



**BETHEL SCHOOL BOARD MEETING**

District Office – 4640 Barger Drive

**Thursday, May 31, 2018**

7:00 p.m.

**Executive Session per ORS 192.660(2)(d) – Labor Negotiations – Toward the end of the meeting.**  
*At the end of the Executive Session the Board will call the Regular Session to order and open to the public.*

**AGENDA**

- 1. Call to Order** **Dawnja Johnson, Chair**
- 2. Pledge of Allegiance** **Debi Farr, Vice Chair**
- 3. Approval of Minutes**
- 4. Superintendent’s Report**
  - A. Student Representative Reports, KHS and WHS
  - B. Bond Recap, Pat Bradshaw and Pat McGillivray
  - C. Financial Statement, Simon Levear
  - D. Set July Work Session and Regular Board Meeting Date:
    - a. Work Session – To Be Determined
    - b. Regular Board Meeting – To Be Determined, immediately following the Work Session
  - E. Legislative and School Finance Update
  - F. Policy Update, 1<sup>st</sup> Reading
    - a. GDAB – Job Class Specifications – Classified – *No changes*
    - b. IGAJ – Drivers Education – *No changes*
    - c. IGAR - District K-3 Reading Program – *No changes*
    - d. JFCEB – Personal Electronic Devices and Social Media – *No changes*
    - e.
  - G.
- 5. Delegations and Visitors**
- 6. Consent Agenda**

Personnel Action Resolution No. 61
- 7. Action Items**
  - A. Adopt Policies EBCD, GBI, GBL, GDAB, IGAJ, IGAR, IKF, and JFCEB Resolution No. 62
  - B. Approve Removal of policy GDM Resolution No. 63
  - C.

**BETHEL SCHOOL DISTRICT #52**

**BOARD OF DIRECTORS**

May 31, 2018 Page 2 of 2

**8. Information and Discussion**

A.

**9. Board Activity Update**

A. Willamette High School Graduation, Friday, June 8, 6:30pm (Board arrives at 6:00pm)

B. Kalapuya High School Graduation, Thursday, June 14, 7:00pm

C.

**10. Review of Next Meeting: Monday, June 11, 2018**

A. Student Presentations, Irving Elementary School and Kalapuya High School

B. Student Representative Report, KHS

C. Spring Sports Review, Lance Haas

D. Bethel Education Foundation Update, Jennifer Jacobson

E. Financial Statement, Simon Levear

F. Legislative and School Finance Update

G. Board Policies up for Periodic Review

H.

**11. The Board will meet in Executive Session per ORS 192.660(2)(d) to discuss labor negotiations.**

**12. Return to Regular Session**

**13. Adjournment**

**MINUTES**  
**BETHEL SCHOOL DISTRICT #52**  
**BOARD OF DIRECTORS**  
**May 14, 2018**

**ATTENDANCE**

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

Absent: Debi Farr

District staff, students, and community members identified: Superintendent Parra, Student Representative Bailey Deverell, Student Representative Juanita Dominguez, Pat McGillivray, Amy Tidwell, Remie Calalang, William Swift, Simon Levear, Kee Zublin, Tasha Katsuda, Mindy LeRoux, Wally McCullough, and Jill Busby

**CALL TO ORDER**

Chair Johnson called the May 14, 2018, Meeting of the Board of Directors to order at 7:55 p.m.

**PLEDGE OF ALLEGIANCE**

Director Laisure led the Pledge of Allegiance.

**ACTION ON MINUTES**

Chair Johnson presented the Minutes from the April 30, 2018, Board Meeting and asked for additions or corrections. Hearing none, the Board approved the Minutes as submitted.

**SUPERINTENDENT'S REPORT**

KHS Student Representative Report, Bailey Deverell

Bailey reported that four Kalapuya seniors recently interviewed with Senator James and Lawanda Manning for Oregon Black Education Foundation scholarships. A breakfast will be held Thursday, May 24<sup>th</sup>, at Shadow Hills Country Club for Airport Rotary Scholarship recipients and their families. Kalapuya's annual plant sale was held Saturday, May 12<sup>th</sup>, and was very successful. Approximately thirty students will graduate from Kalapuya this year.

WHS Student Representative Report, Juanita Dominguez

Juanita reported that music tryouts for graduation will be held Wednesday, May 16<sup>th</sup>. The Addams Family spring musical received great reviews. AP/IB testing is currently taking place and will be completed soon. The Grad Walk is coming up on Thursday, June 7<sup>th</sup>, and an Academic Awards Assembly will be held Thursday, May 24<sup>th</sup>, at 11:00 a.m. Applications for officer and ASB positions for the 2018-19 school year were submitted by students last week. Approximately three hundred students will graduate from Willamette this year.

