B.

**7. Consent Agenda**

1. Appoint District Officers;
2. Depository of Funds;
3. Authorization of Investment;
4. Designate Attorneys;
5. Designate Auditors;
6. Designate Realtors;
7. Board Meeting Calendar for 2022-23;
8. Consolidation and Commingling of Funds;
9. Authorize Submission of 2022-23 Title Applications;
10. Approve CACFP (*Child and Adult Care Food Program*) participation in 2022-23;

**Resolution No. 1**

**BETHEL SCHOOL DISTRICT #52**

**BOARD OF DIRECTORS**

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- 11. Approve Alternative Education Programs for 2022-23; and
- 12. Personnel Action

**8. Action Items**

- A. Approve School Meal Price Increases Resolution No. 2
- B. Adopt Policy/AR: JHCD/JHCDA and JHCD/JHCDA-AR Resolution No. 3
- C. Approve Collective Bargaining Agreement with BACE Resolution No. TBD
- D.

**9. Information and Discussion**

- A. OSBA 2022 Summer Board Conference, July 8-10, Riverhouse, Bend, in person or virtual
- B. OSBA Annual Convention, November 11-13, 2022
- C.

**10. Board Activity Update**

- A.

**11. Review of Upcoming Meetings:**

**Board Retreat**

**Friday, August 12, 2022 – 12:00 p.m. – 5:00 p.m., Kalapuya High School**

**Saturday, August 13, 2022 - 8:00 a.m. – 12:30 p.m., Kalapuya High School**

- A. 2022-2023 Committee Opportunities
- B. 2022-2023 Board Priorities/Goals Discussion
- C.

**Monday, August 22, 2022**

- A. Adopt 2022-2023 Board Priorities/Goals
- B. Superintendent's Update
- C. Board Policies Up for Periodic Review
- D.

**12. Adjournment**

**MINUTES**  
**BETHEL SCHOOL DISTRICT #52**  
**BUDGET COMMITTEE MEETING**  
**MAY 12, 2022**

The May 12, 2022 Budget Committee Meeting was held in person and was remotely accessible via Zoom Webinar.

**ATTENDANCE:**

Budget Committee: Paul Jorgensen, Debi Farr, Greg Nelson, Richard Cunningham, Ashley Espinoza, Caleb Clark, Patrick Farr, Jennifer Ziegler, and Alan Laisure

Absent: James Manning Jr. and Erin Basinger

Robin Zygaitis, Erin Zygaitis and Tatiana Bakhtina joined the meeting via Zoom Webinar.

District staff/Students/and Community Members identified: Superintendent Sproles, Simon Levear, Assistant Superintendent Remie Calalang, Tina Gutierrez-Schmich, Kee Zublin, Jill Robinson- Wolgamott, Logan Grasseth, Connie Quinn, Evan Rindy, Mari Ford, Jenny Sink, Nathan Bridgens, Maureen Spence, Erika Case, Carmen Adler, Jaime Noack, Ry Robinson, Brady Cottle, Dan Hedberg, Alyssa Dodds and Janay Stroup

**CALL TO ORDER**

Vice Chair Farr called the meeting of the Budget Committee to order at 5:38 p.m.

**PLEDGE OF ALLEGIANCE**

Director Jorgensen led the Pledge of Allegiance.

**ACTION ON MINUTES**

Superintendent Sproles presented the Minutes of the May 9, 2022 Budget Committee Meeting and asked for additions or corrections. Hearing none, the Budget Committee approved the minutes as submitted.

**PUBLIC COMMENTS**

No public comments were made.

**REVIEW OF AGENDA ORDER AND TIMELINE**

Superintendent Sproles reviewed the agenda order and timeline for the Proposed Budget. The new format for school presentations will be one representative from each level who will review initiatives and programs for 2022-2023. Class Size Comparisons for each school will be presented for review and information will be presented by various departments with the use of one-time funds and long-term operational stabilities for emergent needs. Jaime Noack will present the K-8 Programs instead of Erika Case who was scheduled on the Agenda.

**INTRODUCTORY REMARKS**

Superintendent Sproles reviewed the priorities and goals for the District which includes investing in substantial long-term recovery and maximizing the impact of both one-time and ongoing funding sources.

Business Services Director Simon Levear reviewed the 3-step process for approving the budget and the importance of the Budget Committee. The purpose of the Budget Committee is to approve the property

## **MINUTES**

### **BETHEL SCHOOL DISTRICT #52 BUDGET COMMITTEE MEETING MAY 12, 2022**

tax rate, the debt service dollar amount for the payment of bond principal / interest and the budget. Director Levear presented a Fund Summary for all funds.

#### **REVIEW OF SCHOOL PROGRAMS**

Principal Brady Cottle provided an overview of the Middle School Programs. Target areas will be focusing on class size by adding additional periods with shorter class times, and growing elective classes. Additional focus areas will be Tier 2 Intervention for Reading and Math, implementation of new Language Arts curriculum, Social Emotional Learning with an assembly schedule for one hour dedicated time. Middle schools will continue SIA and HSS with elective offerings, CTE and after school programs. Areas of concern for next year will include behavioral and mental health support services for students and staff, and the shortage of substitute teachers. Principal Cottle answered questions from the committee.

Principal Jaime Noack gave an overview of the K-8 Programs which will continue with a 7-period day for grades 6-8, and the continuation of added art at the elementary level to allow for collaboration time for teachers. Areas of focus include the addition of intervention time for reading and math instruction, maintaining counseling, integration of Sources of Strength, mental health supports, and language arts adoption. The use of Measure 98 funds will continue to provide enrichment opportunities. Areas of concern for next year will be providing mental health support for students, staffing for EA's and substitutes, and enrollment numbers. Principal Noack answered questions from the committee.

Principal Mari Ford presented the K-5 programs which will include staffing of a minimum full-time counselors, and retaining PE and Music specialists. Areas of focus are continuing to provide social and emotional learning to students through Sources of Strength, Friends of Knowledge, Zones of Regulations, implementing new Language Arts curriculum and Early Literacy. Additional days have been added to the calendar for Professional Development for the implementation of new curriculum and social and emotional learning. In 2022-2023 the District will be reviewing material for new math adoption for K-12. Continued use of SIA funds will provide art and language. Elementary principals answered questions from the committee.

