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**BETHEL**  
SCHOOL DISTRICT

**REVISED 3:54 p.m. 7/10/2023**

**BETHEL SCHOOL BOARD WORK SESSION**

Hybrid Meeting hosted from the District Office – 4640 Barger Drive

Monday, July 10, 2023 – 6:00 p.m.

Join the meeting virtually via Microsoft Teams:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MmUwZTEwMjMtYzcwOC00ZDJjLTg4MDctYmEwZjQ5ZmUxN2M1%40thread.v2/0?context=%7B%22Tid%22%3A%2217a745a4-9600-49b9-b799-cee3c175c7c5%22%2C%22Oid%22%3A%22ee4e64c8-67e8-4348-b1c4-af470cb40b0b%22%2C%22IsBroadcastMeeting%22%3Atrue%2C%22role%22%3A%22a%22%7D&btype=a&role=a](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmUwZTEwMjMtYzcwOC00ZDJjLTg4MDctYmEwZjQ5ZmUxN2M1%40thread.v2/0?context=%7B%22Tid%22%3A%2217a745a4-9600-49b9-b799-cee3c175c7c5%22%2C%22Oid%22%3A%22ee4e64c8-67e8-4348-b1c4-af470cb40b0b%22%2C%22IsBroadcastMeeting%22%3Atrue%2C%22role%22%3A%22a%22%7D&btype=a&role=a)

**AGENDA**

1. Call to Order
2. Oath of Office
3. 2023-2024 Committee Assignments
4. Adjournment

**Robin Zygaitis, Vice Chair**

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**REVISED: 4:00 p.m. 7/10/2023**

**BETHEL SCHOOL BOARD MEETING**

Hybrid Meeting hosted from the District Office – 4640 Barger Drive

Monday, July 10, 2023

Immediately following the Work Session, at approximately 6:30 p.m.

Join the meeting virtually via Microsoft Teams:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MmUwZTEwMjMtYzc0OC00ZDJjLTg4MDctYmEwZjQ5ZmUxN2M1%40thread.v2/0?context=%7B%22Tid%22%3A%2217a745a4-9600-49b9-b799-cee3c175c7c5%22%2C%22Oid%22%3A%22ee4e64c8-67e8-4348-b1c4-af470cb40b0b%22%2C%22IsBroadcastMeeting%22%3Atrue%2C%22role%22%3A%22a%22%7D&btype=a&role=a](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmUwZTEwMjMtYzc0OC00ZDJjLTg4MDctYmEwZjQ5ZmUxN2M1%40thread.v2/0?context=%7B%22Tid%22%3A%2217a745a4-9600-49b9-b799-cee3c175c7c5%22%2C%22Oid%22%3A%22ee4e64c8-67e8-4348-b1c4-af470cb40b0b%22%2C%22IsBroadcastMeeting%22%3Atrue%2C%22role%22%3A%22a%22%7D&btype=a&role=a)

**AGENDA**

**1. Call to Order**

**Robin Zygaitis, Vice 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 2023-24;
8. Consolidation and Commingling of Funds;

Resolution No. 1

**BETHEL SCHOOL DISTRICT #52**

**BOARD OF DIRECTORS**

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9. Authorize Submission of 2023-24 Title Applications;
10. Approve CACFP (*Child and Adult Care Food Program*) participation in 2023-24;
11. Approve Alternative Education Programs for 2023-24; and
12. Personnel Action

**8. Action Items**

A.

**9. Information and Discussion**

- A. OSBA 2023 Summer Board Conference, August 11-13, Salem Convention Center
- B. OSBA 2023 Annual Convention, November 10-11, Portland Marriott Downtown Waterfront Hotel
- C.

**10. Board Activity Update**

A.

**11. Review of Upcoming Meetings: TBD**

**12. Adjournment**

**MINUTES**  
**BETHEL SCHOOL DISTRICT #52**  
**BUDGET COMMITTEE MEETING**  
**MAY 11, 2023**

The May 11, 2023 Budget Committee Meeting was held as a hybrid meeting and via Zoom.

**ATTENDANCE:**

Budget Committee: Debi Farr, Greg Nelson, Richard Cunningham, Robin Zygaitis, Caleb Clark, Patrick Farr, T. Erin Basinger, Alan Laisure, Erin Zygaitis, and Jenna Hawkins

Absent: Ashley Espinoza, Jennifer Monegan, and James Manning Jr.