EWEB, Wally McCullough

Superintendent Parra introduced Eugene Water & Electric Board Water Engineering Supervisor Wally McCullough. Mr. McCullough presented information regarding EWEB's Resiliency Emergency Water Supply Program and the continuing work between EWEB and the District to develop two emergency distribution sites for drinking water within the District. Mr. McCullough also briefly

## MINUTES

### BETHEL SCHOOL DISTRICT #52

#### BOARD OF DIRECTORS

May 14, 2018

discussed the microgrid power back up. The proposed resiliency sites are located at Kalapuya High School and Willamette High School, which both have established wells. Mr. McCullough answered questions from the Board.

#### Legislative & School Finance Update

Superintendent Parra reported on the Governor's budget tour, which included an update on the PERS unfunded liability. During the next two to three biennia, PERS rates will continue to increase, and the state acknowledges that school districts carry the largest burden and are in the least able position to absorb the increases. Superintendent Parra shared next steps outlined by the state to solve the PERS crisis, including set-aside accounts, and stated that she voiced her concern for districts that are unable to establish set-aside accounts.

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

Superintendent Parra reported on the following Board Policies:

- EBA - Hazard Communication Program – *No changes*
- EBAC – Safety Committee – *No changes*
- EBCD – Emergency Closures – *Updated to reflect new language*
- GB – General Personnel Policies – *No changes*
- GBCBA – Drug and Alcohol Abuse by Employees – *No changes*
- GBCC – Recruitment, Appointment, and Transfer of Administrative and Supervisory Employees below the Rank of Superintendent – *No changes*
- GBI – Gifts and Solicitations – *Updated to reflect new language*
- GBL – Personnel Records – *Updated to reflect new language*
- GCB – Tax Sheltered/Deferred Annuity Regulations – *No changes*
- IKF – Graduation Requirements – *Updated to reflect new language*

#### DELEGATIONS AND VISITORS

None

#### CONSENT AGENDA

##### **Resolution No. 58 – Personnel Action**

**Motion:** Rich Cunningham moved, Alan Laisure seconded, to approve the Consent Agenda as specified below:

#	Name	Type	Description
1.	Aumack, Stefan	Leave of Absence	Approve .2 FTE Miscellaneous Leave of Absence for the 2018-19 school year; Principal @ Kalapuya.
2.	Belisle, Connor	Hire for 2018-19	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE Math Teacher @ Willamette; Replaces: Ben Wade; Start Date: 8/27/2018.

**MINUTES**  
**BETHEL SCHOOL DISTRICT #52**  
**BOARD OF DIRECTORS**  
**May 14, 2018**

3.	Campbell, Jessie	Hire for 2018-19	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE School Psychologist @ District Office.
4.	Fox, Meg	Resignation	Accept resignation at end of 2017-2018 school year; Position Held: Extended Resource Room Teacher @ Meadow View; 2 years at Bethel.
5.	Goodwin, Becky	Hire for 2018-19	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE Speech and Language Pathologist @ Danebo; Replaces: Mary O'Brien-Cary; Start Date: 8/27/2018.
6.	Holliday, Kendall	Temporary Hire for 2018-19	Offer Temporary Contract for .5 FTE to job share with Erin Moss; Position: 4 <sup>th</sup> Grade Teacher @ Irving.
7.	Katsuda, Tasha	Hire for 2018-19	Offer 1 <sup>st</sup> Year Probationary Administrator Contract for Curriculum Director; Replaces: Brian Flick; Education: BA/OSU, MAT/Pacific University, Continuing Administrative Licensure, UO; Experience: Principal, Spencer Butte Middle School, 4J, 2 years; Federal & Instructional Programs Administrator, 4J, 2 years; Educator Effectiveness Administrator, 4J, 1 year; Principal, McCornack Elementary School, 4J, 7 years; Start Date: 7/1/2018.
8.	Moss, Erin	Leave of Absence	Approve .5 FTE Leave of Absence for the 2018-19 school year to job share with Kendall Holliday; Position: 4 <sup>th</sup> Grade Teacher @ Irving.
9.	Praus, Mariah	Hire for 2018-19	Offer 2 <sup>nd</sup> Year Probationary Contract for 1.0 FTE 3-5 Extended Resource Room Teacher @ Prairie Mountain.
10.	Walker, Tana	Leave of Absence	Approve .5 FTE Miscellaneous Leave of Absence for the 2018-19 school year; Position: English Teacher @ Willamette.
11.	White, Erin	Resignation	Accept resignation at end of 2017-2018 school year; Position Held: Extended Resource Room Teacher @ Meadow View; 12 years at Bethel.