Representing Kalapuya High School, Janay Stroup presented information on staffing which is outside the regular staffing ratio and much of the staffing is provided through grants. This summer, grant funds will provide 3 crews with funding from Oregon Youth Corps for construction, the USDA Farm to School grant for summer farm camps and field interns, and the trail and restoration crew will be funded through the McKenzie River Trust Partnership, Army Corps of Engineers, and the Bureau of Land Management. An upcoming project called the Kalapuya Youth Build is a construction program working with community partners to build stick frame housing for low income families. With the construction of a new Kalapuya onsite shop, students will be building tiny homes using CTE grant funds. Measure 98 funds will provide staffing for the construction projects. Bond funds will provide the construction of new classrooms for drawing, architecture, and cad & rivet programs. Concerns include mental health and the desire to build up programs which were lost last year due the pandemic. Ms. Stroup answered questions from the committee.

Principal Dan Hedberg presented a staffing ratio of 27.1 for Willamette High School keeping in mind projections for declining enrollment and requested course offerings. In response to post-pandemic student needs, the focus will be on supporting students who are experiencing the highest levels of

## **MINUTES**

### **BETHEL SCHOOL DISTRICT #52 BUDGET COMMITTEE MEETING MAY 12, 2022**

academic and social emotional needs. Additional supports and programming will include adding two Student Success Coaches, an additional Campus Youth Advocate, adding the Wolverine Calming Den, a Willamette Success Team Lead, imbedding Completion Coaches into 2<sup>nd</sup> semester offerings, and piloting a small cohort based, integrated academic instruction model. Concerns would be the need of more adult support for students experiencing social, emotional and mental health needs and to have more trusted adults on campus. Principal Hedberg answered questions from the committee.

#### **REVIEW OF STUDENT SERVICES**

Assistant Special Services Director Logan Grassest provided an overview of Student Services which serves a wide range of students navigating disabilities and represents 18% of the district's population. Staff supports students in restricted environments. Life Skills and resource rooms serve students with higher disabilities. Special Services partners with outside agencies for Alternative Programs and Education when the district is unable to provide specific services for a student. Special Services also provides Medical & Nursing Services, Health Services, Psychological Services, and Speech Pathology and Audiology Services. Direction of Community Service supports students and families through the McKinney-Vento Program. Director Grassest answered questions from the committee.

#### **REVIEW OF ESSER FUNDS**

Director of Teaching & Learning, Equity, Tina Gutierrez-Schmich reviewed ESSER (Elementary and Secondary School Emergency Relief Funds) which were established to provide relief due to the impact of COVID. The three primary goals for the use of ESSER Funds were (1) to address unfinished learning, (2) prioritize health, safety and wellness and connection for all communities and (3) to strengthen high quality, culturally sustaining and revitalizing instruction, leadership, and programming. ESSER Funds were received in three groups; ESSER I, II & III. Funding provided assistance to low income students, students of color, students in foster care, students receiving special education services, and students experiencing unstable housing. Funds were also used for COVID tests, masks, cleaning supplies, PPE, HVAC, curriculum, technology, additional art & PE supplies, additional classified staff, and mentors. ESSER III funds must be spent by September 2024. Director Gutierrez-Schmich answered questions from the committee.

#### **REVIEW OF STUDENT INVESTMENT ACCOUNT**

Director of Teaching & Learning, Elementary, Jill Robinson-Wolgamott reviewed SIA Funds. These funds were used to address mental health by forming Family Navigator positions, hiring additional counselors, reducing class size by adding 32 licensed FTE and providing a well-rounded education for students with the addition of Spanish, Art, additional PE time, Music, Choir, band equipment, adding culturally responsive and diverse books to libraries, and building schedules to allow for collaboration between teachers. Director Robinson-Wolgamott answered questions from the committee.

#### **REVIEW OF HIGH SCHOOL SUCCESS**

Director of Teaching & Learning, Secondary, Kee Zublin reviewed HSS Funds, Measure 98. These funds were used for dropout prevention, capital improvements, an intervention data system, renovating the Life Skills and culinary programs at WHS, and to enhance the CTE programs at the high school and middle school levels. Director Zublin answered questions from the committee.

## **MINUTES**

### **BETHEL SCHOOL DISTRICT #52 BUDGET COMMITTEE MEETING MAY 12, 2022**

#### **REVIEW OF SUMMER PROGRAMMING**

Assistant Superintendent Remie Calalang reviewed the Summer School Programs for KITS (Kids in Transition to School), ESY (Extended School Year), Migrant Ed, and Credit Recovery. Enrichment activities will include math camp, canoeing, Boys and Girls Club to bridge the gap for child care, partnerships with community groups, culturally relevant camps, One Pass for students to access a variety of locations such as pools and museums. High school students will run camps and will assist with younger students. Assistant Superintendent Calalang answered questions from the committee.

#### **REVIEW OF BOND PROJECTS**

Superintendent Kraig Sproles presented information on Bond Projects using the \$100m from the passing of the bond. Construction of the new Cascade Middle School will be about \$20m over the anticipated amount, the cost of the new CTE Center at WHS was originally anticipated to be \$9.2m and is now \$14m - \$15m, the new Kalapuya classroom project was originally anticipated to be \$2m and is now at \$3.8m, and the new covered playground structures at most elementary schools will be around \$1.8m. Structural improvements around \$7.5m involving HVAC and boiler projects have already been completed, and technology and textbooks have been purchased at around \$6.5m. The cost of supplies, labor, and access to materials are factors of the increase in project costs. Superintendent Sproles answered questions from the committee.

#### **REVIEW OF ALL OTHER TABS**

Director of Business Services, Simon Levear gave an overview of All Other tabs. The proposed budget for Administration includes Student Safety, Board of Education, Office of Superintendent and Office of the Principal.

The budget for All Schools includes Multi Cultural Equity, Direction of Business Support Services, Business Services, Custodial, Grounds Maintenance, Building Operations & Maintenance, Vehicle Maintenance, Transportation, Special Education Transportation, Printing & Duplicating Services, Public Information, Staff Services / Human Resources, Other Staff Services, Network Operations, Student Data, Supplemental Retirement Program, and Child Care. Budgets were also reviewed for Long Term Debt Service, Insurance Reserve Fund, Textbook Adoption, Medicaid, Lane ESD Transit Fund, Bethel Life Skills, Bethel Print Shop Equipment, Technology Fund, Lane Acquisition Fund, Maintenance Fund, School Supply Carryover, Turf Field Replacement Fund, Building Rental Accounts, PDC Professional Development Committee, and Classified Professional Development.