Paul Jorgensen joined the meeting via Zoom Webinar.

District staff/Students/and Community Members identified: Superintendent - Kraig Sproles, Assistant Superintendent - Remie Calalang, Business Services Director – Andrea Belz, Director of Teaching & Learning Equity - Tina Gutierrez-Schmich, Director of Teaching & Learning Elementary - Jill Robinson-Wolgamott, Student Services Director – Brenda Martinek, and Connie Quinn

**CALL TO ORDER**

Chair Laisure called the meeting of the Budget Committee to order at 5:35 p.m.

**PLEDGE OF ALLEGIANCE**

Chair Laisure led the Pledge of Allegiance.

**ACTION ON MINUTES**

Chair Laisure presented the Minutes of the May 8, 2023, 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.

**BUDGET PRESENTATION**

**Orientation and Strategic Plan Summary**

Superintendent Sproles reviewed the agenda order, the Bethel Blueprint, plan priorities, and budget implications. The Bethel Blueprint consists of four priority areas including Relevant & Responsive Learning, Joy & Wellness, Engagement & Belonging, and Strong Schools / Strong Communities. Each priority area will be presented by the individual responsible for that area. Business Services Director Andrea Belz will share an overview of Special Funds including Title Funds, Student Investment Account, High School Success, and Elementary & Secondary Success III.

**Relevant & Responsive Priority**

Director of Teaching & Learning Elementary Jill Robinson-Wolgamott reviewed the Relevant & Responsive Priority. The three areas of focus are Differentiated Professional Learning Opportunities for Staff, Strong and Relevant Pathways and Intentional Supports for Diverse Learners. By investing in the District's staff with professional development and the Science of Reading the goal is to produce proficient and confident readers. The Science of Reading is a comprehensive body of research on how we learn to read, how our brain functions and what skills are involved. Language Comprehension and Word Recognition are two strands woven into skilled reading. The District will focus on LETRS Professional Development, Structured Literacy Instruction and Coaching, Implementation Documents and Coaching

**MINUTES**  
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**BUDGET COMMITTEE MEETING**  
**MAY 11, 2023**

Development. Funding will come from the General Fund and ESSER III. Director Robinson-Wolgamott answered various questions from the budget committee.

**Joy & Wellness**

Student Services Director Brenda Martinek reviewed the area of Joy & Wellness through mental health services and healthy wellbeing. This plan is for school communities to remove barriers and increase opportunities while celebrating strengths, building resilience, and fostering a sense of well-being. The District will focus on three areas centered around Social and Emotional Learning, Health & Wellness and Celebrate Often and in Meaningful Ways. Activities consist of mental health / substance use services and supports in all schools, ensuring that every school has a full-time counselor, social and emotional learning implementation in middle schools and adapted for students in self-contained classrooms, and sensory rooms to help support students' understanding of their bodies, emotions, and how to regulate themselves. The General Fund budget was prioritized to expand Bethel Health Center staffing, increase mental health therapists in schools and at BHC, maintain full-time counselors at every school, implement social-emotional learning curriculum at middle schools, and adapt for students in self-contained classrooms. Director Martinek answered various questions from the budget committee.

**Engagement & Belonging**

Director of Teaching & Learning for Equity Tina Gutierrez-Schmich reviewed the area of Engagement & Belonging. This plan ensures that students, families, and staff are seen, valued, and heard, and they are welcomed into our schools as valued and authentic partners with their own individual assets, knowledge, and abilities. The three areas will focus on Purposeful Relationships, Honor and Engage Voices, and Strengthen Family and Community Partnerships. The strategy is to increase academic engagement through positive relationships. Activities consist of affinity groups, safe spaces in place and supported at all schools, student community building embedded into the school day, relevant curriculum tailored to the identity, interests, and experiences of students, peer mentoring programs, and regular positive communication and engagement with families/guardians. Funding for the student climate survey and affinity group facilitators will impact the budget. Director Gutierrez-Schmich answered various questions from the budget committee.