**MINUTES**

**BETHEL SCHOOL DISTRICT #52**

**BOARD OF DIRECTORS**

**May 14, 2018**

12.	Zublin, Kee	Hire for 2018-19	Offer 3 <sup>rd</sup> Year Probationary Administrator Contract for Curriculum Director; Replaces Christy Gill; Education: BA/St. John's College, MAT/Pacific University; Experience: 13 years at Bethel, 9 years/Teacher, 4 years/Administrator; Start Date: 7/1/2018.
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**Motion Passed, 6-0**

**Absent:** Director Farr

**ACTION ITEMS**

**Resolution No. 59 – Adopt Policies EBA, EBAC, GB, GBCBA, GBCC, and GCB**

**Motion:** Greg Nelson moved, Ginger Poage seconded, to adopt the following polices:

EBA Hazard Communication Program

EBAC Safety Committee

GB General Personnel Policies

GBCBA Drug and Alcohol Abuse by Employees

GBCC Recruitment, Appointment, and Transfer of Administrative and Supervisory Employees Below the Rank of Superintendent

GCB Tax Sheltered/Deferred Annuity Regulations

**Motion Passed, 6-0**

**Absent:** Director Farr

**Resolution No. 60 – Authorize Superintendent Parra to enter agreement with EWEB**

**Motion:** Alan Laisure moved, Greg Nelson seconded, to authorize Superintendent Parra to enter into an agreement with Eugene Water and Electric Board for resiliency systems at Willamette High School and Kalapuya High School.

**Motion Passed, 6-0**

**Absent:** Director Farr

**INFORMATION AND DISCUSSION**

- A. Airport Rotary Scholarship Breakfast, Thursday, May 24, buffet starts at 6:50am, Shadow Hills Country Club
- B. WHS Scholars Award Dinner, Tuesday, May 29, 5:30pm, Shadow Hills Country Club

**BOARD ACTIVITY UPDATE**

- A. Willamette High School Graduation, Friday, June 8, 6:30pm (Board arrives at 6:00pm)
- B. Kalapuya High School Graduation, Thursday, June 14, 7:00pm
- C. Superintendent Parra attended Willamette's spring musical, The Addams Family.
- D. Director Poage attended a Shakespeare play where a student who is a family member participated as a lead cast member.
- E. Chair Johnson's student attended prom at Willamette.

**MINUTES**  
**BETHEL SCHOOL DISTRICT #52**  
**BOARD OF DIRECTORS**  
**May 14, 2018**

Superintendent Parra stated that there has been a confirmed case of pertussis in the District.

**REVIEW OF UPCOMING MEETINGS:**

**Thursday, May 17, 2018, at 5:30 p.m.**

Budget Committee Meeting

**Thursday, May 24, 2018, at 7:00 p.m.**

Alternate date for Budget Committee Meeting, *if needed*

**Thursday, May 31, 2018**

- A. Student Representative Reports, KHS and WHS
- B. Bond Recap, Pat Bradshaw and Pat McGillivray
- C. Financial Statement, Simon Levear
- D. Legislative & School Finance Update
- E. Board Policies & Administrative Rules Up for Periodic Review

**ADJOURNMENT**

There being no further business to bring before the Board, Chair Johnson adjourned the meeting at 8:57 p.m.

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Clerk – Chris Parra

*jcb*

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Chair – Dawnja Johnson

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Bethel School District GENERAL FUND  
 Revenue and Expenditure Summary/Projection (unaudited)  
 Fiscal Year 2017/2018