Other Funds include Special Revenue Funds, Debt Service (Bond payments), Capital Projects (Bond Revenue), Internal Service Funds (district purchases copiers then charges buildings), and Fiduciary Funds (Teacher Insurance Reserve and Joint Insurance Benefits funds).

Director Levear, reviewed the Description of Funds then answered various questions from the committee.

#### **DISCUSSION OF THE 2022-2023 BUDGET**

Budget Committee Members asked various questions and provided comments regarding the budget.

#### **APPROVAL OF 2022-2023 BUDGET AND TAX LEVY**

Jennifer Ziegler made a motion to approve the budget as follows:

**MINUTES**  
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**BUDGET COMMITTEE MEETING**  
**MAY 12, 2022**

*"I move that the Budget Committee of the Bethel School District #52 approve the budget for the **2022-2023** fiscal year, in the General Fund amount of **\$89,159,998**, Other Funds **\$141,939,101** for an aggregate amount of **\$231,099,099**."*

Alan Laisure seconded. With a roll call vote the motion was passed unanimously.

Alan Laisure made a motion to approve each tax levy as follows:

*'I move that the Budget Committee of the Bethel School District #52 approve property taxes for the **2022-2023** fiscal year at the rate of **\$4.5067** per \$1,000 of assessed value for operating purposes in the General Fund and in the amount of **\$6,558,000** for the general obligation bond principal and interest in the Debt Service Fund.'*

Caleb Clark seconded. With a roll call vote the motion was passed unanimously.

**ACKNOWLEDGMENT**

Budget Committee members expressed thanks to Superintendent Sproles, Director of Business Services, Simon Levear and other staff for their work preparing the budget.

**ADJOURNMENT**

Vice Chair Farr adjourned the meeting at 8:26 p.m.

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Clerk

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Chair

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**MINUTES**  
**BETHEL SCHOOL DISTRICT #52**  
**BOARD OF DIRECTORS**  
**JUNE 13, 2022**

The June 13, 2022 meeting of the Board of Directors was held in person and was remotely accessible via Zoom Webinar.

**ATTENDANCE**

Board Members: Greg Nelson, Ashley Espinoza, Caleb Clark, Robin Zygaitis, and Vice Chair, Rich Cunningham

Absent: Paul Jorgensen and Chair, Debi Farr

District staff and presenters: Superintendent Sproles, Remie Calalang, Alisha Dodds, Simon Levear, and Jill Busby

**CALL TO ORDER**

Vice Chair Cunningham called the June 13, 2022 meeting of the Board of Directors to order at 6:33 p.m.

**PLEDGE OF ALLEGIANCE**

Director Espinoza led the Pledge of Allegiance.

**ACTION ON MINUTES**

Vice Chair Cunningham presented the Minutes from the May 9, 2022 Board Meeting and the May 12, 2022 Special Board Meeting and asked for additions or corrections. Hearing none, the Board approved both sets of Minutes as submitted.

**DELEGATIONS AND VISITORS**

Community Relations and Communications Director Alisha Dodds summarized written public comment submitted by guest teacher Becky Peters requesting that the Board consider increasing the rate at which personal leave is paid out.

Liz Killam

Bethel parent Liz Killam provided public comment via Zoom Webinar stating her perspective regarding comments made during a recent budget meeting and how funds are being disseminated in the District's 2022-2023 budget.

**SUPERINTENDENT'S REPORT**

Financial Statement: Simon Levear

Business Services Director Simon Levear reviewed the May 2022 financial statement showing an estimated Ending Fund Balance of \$9,306,588. Mr. Levear and Superintendent Sproles commented on fund balance and forecasting High Cost Disability.

Mr. Levear reviewed Resolution No. 21-22: 57 which will be before the Board during the Action Items portion of the Board Meeting for consideration of adopting a supplemental budget for the 2021-2022 fiscal year.

**Superintendent's Update**

Superintendent Sproles shared that the District is moving forward with strategic planning, visioning, and a mission statement process, and reminded the Board of the upcoming Board retreat which will take place at  
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## MINUTES

### BETHEL SCHOOL DISTRICT #52

#### BOARD OF DIRECTORS

JUNE 13, 2022

Kalapuya August 12<sup>th</sup> and 13<sup>th</sup>. Superintendent Sproles and Vice Chair Cunningham presented the idea of the Board attending a Eugene Emerald's game on Friday night after the Board retreat. In addition, Superintendent Sproles acknowledged Willamette Principal Dan Hedberg and Willamette staff for the thoughtful planning and implementation of Willamette's recent graduation ceremony, and commented on inclusivity with regard to the student speakers. There are several events occurring in Bethel schools this week, including Kalapuya's graduation ceremony which will take place this coming Thursday night.

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

Assistant Superintendent Calalang reported on the following policies and responded to questions from the Board:

AC – Nondiscrimination – *Updated to reflect new language*

CCG – Evaluation of Administrators – *No changes*

JB – Equal Educational Opportunity – *Updated to reflect new language*

JFCF – Harassment, Including Intimidation, Bullying, Hazing, Menacing, Cyberbullying and Teen Dating Violence/Domestic Violence – Student – *Updated to reflect new language*

#### CONSENT AGENDA

##### **Resolution No. 56 – Personnel Action**

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

#	Name	Type	Description
1.	Blackhorn, Hobie	Resignation	Accept Resignation effective 6/30/2022; Position Held: Assistant Principal @Shasta; 2 years at Bethel.
2.	Bridgens, Carol	Hire for 2022-23	Offer 1 <sup>st</sup> Year Probationary Contract for .5 FTE Literacy Coach @District Office; Start Date: 8/29/2022.
3.	Bunker, PK	Resignation of .5 FTE	Accept Resignation of .5 FTE effective at the end of the 2021-22 school year; Position: Culinary CTE Teacher @Willamette.
4.	Chapin, Karlie	Hire for 2022-23	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE Science Teacher @Willamette; Replaces: Kristy Morrow; Start Date: 8/29/2022.
5.	Conditt, Kassi	Hire for 2022-23	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE Willamette Success Team Lead @Willamette; Start Date: 8/29/2022.
6.	Courtney, Jacob	Hire for 2022-23	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE Student Success Coach @Willamette; Start Date: 8/29/2022.