**Strong Schools/Strong Communities**

Assistant Superintendent Remie Calalang reviewed the area of Strong Schools/Strong Communities. This plan is to create transparent and aligned systems for a consistently inclusive and responsive district. Responsive and transparent systems of support provide access and increase equitable student outcomes. Focus areas are aligned systems of support including transportation, supportive and welcoming staff communities, and transparent decision making. The strategy is to provide staff supports and trainings that build community and increase engagement. Classified staff are now included in staff trainings with licensed staff on professional development days. Activities consist of professional learning, voice, leadership development, and wellness activities and offerings. Staff engagement surveys, wellness programs, and leadership opportunities will impact the budget. Assistant Superintendent Calalang answered various questions from the budget committee.

**Overview of Special Funds**

Business Services Director Andrea Belz reviewed Special Funds consisting of Title Funds, Student Investment Account (SIA), High School Success (M98), and Elementary and Secondary Success III (ESSER).

**MINUTES**  
**BETHEL SCHOOL DISTRICT #52**  
**BUDGET COMMITTEE MEETING**  
**MAY 11, 2023**

**Student Investment Account**

Spending for the 2023-2024 school year is focused in the four strategic areas. Joy & Wellness will provide elementary and middle school counselors. Relevant & Responsive Learning will provide licensed staffing for class size reduction and activities with library books and culturally responsive literature. Engagement & Belonging will provide art, PE, language and music teachers, and affinity group coaches. Class size reduction with SIA funding adjusted the student / teacher ratio to 23.5.

**High School Success (M98)**

Spending for the 2023-2024 school year is focused on two strategic areas. Engagement & Belonging will provide middle and high school career and technical education, Spanish, art, and PE teachers, and student success coaches and will provide supplies to support new CTE and academic enrichment activities. Strong Schools/Strong Communities will provide student support specialists and Career/College Center staffing. The goal is for every student to have 1 sport / 1 activity and 1 club.

**Elementary and Secondary School Emergency Relief (ESSER III)**

Spending for the 2023-2024 school year is focused on three strategic areas. The 2023-2024 school year will be the final year for this grant. Relevant & Responsive Learning will provide teacher mentors, literacy coaches, Title I support staff, Wolverine Community HS Program, kindergarten education assistants, and after school tutoring. Engagement & Belonging will provide a student success administrator, high school success coaches, after school programming (Boys & Girls Club), and affinity groups supports. Strong Schools/Strong Communities will provide a behavior support team, family navigators, and a District interpreter/translator.

**Title Funds**

- Title I Funds provide additional resources for schools that have high concentrations of students who live in poverty. The funding will be decreased by \$1,826,361 from 2022-2023 funding.
- Title II Funds provide resources that support professional development for educators and training for effective instruction. The funding will be decreased by \$279,379 from 2022-2023 funding.
- Title III Funds provide English Language supports and education for multilingual learners and migrant students. The funding will be increased by \$43,341 from 2022-2023 funding.
- Title IV Funds provide support for improving school conditions, providing a well-rounded education, and improving the academic achievement and digital literacy for all students. The funding will be decreased by \$141,279 from 2022-2023 funding.

**Budget Summary**

Superintendent Sproles thanked Business Services Director Andrea Belz for her work preparing the 2023-2024 budget.

**DISCUSSION OF THE 2023-2024 BUDGET**

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

**APPROVAL OF 2023-2024 BUDGET AND TAX LEVY**

Robin Zygaitis made a motion to approve the budget as follows:

*"I move that the Budget Committee of the Bethel School District #52 approve the budget for the **2023-2024** fiscal year, in the General Fund amount of **\$85,456,853**, and Other Funds amount of **\$120,481,910** for an aggregate amount of **\$205,938,763**."*

**MINUTES**  
**BETHEL SCHOOL DISTRICT #52**  
**BUDGET COMMITTEE MEETING**  
**MAY 11, 2023**

T. Erin Basinger seconded. With a roll call vote the motion was passed unanimously.

Jenna Hawkins 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 **2023-2024** 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 **\$6,752,000** for the general obligation bond principal and interest in the Debt Service Fund.'*

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

**ACKNOWLEDGMENT**

Budget Committee members expressed thanks to Superintendent Sproles, Business Services Director Andrea Belz and her staff, and the administrators who presented at the meeting for their work preparing the budget.