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

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Preliminary	Preliminary	Projected	Projected	2017/2018	Budget	YTD	YTD	Variance	
	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	March 2018	April 2018	May 2018	June 2018	Totals						ADOPTED BUDGE
<b>REVENUES</b>																			
<b>LOCAL SOURCES:</b>																			
Current year's levy* R1111	0	0	0	0	8,633,998	5,116,459	279,089	117,981	325,164	45,853	55,803	402,907	14,977,255	15,222,447	-245,192	14,518,544	14,764,909	(246,365)	
Prior years' taxes* R1112 & 1190 & 1200	0	0	41,903	32,225	29,794	20,041	21,123	23,250	-4,806	20,613	22,674	16,579	223,397	58,000	165,397	184,144	37,726	146,419	
Tuition from other Districts	0	0	0	0	762	2,285	0	0	15,611	0	0	0	18,659	0	18,659	18,659	0	18,659	
Investment earnings R1510	16,091	19,035	17,782	17,570	18,834	31,107	35,387	32,444	43,480	36,995	12,774	7,765	289,265	110,000	179,265	268,725	89,460	179,265	
Misc. local sources R1910 & R1940 & R196	15,883	4,990	5,284	51,561	2,561	1,228	-2,646	1,995	2,751	6,071	24,334	9,251	123,262	44,300	78,962	89,678	10,716	78,962	
Subtotal	31,974	24,025	64,970	101,356	8,685,949	5,171,120	332,954	175,670	366,589	125,143	115,585	436,502	15,631,838	15,434,747	197,091	15,079,751	14,902,811	176,940	
<b>INTERMEDIATE SOURCES:</b>																			
County School Fund* R2101	0	0	0	0	0	0	0	0	0	0	0	60,000	60,000	60,000	0	0	0	0	
Subtotal	0	0	0	0	0	0	0	0	0	0	0	60,000	60,000	60,000	0	0	0	0	
<b>STATE SOURCES:</b>																			
SSF- Current Year R3101	6,318,731	3,157,468	3,157,468	3,157,468	3,157,484	3,157,567	3,157,567	3,157,567	3,264,586	3,288,612	3,685,223	-7	38,659,735	37,167,223	1,492,512	34,974,519	34,920,635	53,884	
Common School Fund* R3103	0	0	0	0	0	0	0	311,765	0	0	0	339,314	651,078	678,627	-27,549	311,765	339,314	(27,549)	
High Cost Disability	0	0	0	0	0	0	0	0	0	0	28,915	0	28,915	80,000	-51,085	0	0	0	
Other State Funds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subtotal	6,318,731	3,157,468	3,157,468	3,157,468	3,157,484	3,157,567	3,157,567	3,469,332	3,264,586	3,288,612	3,714,138	339,306	39,339,728	37,925,850	1,413,878	35,286,284	35,259,949	26,335	
<b>FEDERAL SOURCES:</b>																			
Other Federal Grants 4700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Federal Forest Fees* R4801	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>OTHER RESOURCES:</b>																			
Interfund Transfers In R5200	0	0	0	0	0	24,233	0	0	0	0	0	0	24,233	350,000	-325,767	24,233	0	24,233	
Sale of or Comp for loss of asset	0	0	0	0	0	0	0	0	1,683	0	0	0	1,683	0	1,683	1,683	0	1,683	
Beginning fund balance R5400	6,078,226	0	0	0	0	0	0	0	0	0	0	0	6,078,226	4,457,000	1,621,226	6,078,226	4,457,000	1,621,226	
Subtotal	6,078,226	0	0	0	0	24,233	0	0	1,683	0	0	0	6,104,141	4,807,000	1,297,141	6,104,141	4,457,000	1,621,226	
Total, monthly revenues	12,428,931	3,181,494	3,222,438	3,258,824	11,843,433	8,352,921	3,490,521	3,645,002	3,632,858	3,413,755	3,829,723	835,809	61,135,708	58,227,597	2,908,111	56,470,176	54,619,759	1,824,501	
<b>CUMULATIVE RESOURCES</b>	12,428,931	15,610,425	18,832,863	22,091,686	33,935,120	42,288,040	45,778,561	49,423,563	53,056,421	56,470,176	60,299,899	61,135,708	61,135,708	58,227,597	2,908,111	56,470,176	54,619,759	1,824,501	
<b>EXPENDITURES</b>																			
Salaries- 100	344,600	580,674	2,034,015	2,374,765	2,427,029	2,342,824	2,236,749	2,385,217	2,337,423	2,292,159	2,424,940	5,580,424	27,360,819	27,091,600	269,219	19,355,455	19,379,764	(24,309)	
Employee benefits- 200	283,175	420,177	1,482,897	1,651,354	1,682,621	1,692,122	1,565,916	1,677,584	1,653,013	1,624,043	1,709,027	3,768,138	19,210,066	19,365,580	-155,514	13,732,901	14,004,522	(271,621)	
Purchased services- 300	88,933	455,372	244,271	406,047	442,309	531,675	560,925	395,049	477,264	506,967	470,529	1,066,737	5,646,077	5,734,730	-88,653	4,108,811	4,197,464	(88,653)	
Supplies- 400	87,807	72,594	65,428	84,320	77,848	58,052	39,756	41,340	94,053	41,001	98,634	143,203	904,036	966,942	-62,906	662,198	725,105	(62,906)	
Capital outlay- 500	0	89,898	79,567	9,106	17,623	62,157	-17,443	24,627	20,722	0	25,000	38,000	349,256	320,000	29,256	286,256	0	286,256	
Insurance/Dues/Other- 600	382,316	36,986	1,974	8,040	2,773	4,314	3,616	-8,868	1,496	1,399	-47	1,280	435,277	405,683	29,595	434,044	404,450	29,595	
Interfund Transfers	0	0	0	120,000	0	0	0	60,000	0	0	0	263,000	443,000	442,730	270	180,000	69,290	110,710	
Contingency	0	0	0	0	0	0	0	0	0	0	0	0	3,658,848	0	0	0	0	0	
Total, monthly expend.	1,186,831	1,655,700	3,908,151	4,653,632	4,650,203	4,691,144	4,389,519	4,574,949	4,583,969	4,465,568	4,728,083	10,860,782	54,348,531	57,986,112	21,266	38,759,666	38,780,594	(20,928)	
<b>CUMULATIVE EXPENDITURES</b>	1,186,831	2,842,531	6,750,682	11,404,314	16,054,517	20,745,661	25,135,179	29,710,128	34,294,098	38,759,666	43,487,749	54,348,531	54,348,531	57,986,112	21,266	38,759,666	38,780,594	(20,928)	
<b>Month-end Fund Balance</b>	11,242,101	12,767,894	12,082,180	10,687,372	17,880,603	21,542,379	20,643,382	19,713,435	18,762,323	17,710,510	16,812,150	6,787,177	6,787,177	1,000,000	0	6,787,177	6,787,177	0	