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7.	Dahmen, Billy	Resignation	Accept Resignation effective at the end of the 2021-22 school year; Position Held: Social Studies Teacher @Bethel Online Academy; 1.5 years at Bethel.
8.	De La Paz, Elizabeth	Hire for 2022-23	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE ELD Teacher @Willamette; Replaces: Susan Kropp; Start Date: 8/29/2022.
9.	Evans, Shannon	Resignation	Accept Resignation effective at the end of the 2021-22 school year; Position Held: 6 <sup>th</sup> Grade Language Arts Teacher @Shasta; 5 years at Bethel.
10.	Franklin, Corky	Resignation	Accept Resignation effective at the end of the 2021-22 school year; Position Held: Resource Teacher @Shasta; 5 years at Bethel.
11.	Holloway, Joshua	Hire for 2022-23	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE Science Teacher @Willamette; Replaces: Kristy Morrow; Start Date: 8/29/2022.
12.	Larsen, Amanda	Temporary Hire for 2022-23	Offer Temporary Contract for 1.0 FTE Health/PE Teacher @Willamette; Replaces: Brian Vogel; Start date: 8/29/2022.
13.	Leona, Windy	Leave of Absence	Approve 1.0 FTE Miscellaneous Leave of Absence for the 2022-23 school year; Position: 1st Grade Teacher @Bethel Online Academy.
14.	Martinek, Brenda	Administrative Hire for 2022-23	Offer 1 <sup>st</sup> Year Probationary Administrator Contract for Director of Student Services @District Office; Replaces: Amy Tidwell; Education: BS/University of Utah; Teaching Certificate, Special Education/PSU; MS/PSU; Administrative Licensure/PSU; Certificate in Advanced Educational Leadership /Harvard University; Experience: Chief of Student Support Services, Portland Public Schools, 5 years; Executive Director of Student Services, Vancouver School District, 3 years; Executive Director of Special

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			Education, Reynolds School District, 2 years; Principal, Four Corners Therapeutic School, Reynolds School District; K-8 Principal, Holy Trinity Catholic School; Additional Educational Employment, 9 years; Start Date: 7/18/2022.
15.	McIntyre, Jeannine	Resignation	Accept Resignation effective at the end of the 2021-22 school year; Position Held: K-5 ELD Teacher @Malabon; 12 years at Bethel.
16.	Paulson, April	Hire for 2022-23	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE Resource Room Teacher @Danebo; Replaces: Kate Aly-Brady; Start Date: 8/29/2022.
17.	Pecorilla, Neil	Administrative Hire for 2022-23	Offer 1 <sup>st</sup> Year Probationary Administrator Contract for Assistant Principal @Prairie Mountain; Replaces: Lisa Jordan-Zornow; Education: BA/UO, BA/Pontificia Universidad Catolica de Ecuador; MA/Concordia University of Chicago; Administrative Licensure, Concordia University of Chicago/COSA; Experience: AP English, History, and Philosophy Teacher, Colegio Marymount de Barranquilla, Barranquilla Columbia, 4 years; Social Studies Teacher, Fundacion Colegio Bilingue de Valledupar, Valledupar, Columbia, 2 years; ESL Teacher, Instituto Educativo Bello Horizonte, Valledupar, Columbia, 5 months; Start Date: 8/1/2022.
18.	Riccio, Luke	Hire for 2022-23	Offer 2 <sup>nd</sup> Year Probationary Contract for 1.0 FTE Teacher @Malabon; Start Date: 8/29/2022.
19.	Tallman-Anderson, Kacey	Hire for 2022-23	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE School Counselor @Willamette; Replaces: Deanna Chappell; Start Date: 8/22/2022.
20.	Tidwell, Amy	Resignation	Accept Resignation effective 6/30/2022; Position Held: Director of Strategic Initiatives @District Office; 7 years at Bethel.

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21.	Vold, Damon	Hire for 2022-23	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE Metals and Engineering CTE Teacher @Willamette; Replaces: Justin McCullough; Start Date: 8/29/2022.
22.	Whitten, Sharla	Resignation/Retirement	Accept Resignation to enter Retirement, effective the end of the 2021-22 school year; Position Held: Kindergarten Teacher @Meadow View; 19 years at Bethel.
23.	Cox, Christina	Leave of Absence	Approve 1.0 FTE Miscellaneous Leave of Absence for the 2022-23 school year; Position: 2nd Grade Teacher @Clear Lake Elementary.
24.	Huffstickler, Angela	Resignation	Accept Resignation effective at the end of the 2021-22 school year; Position Held: Resource Teacher @Meadow View; 13 years at Bethel.

**Motion Passed, 5-0**

**Absent:** Paul Jorgensen, Debi Farr

**ACTION ITEMS**

**Resolution No. 57 – Adopt 2021-2022 Supplemental Budget**

**Motion:** Caleb Clark moved, Robin Zygaitis seconded, to adopt the supplemental budget for the 2021-2022 fiscal year. *(See Resolution No. 21-22: 57 for details.)*

**Motion Passed, 5-0**

**Absent:** Paul Jorgensen, Debi Farr

**Resolution No. 58 – Adopt Policies: GCDA/GDDA and CCG**

**Motion:** Robin Zygaitis moved, Greg Nelson seconded, to adopt the following Board Policies:

GCDA/GDDA – Criminal Records Checks and Fingerprinting

CCG – Evaluation of Administrators

**Motion Passed, 5-0**

**Absent:** Paul Jorgensen, Debi Farr

**INFORMATION AND DISCUSSION**

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

**BOARD ACTIVITY UPDATE**

A. Kalapuya High School Graduation, Thursday, June 16, 6:00 p.m., Wolverine Stadium

**MINUTES**  
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**REVIEW OF NEXT MEETING: MONDAY, JUNE 27, 2022**

- A. Overdose Risk & Narcan in Schools: Alexander LaVake, LCPH
- B. Public Hearing/Adoption of 2022-2023 Budget
- C. Superintendent's Update
- D. Board Policies Up for Periodic Review

Superintendent Sproles reminded the Board of the upcoming Executive Session to discuss his 2021-2022 performance evaluation. The Executive Session will be held during the June 27, 2022 Board Meeting which will begin at 6:00 p.m.