**ADJOURNMENT**

Chair Laisure adjourned the meeting at 7:24 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 12, 2023**

The June 12, 2023 meeting of the Board of Directors was held in person and was remotely accessible via Zoom Webinar.

**ATTENDANCE**

Board Members: Ashley Espinoza, Caleb Clark, Debi Farr, Greg Nelson, Paul Jorgensen, Robin Zygaitis, and Chair, Rich Cunningham

Absent: None

District staff and presenters: Superintendent Sproles, KHS Student Representative Mikah Graham, Alisha Dodds, Jenn DeBlois, Clear Lake students, MaryAnne Gates, Meegan Cotter, Pat Bradshaw, Skylar Fairchild, Bill Wagner, Brenda Martinek, Jill Robinson-Wolgamott, Kee Zublin, Patrick Waugh, Andrea Belz, and Jill Busby

**CALL TO ORDER**

Chair Cunningham called the June 12, 2023 meeting of the Board of Directors to order at 6:31 p.m.

**PLEDGE OF ALLEGIANCE**

Director Jorgensen led the Pledge of Allegiance.

**ACTION ON MINUTES**

Chair Cunningham presented the Minutes from the May 8, 2023 Board Meeting and asked for additions or corrections. Hearing none, the Board approved the Minutes as submitted.

**SCHOOL PRESENTATION: CLEAR LAKE ELEMENTARY SCHOOL**

Clear Lake Elementary School Principal Jennifer DeBlois shared that all Clear Lake students learn core and/or functional words in sign language on a weekly basis, and introduced Speech Language Pathologist/Life Skills Consultant MaryAnne Gates, 1<sup>st</sup> Grade Teacher Meegan Cotter, and several 1<sup>st</sup> grade students. Led by Ms. Gates and Ms. Cotter, the students demonstrated several words and phrases they have learned in sign language, including their favorite words and phrases. The students distributed a document to Board members depicting several signs they have learned.

**STUDENT REPRESENTATIVE REPORT: KHS**

Mikah shared that several Kalapuya students were able to attend the school's final field trip today and reminded the Board of Kalapuya's graduation this coming Thursday night. Mikah answered questions from the Board and shared highlights of his term which included a personal finance class and the rewarding lifelong skills he learned. The Board expressed their appreciation for Mikah's commitment to the Board and his advocacy of Kalapuya and other students.

**DELEGATIONS AND VISITORS**

Community Relations and Communications Director Alisha Dodds summarized written public comment submitted by Bethel parent and employee Kim Smith requesting the District to consider improving vegan/vegetarian, dairy free, and gluten free meal options for students.

## MINUTES

### BETHEL SCHOOL DISTRICT #52

### BOARD OF DIRECTORS

JUNE 12, 2023

The Board briefly discussed Ms. Smith's comments.

#### **SUPERINTENDENT'S REPORT**

##### Bond Projects Update: Pat Bradshaw and Skylar Fairchild

Bond Project Manager Pat Bradshaw and Maintenance Supervisor Skylar Fairchild provided updates on bond projects taking place throughout the District. Mr. Bradshaw shared a video summarizing work on three large bond construction projects currently in progress: the Willamette CTE building, the Cascade rebuild, and the Kalapuya classroom addition. Mr. Fairchild shared an overview of other summer bond work occurring in District buildings including safety and security upgrades, roofing and siding projects, and kitchen renovations.

##### Spring Sports/Activities Update: Bill Wagner

Athletic Director Bill Wagner shared highlights from winter and spring athletics and activities including the girls' basketball team finishing 4<sup>th</sup> in the state, dance, cheer and baseball teams competing in state tournaments, several speech and debate students qualifying for the National Speech and Debate Tournament, and unified sports finishing up the year with kickball. Mr. Wagner thanked the Board for their support of facility upgrades including the new multi-use turf field, gym floor, light poles on the baseball field, and Wolverine Stadium's sound system. Mr. Wagner also expressed excitement about next year's athletics and activities programs and answered questions from the Board.

##### Special Education Service Delivery Model: Brenda Martinek

Student Services Director Brenda Martinek read the District's Special Education belief statement and reviewed the *Bethel School District Special Education Continuum of Services 2023-2024* document provided to Board members. Ms. Martinek described recent Special Education service delivery changes and how they will improve the District's continuum of services by increasing inclusionary practices and providing supports and services to meet the needs of students. In addition, Ms. Martinek commented on SB 819 and answered questions from the Board.