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

Subject: Job Class Specifications - Classified

Policy Number: GDAB Effective Date: 5/2018

Date of Original Policy and Revisions: 4/09, 2/12, 4/15

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

Date of Next Review: 5/2021

**POLICY**

Job Class Specifications describe all essential functions that the classified individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation; helps applicants determine the qualifications needed to fill a position; helps district administrators determine which candidates to recommend for appointment; and, assists administrators in the evaluation of the employee's performance of position responsibilities.

Job class specifications will be developed under the supervision of the Superintendent or designee for each classified position in the district.

**REPORTS**

None.

**ATTACHMENTS**

None.

**END OF POLICY**

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**REFERENCES / COMMENTS**

[Bethel Administrative Rule GDAB: Job Class Specifications - Classified](#)

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

Subject: Drivers Education

Policy Number: IGAJ Effective Date: 5/2018

Date of Original Policy and Revisions: 6/97, 2/00, 1/07, 4/12, 4/15

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

Date of Next Review: 5/2021

**POLICY**

If a driver's education program is provided by the district, the program will be made available to all eligible resident students. The district will charge a tuition rate, which will allow the program to operate without district funds.

Eligible non-resident students may enroll in the district's driver education program if resources are available. Non-resident students will be charged tuition.

The district will develop procedures for establishing tuition rates, enrolling non-resident students and reducing or waiving tuition.

**REPORTS**

None.

**ATTACHMENTS**

None.

**REFERENCES / COMMENTS**

[ORS 336.790 - 336-815](#)

[ORS 339.141](#)

[ORS 339.260](#)

[ORS 802.110](#)

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

Subject: District K-3 Reading Program

Policy Number: IGAR Effective Date: 5/2018

Date of Original Policy and Revisions: 7/04, 9/07, 10/09, 5/12, 6/15

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

Date of Next Review: 5/2021

**POLICY**

The District recognizes the importance of having all students become successful readers by the end of third grade. In order to provide a strong foundation in beginning reading for students in kindergarten through third grade, rules will be established for the implementation of a research and best practices based reading program.

The District will establish administrative rules that define specific guidelines for a K-3 reading program that include:

- a. Assessment
- b. Instructional Time
- c. Instructional Grouping and Scheduling
- d. Instructional Material/Programs
- e. Classroom Instructional Practices
- f. Professional Development
- g. Administrative Practices
- h. District Level Support

**REPORTS**

None.

**ATTACHMENTS**

None.

**REFERENCES / COMMENTS**

[Administrative Rule IGAR: District K-3 Reading Program](#)

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

Subject: Personal Electronic Devices and Social Media

Policy Number: JFCEB Effective Date: 5/2018

Date of Original Policy and Revisions: 4/15

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

Date of Next Review: 5/2021

**POLICY**

Student possession or use of personal electronic devices (PED) on district property, in district facilities during the school day and while the student is in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the Principal and approved by the Superintendent.

A “personal electronic device” (PED) is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information, data, photographs, or video.

Personal electronic devices shall be silenced and put away during instructional or class time unless explicitly authorized by staff. PEDs will be allowed during school district activities unless the device would cause a disruption.

If the district implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices, for curriculum.

The district will not be liable for personal electronic devices brought to district property and district-sponsored activities including but not limited to loss, theft, damage or content.

The district will not be liable for information or comments posted by students on social media websites.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior Principal or designee approval or when use is provided for in a student’s individual education program (IEP).

Students are subject to disciplinary action for using a personal electronic device in any manner that is academically dishonest, illegal, harmful to another person, disruptive to the educational setting or violates the terms of this policy<sup>1</sup>. A referral to law enforcement officials may also be made. Personal electronic devices brought to district property or used in violation of this policy are subject to confiscation and will be released to the student’s parent or property owner, as appropriate.