**ADJOURNMENT**

There being no further business to bring before the Board, Vice Chair Cunningham adjourned the meeting at 7:26 p.m.

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Clerk – Kraig Sproles  
*jcb*

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Chair – Debi Farr



**July 5, 2022**

**RESOLUTION NO. 22-23: 1**

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

1. Appoints the following personnel to the positions indicated for the 2022-23 school year: Kraig Sproles: Executive Officer and District Clerk; Andrea Belz: Budget Officer, Deputy Clerk, Custodian of Funds; Nancy Porter: Deputy Clerk; Jill Busby: Board Secretary;
2. Designates that U.S. Bank, Columbia Bank, and the Local Government Investment Pool as the depositories for all funds of School District No. 52, Lane County, for the 2022-23 fiscal year;
3. Re-adopts, in accordance with ORS 294.135, the attached Investment Policy for the fiscal year beginning July 1, 2022;
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 2022-23 school year;
5. Designates the firm of Grove, Mueller, Swank, P.C. as auditors for the 2022-23 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 2022-23 school year;
7. Adopts the Board Meeting Calendar for the 2022-23 school year:

July 5, 2022	October 10 and 24, 2022	January 9 and 23, 2023	April 10 and 24, 2023
August 22, 2022	November 14, 2022	February 13 and 27, 2023	May 8, 2023
September 12 and 26, 2022	December 12, 2022	March 13, 2023	June 12 and 26, 2023
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 2022-23;
9. Authorizes the Superintendent to submit the Title I-A, Title II-A, Title III, and Title II-D, Applications for the 2022-23 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 2022-23 calendar year (October 1 through October 1); and,

11. Approves the following Alternative Education Programs for 2022-23:

Center Point School (Looking Glass)

- Therapeutic day treatment program.

The Child Center

- Therapeutic day treatment program.

Jasper Mountain / Safe Center

- Therapeutic day treatment program.

Lane Metro Youth Corps (Looking Glass)

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

New Roads (Looking Glass)

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

Riverfront (Looking Glass)

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

Wellsprings Friends School

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

MLK Education Center

- Grades 9-12.
- Students have an active (adjudicated) case with Lane County Youth Services.
- Vocational training programs include Culinary Arts and Horticulture.
- Placement is recommended by Lane County Youth Services.
- Option to earn standard Oregon diploma or GED.



12. Personnel Action:

#	Name	Type	Description
1.	Calderón Morales, Daniela	Temporary Hire for 2022-23	Offer 1 <sup>st</sup> Year Temporary Contract for 1.0 FTE ELD Teacher @Malabon; Start Date: 8/29/2022.
2.	Clarke, Beth	Hire for 2022-23	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE ELD Teacher @Malabon; Replaces: Jeannine McIntyre; Start Date: 8/29/2022.
3.	Dambrov, Rich	Resignation	Accept Resignation effective at the end of the 2021-22 school year; Position Held: Core Teacher @Kalapuya; 12 years at Bethel.
4.	Jordan-Zornow, Lisa	Temporary Hire for 2022-23	Offer 1 <sup>st</sup> Year Temporary Contract for 1.0 FTE ELD TOSA @District Office; Start Date: 8/29/2022.
5.	Lees, Sallie	Resignation	Accept Resignation effective at the end of the 2021-22 school year; Position Held: School Counselor @Bethel Online Academy; 5 years at Bethel.
6.	Newton-Vasquez, Denee	Administrative Hire for 2022-23	Offer 1 <sup>st</sup> Year Probationary Administrator Contract for Assistant Principal @Meadow View; Education: BA/UO, MAT/Pacific University, Administrator Licensure/Concordia University of Chicago-COSA; Experience: AVID District Director/Dean of Students/Equity Coordinator/Title III Coordinator, Philomath School District, 5 years; Language Arts Teacher/AVID Elective Teacher, South Albany High School, 7 years; Start Date: 8/1/2022.
7.	O'Reilly, Matthew	Temporary Hire for 2022-23	Offer 1 <sup>st</sup> Year Temporary Contract for 1.0 FTE CTE TOSA @District Office; Start Date: 8/29/2022.
8.	Scamurra, Grace	Temporary Hire for 2022-23	Offer 2 <sup>nd</sup> Year Temporary Contract for 1.0 FTE Language Arts Teacher @Kalapuya; Start date: 8/29/2022.
9.	Seymour, Jessica	Hire for 2022-23	Offer 2 <sup>nd</sup> Year Probationary Contract for 1.0 FTE Science Teacher @Kalapuya; Replaces: Rich Dambrov; Start Date: 8/29/2022.
10.	Wagner, Meghan	Hire for 2022-23	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE K-5 Resource Room Teacher @Prairie Mountain; Replaces: Colleen Wright (District Office); Start Date: 8/29/2022.

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

**INVESTMENT POLICY**

**PURPOSE**

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

**SCOPE and SIZE**

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

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

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

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

### **OBJECTIVES**

Investment objectives are

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

### **DELEGATION OF AUTHORITY**

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

### **STANDARD OF PRUDENCE**

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

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

### **SAFEKEEPING AND COLLATERALIZATION**

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

### **ACCOUNTING METHOD**

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

**INTERNAL CONTROLS**

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

**REPORTING REQUIREMENTS**

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

**INVESTMENT POLICY ADOPTION**

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

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

**QUALIFIED INSTITUTIONS**

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

**INVESTMENT MATURITY**

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

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

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

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

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

**PORTFOLIO DIVERSIFICATION**

<u>1. Diversification by Instrument</u>	Maximum Percent of <u>Portfolio *</u>
US Treasury Obligation	100%
US Government Agency Securities (GSE’s)	100%
Bankers’ Acceptances from qualified institutions	25%
Negotiable Certificates of Deposit from Qualified institutions	25%

Repurchase Transactions	25%
Commercial Paper	25%
Corporate Notes	10%

2. <u>Diversification by Institution</u>	
Local Government Investment Pool	100%
Non-US Treasury/GSE issuer	10%

\*Limitations under ORS 294.035

\*Percentages apply as of the date of settlement.