##### English Language Development Curriculum Adoption Overview: Jill Robinson-Wolgamott

Director of Teaching and Learning for Elementary Jill Robinson-Wolgamott shared that the English Language Development (ELD) curriculum adoption team included literacy coaches, general education and Special Education staff, and all of the District's ELD teachers. Ms. Robinson-Wolgamott described the curriculum adoption process and stated that the team made unanimous decisions on Cengage Learning products Reach Higher K-5, Time Zones 6-8, and Pathways 9-12. Ms. Robinson-Wolgamott shared highlights of the new curricula and answered questions from the Board.

##### Math Curriculum Adoption Overview: Kee Zublin

Director of Teaching and Learning for Secondary Kee Zublin shared the math adoption timeline and summarized the adoption process. The program finalists for the math adoption are Illustrative Math for grades 9-12 and MidSchoolMath for grades 6-8. Both programs incorporate problem-based learning. Mr. Zublin shared part of a video demonstrating MidSchoolMath and introduced Cascade 6<sup>th</sup> Grade Math Teacher Patrick Waugh. Mr. Waugh piloted MidSchoolMath this spring and described how the program has impacted his teaching and how his students learn. Teachers and students are excited about MidSchoolMath, a growth-mindset math program which uses story contexts.

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**BOARD OF DIRECTORS**  
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Director of Teaching and Learning for Elementary Jill Robinson-Wolgamott reported on the math adoption process for K-5 which is being postponed until fall 2023. Superintendent Sproles commented on the recent ELA adoption and implementation for K-5 teachers and potential impacts of implementing new K-5 math curriculum at this time. Ms. Robinson-Wolgamott will lead the K-5 math adoption this fall.

Chair Cunningham called a recess at 8:15 p.m.

Chair Cunningham reconvened the meeting at 8:22 p.m.

Financial Statement: Andrea Belz

Business Services Director Andrea Belz reviewed the May 2023 financial statement showing an estimated Ending Fund Balance of \$11,162,337. Superintendent Sproles commented on the impact to the budget related to tracking expenses for the High-Cost Disability Grant.

Superintendent’s Update

Superintendent Sproles reported on an upcoming one-time \$150 retention bonus for classified staff; the hiring of 4 additional mental health therapists in the District; potential impacts of legislation to fund early literacy out of Student Investment Account funds; and legislation related to Special Education.

Review/Set Board Retreat Date

The Board considered August dates for the Board retreat with no consensus and decided to postpone setting the Board retreat date until the July 10<sup>th</sup> Board meeting. With the possibility of the Board retreat being in September, the Board will review committee assignments on July 10<sup>th</sup>.

Superintendent Sproles shared that the Board will celebrate outgoing Board members immediately following the June 26<sup>th</sup> Board meeting, at approximately 7:15 p.m.

**CONSENT AGENDA**

**Resolution No. 53 – Personnel Action**

**Motion:** Greg Nelson moved, Paul Jorgensen seconded, to approve the Consent Agenda as specified below.

#	Name	Type	Description
1.	Ames, Kimberly	Hire for 2023-24	Offer Extra Duty Contract for Gender Sexuality Alliance Co-Advisor @Willamette.
2.	Bostwick, Debi	Resignation/Retirement	Accept resignation to enter retirement, effective the end of the 2022-23 school year; position held: Resource Teacher @Prairie Mountain; 17 years at Bethel.
3.	Carmichael, Shelley	Additional Hours for 2023-24	Offer Contract for additional .13 FTE Resource Room Teacher @Willamette; total: 1.0 FTE.