The Superintendent or designee shall ensure that the Board’s policy and any subsequent school rules developed by building administrators are reviewed and approved in advance to ensure consistency with this policy and that pertinent provisions of policy and school rules are communicated to staff, students, and parents through building handbooks and other means.

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

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<sup>1</sup>The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

**Legal Reference(s):**

[ORS 332.107](#)

[ORS 336.840](#)

Copyrights, 17 U.S.C. §§ 101-1332; 19 C.F.R. Part 133 (2006).



**May 31, 2018**

**RESOLUTION NO. 17-18: 61**

**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.	Adler, Carmen	Hire for 2018-19	Offer 1 <sup>st</sup> Year Probationary Administrator Contract for Assistant Principal, Meadow View; Replaces: Sebastian Bolden; Education: BA/OSU, MED/UO, Preliminary Administrative Licensure, UO; Experience: TOSA, Skillful Teacher Trainer, South Lane School District, 3 years; Lead Teacher, Lincoln Middle School, Oakland School District, 6 years; Language Arts 9 and Broadcasting Teacher, Douglas High School, Winston Dillard School District, 1 year; Start Date: 7/30/2018.
2.	Waugh, Patrick	Hire for 2018-19	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE Math/Science Teacher @ Shasta; Replaces: Suzanne Robbins; Start Date: 8/27/2018.
3.	White, Sue	Hire for 2018-19	Offer 2 <sup>nd</sup> Year Probationary Contract for .5 FTE Autism/Behavior Consultant @ District Office.
4.	Williams-Condor, Daniela	Hire for 2018-19	Offer 1 <sup>st</sup> Year Probationary Contract for .83 FTE Spanish Teacher @ Willamette; Replaces: Joni Yeiter; Start Date: 8/27/2018.

**Recommended by:** Remie Calalang, Human Resources Director

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

**Clerk – Chris Parra**

\_\_\_\_\_

**Chair – Dawnja Johnson**

**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				
Ginger Poage				

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**May 31, 2018**

**RESOLUTION NO. 17-18: 62**

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

- EBCD:**                      **Emergency Closures**
- GBI:**                        **Gifts and Solicitations**
- GBL:**                        **Personnel Records**
- GDAB:**                    **Job Class Specifications – Classified**
- IGAJ:**                       **Drivers Education**
- IGAR:**                      **District K-3 Reading Program**
- IKF:**                         **Graduation Requirements**
- JFCEB:**                    **Personal Electronic Devices and Social Media**

**ATTEST** \_\_\_\_\_  
    **Clerk – Chris Parra**

\_\_\_\_\_  
    **Chair – Dawnja Johnson**

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

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

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

**RESOLUTION:**        *Passed / Failed*

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

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

Subject: Emergency Closures

Policy Number: EBCD Effective Date: 5/2018

Date of Original Policy and Revisions: 5/15

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

Date of Next Review: 5/2021

**POLICY**

In case of hazardous or emergency conditions, the Superintendent or designee may alter district and transportation schedules as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

The Superintendent or designee will develop and maintain such plans and procedures as are necessary to carry out alternate school and bus schedules.

Each school year students, parents and staff will be informed of the procedures used to notify them in case of an emergency closure.

END OF POLICY

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**Legal Reference(s):**

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-1420](#)

[OAR 581-022-1620](#)

[OAR 581-053-0004](#)

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

Subject: Gifts and Solicitations

Policy Number: GBI Effective Date: 5/2018

Date of Original Policy and Revisions: 1/84, 6/91, 1/95, 1/00, 4/06, 12/11, 1/15

Cancels Policy No.: GAI Dated: 1/84

Date of Next Review: 5/2021

**POLICY**

Students and their parents shall be discouraged from giving gifts to district employees. The Board welcomes as appropriate the writing of letters by students to staff members expressing gratitude and appreciation.

Individual employees will refrain from giving gifts<sup>1</sup> to staff members who exercise any direct or indirect administrative or supervisory jurisdiction over them. Collecting money for group gifts is discouraged except in special circumstances such as bereavement, serious illness or for retirement gifts. Staff-initiated “sunshine funds” are exempt from this policy.

No staff member may solicit funds in the name of the school or District through the use of, including but not limited to, internet-sourced crowdfunding or other similar types of fund raising, without the approval of the principal.

Individual employees need to be accountable for maintaining integrity and avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

All employees are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined as \$50 from a single source in a single year.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools without Superintendent or Superintendent designee approval. Staff members may not be made responsible or assume responsibility for collecting money or distributing any fund-drive literature within the schools without Superintendent or Superintendent designee approval.

The soliciting of staff by sales people, other staff or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the principal or supervisor. Advertising is not allowed in the building without the Superintendent or Superintendent designee approval.