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

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

**COMPETITIVE SELECTION OF BIDS OR OFFERS**

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

**MONITORING AND ADJUSTING THE PORTFOLIO**

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

**PERFORMANCE EVALUATION**

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

**Original Adoption**

June 21, 2000

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

\_\_\_\_\_  
**Chair**

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

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

DATE \_\_\_\_\_

RESOLUTION: *Passed / Failed*

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



**July 5, 2022**

**RESOLUTION NO. 22-23: 2**

**WHEREAS**, Legislation passed in March 2011 under the Child Nutrition Reauthorization Act requires equity (federal reimbursement for free meals and paid meal charges) in school lunch pricing, effective July 1, 2022;

**NOW, THEREFORE**, Bethel Nutrition Services will increase meal prices by \$0.10 for Elementary, Middle, and High School grade levels.

**ATTEST** \_\_\_\_\_

**Clerk – Kraig Sproles**

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

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

**DATE** \_\_\_\_\_

**RESOLUTION:**     *Passed / Failed*

\_\_\_\_\_

**Chair**

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

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**July 5, 2022**

**RESOLUTION NO. 22-23: 3**

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

**JHCD/JHCDA: Medications**

**JHCD/JHCDA-AR: Medications**

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

\_\_\_\_\_  
**Chair**

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

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

**DATE** \_\_\_\_\_

**RESOLUTION:**      *Passed / Failed*

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

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

**Subject:** Medications

**Policy Number:** JHCD/JHCDA **Effective Date:** 7/2022

**Date of Original Policy and Revisions:** 11/98, 6/01, 6/02, 12/07, 4/10, 7/15, 3/18

**Cancels Policy No.:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Date of Next Review:** 7/2025

**POLICY**

The District recognizes that administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis<sup>1</sup>, or a need to manage hypoglycemia, asthma or diabetes. Accordingly, the District may administer or a student may be permitted to administer to themselves prescription (injectable and noninjectable) and/or nonprescription (noninjectable) medication at school.

The District shall designate personnel authorized to administer medications to students. Annual training shall be provided to designated personnel as required by law in accordance with guidelines approved by the Oregon Department of Education (ODE). When a licensed health care professional is not immediately available, trained personnel designated by the District may administer epinephrine, glucagon or another medication to a student as prescribed and/or allowed by Oregon law.

Current first-aid and CPR cards are strongly encouraged for designated personnel.

The District reserves the right to reject a request for administration of medication at school, either by District personnel or student self-administration, if the medication is not necessary for the student to remain in school.

The Superintendent and/or designee will require that an individualized health care plan and allergy plan is developed for every student with a known life-threatening allergy or a need to manage asthma, and an individualized health care plan for every student for whom the District has been given proper notice of a diagnosis of adrenal insufficiency. Such a plan will include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity.

A student may be allowed to self-administer a medication for asthma, diabetes, hypoglycemia or severe allergies as prescribed by an Oregon licensed health care professional, upon written and signed request of the parent or guardian and subject to age-appropriate guidelines. This self-administration provision also requires a written and signed confirmation the student has been instructed by the Oregon licensed health care professional on the proper use of and responsibilities for the prescribed medication.

A request to the District to administer or allow a student to self-administer prescription medication shall include a signed prescription and treatment plan from a prescriber<sup>2</sup>.

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<sup>1</sup>Under proper notice given to the District by a student or student's parent or guardian.

<sup>2</sup>A registered nurse who is employed by a public or private school, ESD or local public health authority to provide nursing services at a public or private school may accept an order from a physician licensed to practice medicine or

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

A request to the District to administer or allow a student to self-administer nonprescription medication that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

A written request and permission form signed by a student's parent or guardian, unless the student is allowed to access medical care without parental consent under state law<sup>3</sup>, is required and will be kept on file.

If the student is deemed to have violated Board policy or medical protocol by the District, the District may revoke the permission given to a student to self-administer medication.

Prescription and nonprescription medication will be handled, stored, monitored, disposed of and records maintained in accordance with established District administrative regulations governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a back-up prescribed autoinjectable epinephrine is kept at a reasonably secure location in the student's classroom as provided by state law.

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.

This policy shall not prohibit, in any way, the administration of recognized first aid to a student by District employees in accordance with established state law, Board policy and administrative regulation.

A school administrator, teacher or other District employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration, in good faith and pursuant of state law, of prescription and/or nonprescription medication.

A school administrator, school nurse, teacher or other District employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, as described in Oregon Revised Statute (ORS) 339.866, if that person in good faith and pursuant to state law, assisted the student in self-administration of the medication.

A school administrator, school nurse, teacher or other District employee designated by the school administration is not liable in a criminal action or for civil damages, as a result of the use of medication if that person in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy, who is unable to self administer the medication, regardless of whether the student or individual has a prescription for epinephrine, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid

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osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days.

<sup>3</sup>Subject to ORS 109.610, 109.640 and 109.675.

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

drug to a student or other individual who that person believes in good faith is experiencing an overdose of an opioid drug.

The District and the members of the Board are not liable in a criminal action or for civil damages as a result of the use of medication if any person in good faith, on school premises, including at a school, on school property under the jurisdiction of the District or at an activity under the jurisdiction of the District, administers autoinjectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine, or administers naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug to a student or other individual who the person believes in good faith is experiencing an overdose of an opioid drug.

The Superintendent shall develop administrative regulations as needed to meet the requirements of law and the implementation of this policy.

**REPORTS**

None.

**ATTACHMENTS**

None.

**END OF POLICY**

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**REFERENCES / COMMENTS**

**Legal Reference(s):**

<a href="#">ORS 109.610</a>	<a href="#">OAR 166-400-0010(17)</a>	Senate Bill 665 (2019)
<a href="#">ORS 109.640</a>	<a href="#">OAR 166-400-0060(29)</a>	
<a href="#">ORS 109.675</a>	<a href="#">OAR 333-055-0000 - 055-0115</a>	
<a href="#">ORS 332.107</a>	<a href="#">OAR 581-021-0037</a>	
<a href="#">ORS 339.866 to -339.871</a>	<a href="#">OAR 851-047-0030</a>	
<a href="#">ORS 433.800-433.830</a>	<a href="#">OAR 851-047-0040</a>	
<a href="#">ORS 475.005-475.285</a>	<a href="#">OAR 581-022-2220</a>	

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).

OREGON HEALTH AUTHORITY AND OREGON DEPARTMENT OF EDUCATION, *Medication Administration: A Manual for School Personnel*.