**REPORTS**

None.

**ATTACHMENTS**

None.

**END OF POLICY**

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**REFERENCES / COMMENTS**

[ORS 244.010-244.400](#)

[ORS 339.880](#)

[OAR 199-005-0005](#) to [199-020-0020](#)

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

[OAR 584-020-0000](#) to -0045

<sup>1</sup>“Gift” means something of economic value given to a public official or the public official’s relative or household member without valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, which is not extended to others who are not public officials or the relatives or household members of public officials on the same terms and conditions; and something of economic value given to a public official or the public official’s relative for valuable consideration less than that required from others who are not public officials. See ORS Chapter 244 for gift definition exceptions.

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

Subject: Personnel Records

Policy Number: GBL Effective Date: 5/2018

Date of Original Policy and Revisions: 3/14

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

Date of Next Review: 5/2021

**POLICY**

An official personnel file will be established for each person employed by the district. Personnel files will be maintained in a central location.

All records containing employee medical condition information such as workers' compensation reports and release/permission to return to work forms will be kept confidential, in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

The Superintendent or designee will be responsible for establishing regulations regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints and written disciplinary actions to be placed in their personnel file. All charges resulting in disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

Except as provided below, or required by law, district employees' personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee or designee may arrange with the personnel office to inspect the contents of his/her personnel file on any day the personnel office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out his/her respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The Superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the personnel office;
8. Attorneys for the district or the district's designated representative on matters of district business;

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

The disciplinary records<sup>1</sup> of a district employee convicted of a crime listed in ORS 342.143 are not exempt from disclosure under ORS 192.501 or 192.502 and shall be released to any person upon request. Prior to the release of disciplinary records the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is not the subject of the disciplinary record;

Upon request from a law enforcement agency, the Department of Human Services or the Teachers Standards and Practices Commission, a district shall provide the records of investigations of suspected child abuse by a district employee.

The Superintendent or designee may permit persons other than those specified above to use and to inspect personnel records when, in his/her opinion, the person requesting access has a legitimate official purpose. The Superintendent or designee will determine in each case the appropriateness and extent of such access.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

**REPORTS**

None.

**ATTACHMENTS**

None.

**END OF POLICY**

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**Legal Reference(s):**

[ORS 342.850](#)  
[ORS 652.750](#)  
[ORS 342.143](#)  
[ORS 339.370 - 339-375](#)

OSEA v. Lake County Sch. District, 93 Or. App. 481 (1988).  
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).  
Americans with Disabilities Act Amendments Act of 2008.

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<sup>1</sup>Disciplinary records is defined as records related to a personnel discipline action or materials or documents supporting that action.

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

Subject: Graduation Requirements

Policy Number: IKF Effective Date: 5/2018

Date of Original Policy and Revisions: 6/09, 10/12, 1/14, 10/16, 1/18

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

Date of Next Review: 5/2021

**POLICY**

The Board will establish graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma and an alternative certificate which meet or exceed state requirements. A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is given by the student's parent or guardian or by the student if they are 18 years of age or older or emancipated.

If the district requires diploma requirements beyond the state requirements, the district shall grant a waiver for those requirements to any student who, at any time from grade 9 to 12, was:

1. A foster child<sup>1</sup>;
2. Homeless;
3. A runaway;
4. A child in a military family covered by the Interstate Compact on Educational Opportunity for Military Children;
5. A child of a migrant worker; or
6. Enrolled in the Youth Corrections Education Program or the Juvenile Detention Education Program.

For any student identified above, the district shall accept any credits earned by the student in another district or public charter school, applying those credits toward the state requirements for a diploma if the credits satisfied those requirements in that other district or public charter school<sup>2</sup>.

The district will ensure that students have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma or an alternative certificate at each high school. The district will provide age-appropriate and developmentally appropriate literacy instruction to all students until graduation.

**Essential Skills**

The district will allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skills of Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11th grade year are:

1. On track to meet all other graduation requirements; and
2. Unable to demonstrate proficiency in the Essential Skills in English.

The district will allow ELL students to demonstrate proficiency in Essential Skills other than Apply

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<sup>1</sup>As defined in ORS 30.297.

<sup>2</sup>For a high school diploma awarded on or after January 1, 2018.

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

Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11th grade year:

1. Are on track to meet all other graduation requirements;
2. Are unable to demonstrate proficiency in the Essential Skills in English;
3. Have been enrolled in a U.S. school for five years or less; and
4. Receives at least a level 3 (Intermediate) on the English Language Proficiency Assessment (ELPA)<sup>3</sup>.

<sup>4</sup>The district will develop procedures to provide assessment options as described in the *Test Administration Manual*, in the ELL student's language of origin for those ELL students who meet the criteria above, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

The district may not deny a student, who has the documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers, or of a medical condition that creates a barrier to achievements, the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or the extended diploma is awarded. A student who is emancipated or has reached the age of 18 at the time the modified diploma or the extended diploma is awarded may sign the consent.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in either four years after starting the ninth grade, or until the student reaches the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

Beginning in grade five when a student is taking an alternative assessment or after a documented history to qualify for a modified diploma, extended diploma or an alternative certificate has been established, the district will annually provide to the parents or guardians of the student, information about the availability and requirements of a modified diploma, an extended diploma and an alternative certificate.

A student who qualifies to receive or receives a modified diploma, an extended diploma or an alternative certificate shall have the option of participating in a high school graduation ceremony with the student's class.

A student who receives an extended diploma or an alternative certificate shall have access to individually designed instructional hours, hours of transition services and hours of other services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school,

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<sup>3</sup>This criteria does not apply to students seeking a diploma in 2017-2018.

<sup>4</sup>[This paragraph is required if the district allows ELL students to demonstrate proficiency in Essential Skill of Apply Mathematics and other courses.]

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

as determined by the individualized education program (IEP) team.

A student who qualifies to receive a modified diploma but has not yet been awarded the modified diploma shall continue to have access to individually designed instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student.<sup>5</sup>

The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternative certificate or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, an extended diploma or an alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

Students and their parents will be notified by grade five of graduation and diploma requirements.

The district may not deny a diploma to a student who has opted-out of the statewide assessments if the student is able to satisfy all other requirements for the diploma. Students who opt-out will need to meet the Essential Skills graduation requirement using another approved assessment option.

The district will issue a high school diploma, upon request, and pursuant to Oregon law (ORS 332.114) to a person who served in the Armed Forces<sup>6</sup>, and the person was discharged or released under honorable conditions.

The district shall establish conduct and discipline consequences for student-initiated test impropriety. "Student-initiated test impropriety" means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

**REPORTS**

None.

**ATTACHMENTS**

None.

**END OF POLICY**

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<sup>5</sup>A student who received a modified diploma prior to July 1, 2018 shall continue to have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student.

<sup>6</sup>The policy applies to any person who:

1. Served in the Armed Forces of the U.S. at any time during:
  - a. World War I;
  - b. World War II;
  - c. The Korean Conflict; or
  - d. The Vietnam War;
2. Served in the Armed Forces of the U.S. and was physically present in:
  - a. Operation Urgent Fury (Grenada);
  - b. Operation Just Cause (Panama);
  - c. Operation Desert Shield/Desert Storm (Persian Gulf War);
  - d. Operation Restore Hope (Somalia);
  - e. Operation Enduring Freedom (Afghanistan); or
  - f. Operation Iraqi Freedom (Iraq);
3. Served in the Armed Forces of the U.S. in an area designated as a combat zone by the President of the U.S.

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

**REFERENCES / COMMENTS**

**Legal Reference(s):**

[ORS 329.045](#)  
[ORS 329.095](#)  
[ORS 329.451](#)  
[ORS 329.479](#)  
[ORS 332.107](#)  
[ORS 332.114](#)  
[ORS 339.115](#)  
[ORS 339.505](#)  
[ORS 343.295](#)  
[OAR 581-022-1910](#)  
[OAR 581-022-2115](#)  
[OAR 581-022-2120](#)  
[OAR 581-022 2000](#)  
[OAR 581-022 2025](#)  
[OAR 581-022-2015](#)  
[OAR 581-022 2010](#)  
[OAR 581-022-2020](#)  
[OAR 581-022-2030](#)  
[OAR 581-022-2505](#)

TEST ADMINISTRATION MANUAL, APPENDIX L-REQUIREMENTS FOR ASSESSMENT OF ESSENTIAL SKILLS.  
[Bethel Administrative Rule IKF: Graduation Requirements](#)





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

Subject: ~~Classified Employee Evaluation~~ \_\_\_\_\_

**REMOVE POLICY**

Policy Number: GDM Effective Date: 6/15

Date of Original Policy and Revisions: 1/84, 1/95, 2/00, 12/06, 4/12

Cancel Policy: \_\_\_\_\_ Dated: \_\_\_\_\_

Date of Next Review: 6/18

**POLICY**

The district shall provide, through its supervisors and administrators, an annual written evaluation for each classified employee that will be filed in the employee's personnel file.

New classified employees shall serve a six-month period of probation and shall receive a written evaluation of their job performance at the conclusion of that six-month period.

**REPORTS**

None.

**ATTACHMENTS**

None.

**END OF POLICY**

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**REFERENCES / COMMENTS**

None.