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**Bethel School District #52**  
**Administrative Rule**

**JHCD/JHCDA. Medications**  
**Adopted: 3/2018, 12/2018, 7/2022**

Students may, subject to the provisions of this administrative regulation, have prescription or nonprescription medication administered by designated-personnel, or may be permitted to administer prescription or nonprescription medication to themselves.

1. Definitions

- a. “Medication” means any drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken internally or externally but not injected except for premeasured doses of epinephrine, medication to treat adrenal insufficiency and glucagon to treat severe hypoglycemia. Medication includes any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student’s Oregon licensed health care professional for asthma or severe allergies. Medication also includes naloxone or any similar medication that is in any form available for the safe administration and that is designed to rapidly reverse an overdose of an opioid drug.
- b. “Prescription medication” means any medication that under federal or state law requires a prescription by a prescriber.
- c. “Nonprescription medication” means medication that under federal law does not require a prescription from a prescriber.
- d. “Adrenal crisis” means adrenal crisis as defined in Oregon Revised Statute (ORS) 433.800.
- e. “Adrenal insufficiency” means adrenal insufficiency as defined in ORS 433.800.
- f. “Notice of a diagnosis of adrenal insufficiency” means written notice to the District from a student or the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student’s primary care provider that includes the student’s diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat adrenal insufficiency crisis and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered.
- g. “Prescriber<sup>1</sup>” means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, an Oregon-licensed, advance practice registered nurse with prescriptive authority, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon, a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.
- h. “Qualified trainer” means a person who is familiar with the delivery of health services in a school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a doctor of medicine or osteopathy or a physician assistant licensed by the Board of Medical Examiners for the state of Oregon or a pharmacist licensed by the Board of Pharmacy for the state of Oregon.
- i. “Severe allergy” means a life-threatening hypersensitivity to a specific substance such as food, pollen, dust or insect sting.
- j. “Asthma” means a chronic inflammatory disorder of the airways that requires ongoing medical intervention.

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<sup>1</sup>A registered nurse who is employed by a public or private school, ESD or local public health authority to provide nursing services at a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days.

**Bethel School District #52**  
**Administrative Rule**

- k. “Designated personnel” means the school personnel designated to administer medication pursuant to District policy and procedure.

2. Designated Staff/Training

- a. The principal will designate authorized personnel to administer prescription or nonprescription medication to a student while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity, as required by Oregon law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules and this administrative regulation.
- b. The principal will ensure the training required by Oregon law is provided to designated personnel. Training must be conducted by a qualified trainer. Training will be provided annually to designated personnel authorized to administer medication to students. The first year and every third year of training requires in-person instruction; during the intervening years, designated personnel may complete an online training that has been approved by the Oregon Department of Education (ODE) so long as a trainer is available within a reasonable amount of time following the training to answer questions and provide clarification.
- c. Training will provide an overview of applicable provisions of Oregon law, administrative rules, District policy and administrative regulations and include, but not be limited to, the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects, allergic reactions or adrenal insufficiency and student confidentiality. Materials as recommended and/or approved by the ODE will be used.
- d. A copy of the District’s policy and administrative regulation will be provided to all staff authorized to administer medication to students and others, as appropriate.
- e. A statement that the designated personnel has received the required training will be signed by the staff member and filed in the District office.

3. Administering Premeasured Doses of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

4. Administering Naloxone or Other Similar Medication to a Student or Other Individual

Naloxone or any other similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an opioid overdose.

5. Administering of Medication to a Student Experiencing Symptoms of Adrenal Crisis

A student experiencing symptoms of adrenal crisis while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-

**Bethel School District #52**  
**Administrative Rule**

school care program on school-owned property and in transit to or from a school or a school-sponsored activity, may be treated by designated personnel and shall be subject to the following:

- a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the building principal will designate one or more school personnel to be responsible for administering the medication to treat adrenal insufficiency;
- b. The designated personnel will successfully complete training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis in accordance with the rules adopted by the Oregon Health Authority;
- c. The student or the student's parent or guardian must provide adequate supply of the student's prescribed medication to the District;
- d. The District will require the development of an individualized health care plan for the student that includes protocols for preventing exposures to possible triggers, and establishes if or when a student may self-carry prescription medication when the student has not been approved to self-administer medication;
- e. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available staff member will immediately call 911 and the student's parent or guardian.

6. Administering Medication to a Student

- a. A request to permit designated personnel to administer medication to a student may be approved by the District and is subject to the following:
  - (1) A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or-schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity, must be submitted to the school office and shall include:
    - a) The written permission of the student's parent or guardian or the student if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and
    - b) The written instruction from the prescriber for the administration of the medication to the student that includes:
      - (i) Name of the student;
      - (ii) Name of the medication;
      - (iii) Method of administration;
      - (iv) Dosage;
      - (v) Frequency of administration;
      - (vi) Other special instructions from the prescriber, if any; and
      - (vii) Signature of the prescriber.
    - c) The prescription label prepared by a pharmacist at the direction of the prescriber, will be considered to meet this requirement if it contains the information listed in (i)-(vi) above.
  - (2) A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:

**Bethel School District #52**  
**Administrative Rule**

- a) The nonprescription medication is necessary for the student to remain in school;
- b) The nonprescription medication is provided in the original manufacturer's container by the parent or guardian of the student;

The written instruction from the student's parent or guardian for the administration of the nonprescription medication includes:

- (i) Name of the student;
- (ii) Name of the medication;
- (iii) Method of administration;
- (iv) Dosage;
- (v) Frequency of administration;
- (vi) Other special instructions, if any; and
- (vii) Signature of the student's parent or guardian.

If the written instruction is not consistent with the manufacturer's guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber.

- c) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:
  - (i) Name of the student;
  - (ii) Name of the medication;
  - (iii) Dosage;
  - (iv) Method of administration;
  - (v) Frequency of administration;
  - (vi) A statement that the medication must be administered while the student is in school;
  - (vii) Other special instructions, if any; and
  - (viii) Signature of the prescriber.

- b. An individualized health care and allergy plan will be developed for a student with a known life-threatening allergy. It will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic reactions while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from the school or a school-sponsored activity. It will also include a determination on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- c. It is the student's parent or guardian's, or the student's (if the student is allowed to seek medical care without parental consent), responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- d. It is the student's parent or guardian's, or the student's (if the student is



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allowed to seek medical care without parental consent), responsibility to ensure that the school is informed in writing of any changes in medication instructions;

- e. In the event a student refuses medication, the parent or guardian will be notified immediately, except where a student is allowed to seek medical care without parental consent. No attempt will be made to administer medication to a student who refuses a medication;
- f. Any error in administration of a medication will be reported to the parent or guardian immediately (except where a student is allowed to seek medical care without parental consent), and documentation will be made on the District's Accident/Incident Report form. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration;
- g. Medication shall not be administered until the necessary permission form and written instructions have been submitted as required by the District.

7. Administration of Medication by a Student to Themselves

- a. A student, including a student in grade K through 12 with asthma or severe allergies, may be permitted to administer medication to themselves without assistance from designated personnel and is subject to the following:
  - (1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:
    - a) A permission form from a parent or guardian (except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675) and other documentation requested by the District must be submitted for self-medication of all prescription medications;
    - b) If the student has asthma, diabetes and/or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;
    - c) The permission to self-administer the medication from a building administrator and a prescriber or registered nurse practicing in a school setting.
  - (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication and must have:

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- a) The written permission of the student's parent or guardian (except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675);
  - b) The student's name affixed to the manufacturer's original container; and
  - c) The permission to self-administer medication from a building administrator.
- (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:
- a) The written permission of the student's parent or guardian (except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675);
  - b) A written order from the student's prescriber that includes:
    - (i) Name of the student;
    - (ii) Name of the medication;
    - (iii) Dosage;
    - (iv) Method of administration;
    - (v) Frequency of administration;
    - (vi) A statement that the medication must be administered while the student is in school;
    - (vii) Other special instructions, if any; and
    - (viii) Signature of the prescriber.
  - b. The student may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
  - c. Sharing and/or borrowing of any medication with another student is strictly prohibited;
  - d. For a student who has been prescribed bronchodilators or epinephrine, the designated personnel will request that the parent or guardian provide backup medication for emergency use by that student. Backup medication, if provided will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;
  - e. Upon written request from a parent or guardian, and with a prescriber's written statement that the lack of immediate access to a backup autoinjectable epinephrine may be life threatening to a student, and the location the school stores backup medication is not located in the student's classroom, a process shall be established to allow the backup autoinjectable epinephrine to be kept in a reasonably secure location in the student's classroom;
  - f. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the District;
  - g. Permission for a student to administer medication to themselves may be revoked if the student violates the Board policy and/or this administrative regulation;
  - h. A student may be subject to discipline, up to and including expulsion, as appropriate;
  - i. A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student's response to the medication.
8. Handling, Monitoring, and Safe Storage of Medication Supplies for Administering Medication to Students

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- a. Medication administered by designated personnel to a student or self-administered by a student, must be delivered to the school in its original container, accompanied by the permission form and written instructions, as required above.
  - b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated personnel in the presence of another District employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
  - c. Designated personnel will follow the written instructions of the prescriber and the student or the student's parent or guardian, and training guidelines as may be recommended by the ODE for administering all forms of prescription and/or nonprescription medications.
  - d. Medication will be secured as follows:
    - 1) Non-refrigerated medications will be stored in a locked cabinet, drawer or box;
    - 2) Medications requiring refrigeration will be stored in a locked box in a refrigerator or in a separate refrigerator used solely for the storage of medication;
    - 3) Access to medication storage keys will be limited to the principal and designated personnel.
  - e. Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
  - f. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian or the student (in situations involving ORS 109.610, 109.640 and 109.675) immediately.
9. Emergency Response
- a. Designated personnel will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from District-administered medication or from student self-medication or allergic reactions. The parent or guardian, school nurse and principal will be notified immediately.
  - b. Minor adverse reactions that result from District-administered medication or from student self-medication will be reported to the parent or guardian immediately (except when the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675).
  - c. Any available District staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.

10. Special Guidelines

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- a. District Registered Nurses may administer the following over-the-counter (OTC) medications as listed in Bethel Health Services protocol, as stated in guidelines issued by the Medical Director: Acetaminophen, Ibuprofen, Diphenhydramine, and Calcium Carbonate. All efforts will be made to contact parent/guardian prior to administering these medications.
- b. Designated staff at Willamette High School and Kalapuya High School may administer acetaminophen, as stated in Bethel Health Services protocol, with a signed parent/guardian permission form and/or approved electronic signature system.
- c. The health assistant may administer a one-time dose of an approved OTC medication with parent/guardian and District Registered Nurse permission. A permission form will be sent home requesting that the parent/guardian supply the school with a written authorization and the OTC medication.

11. Disposal of Medications

- a. Medication not picked up by the student's parent or guardian (or the student when allowed pursuant to ORS 109.610, 109.640 and 109.675) at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in a non-recoverable fashion as follows:
  - (1) Medication will be removed from its original container and personal information will be destroyed;
  - (2) Solid medications will be crushed, mixed or dissolved in water, liquid medications will be mixed or dissolved in water; and
  - (3) Mixed with an undesirable substance, e.g., coffee grounds, kitty litter, flour; and
  - (4) Placed in impermeable non-descriptive containers, e.g., empty cans or sealable bags, and placed in the trash.

Prescriptions will be flushed down the toilet **only** if the accompanying patient information specifically instructs it is safe to do so.

Other medication will be disposed of in accordance with established training procedures including sharps and glass.

- b. All prescription medication will be disposed of by designated personnel in the presence of another school employee and documented as described in Section 12, below.

12. Transcribing, Recording and Record Keeping

- a. A medication log will be maintained for each student administered medication by the District. The medication log will include, but not be limited to:
  - (1) The name of the student, name of medication, dosage, method of administration, date, and time of administration, frequency of administration and the name of the person administering the medication;
  - (2) Student refusals of medication;
  - (3) Errors in administration of medication;
  - (4) Incidents of emergency and minor adverse reaction by a student to medication;
  - (5) Discrepancies in medication supply;
  - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.

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- b. All records relating to administration of medications, including permissions and written instructions, will be maintained in a separate medical file apart from the student's education record file unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
- c. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and their parent or guardian. Information may be shared with other staff with a legitimate educational interest in the student or others as may be authorized by the parent or guardian in writing or others as allowed under state and federal law.