**MINUTES****BETHEL SCHOOL DISTRICT #52****BOARD OF DIRECTORS****JUNE 12, 2023**

4.	Cleland, Ely	Temporary Hire for 2023-24	Offer Temporary Contract for .67 FTE Choir Teacher @Willamette; replaces: Katie Reuter; start date: 8/28/2023.
5.	Denham, Becky	Temporary Hire for 2023-24	Offer 2 <sup>nd</sup> Year Temporary Contract for .5 FTE Health/PE Teacher @Willamette; start date: 8/28/2023.
6.	Fine, Elizabeth	Resignation/Retirement	Accept resignation to enter retirement, effective June 30, 2023; position held: Social Studies Teacher @Cascade; 24 years at Bethel.
7.	Garcia, Olivia	Resignation	Accept resignation effective the end of the 2022-23 school year; position held: 3 <sup>rd</sup> Grade Teacher @Malabon; 3 years at Bethel.
8.	Irons, Autumn	Resignation	Accept resignation effective the end of the 2022-23 school year; position held: 3 <sup>rd</sup> Grade Teacher @Irving; 17 years at Bethel.
9.	Johnson, Blake	Hire for 2022-23	Offer Extra Duty Contract for Assistant Track Coach @Willamette.
10.	Loftus, Sam	Resignation	Accept resignation effective June 20, 2023; position held: Science Teacher @Shasta; 2 years at Bethel.
11.	Meusec-Thompson, Lacey	Infant Care Leave	Approve 1.0 FTE Infant Care Leave for the 2023-24 school year; position: PE Teacher @Willamette.
12.	Nordling, Curt	Resignation	Accept resignation effective the end of the 2022-23 school year; position held: Math Teacher @Willamette; 19 years at Bethel.
13.	Ramos, Jordyn	Temporary Hire for 2023-24	Offer Temporary Contract for 1.0 FTE School Counselor @Clear Lake; replaces: Sarah Ammar; start date: 8/28/2023.
14.	Rusk, Sally	Hire for 2023-24	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE 6 <sup>th</sup> Grade English Language Arts Teacher @Meadow View; start date: 8/28/2023.
15.	Samartha, Ruth	Hire for 2023-24	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE Academic Support Elective Teacher @Willamette; replaces: Kassi Conditt; start date: 8/28/2023.
16.	Sawyer, Ivy	Resignation/Retirement	Accept resignation to enter retirement, effective the end of the 2022-23 school

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			year; position held: 5 <sup>th</sup> Grade Teacher @Irving; 25 years at Bethel.
17.	Suchman McQuain, Lisa	Resignation	Accept resignation effective June 20, 2023; position held: Special Education TOSA @District Office; 9 years at Bethel.
18.	Vásquez, Juan	Hire for 2023-24	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE Spanish Teacher @Willamette; replaces: Megan Myrmo; start date: 8/28/2023.
19.	Warner, Jamie	Temporary Hire for 2023-24	Offer 2 <sup>nd</sup> Year Temporary Contract for 1.0 FTE Health/PE Teacher @Willamette; start date: 8/28/2023.
20.	Weaver, Regan	Resignation/Retirement	Accept resignation to enter retirement, effective June 20, 2023; position held: Resource Teacher @Meadow View; 21 years at Bethel.
21.	Wilson, Samantha	Resignation	Accept resignation effective immediately; position: Temporary .5 FTE 8/28/2023 through 10/20/2023 1 <sup>st</sup> Grade Teacher @Fairfield; 1 year at Bethel.
22.	Wright, Colleen	Resignation/Retirement	Accept resignation to enter retirement, effective the end of the 2022-23 school year; position held: Literacy Coach @District Office; 6 years at Bethel.
23.	Zwink, Nicole	Hire for 2022-23	Offer Extra Duty Contract for Elementary Track Coordinator @District Office.

**Motion Passed, 7-0**

**Absent:** None

**ACTION ITEMS**

**Resolution No. 54 – Adopt Policies BBAA and BBF**

**Motion:** Debi Farr moved, Robin Zygaitis seconded, to adopt the following Board Policies:

BBAA – Individual Board Member’s Authority and Responsibilities

BBF – Board Member Standards of Conduct

**Motion Passed, 7-0**

**Absent:** None

## MINUTES

### BETHEL SCHOOL DISTRICT #52

### BOARD OF DIRECTORS

JUNE 12, 2023

#### **Resolution No. 55 – Approve English Language Development Curriculum Adoption**

**Motion:** Robin Zygaitis moved, Greg Nelson seconded, to approve the award of a contract to Cengage Learning Products in the amount of \$60,000, for the purchase of Reach Higher K-5, Time Zones 6-8, and Pathways 9-12 English Language Development curriculum.

**Motion Passed, 7-0**

**Absent:** None

#### **Resolution No. 56 – Approve Math Curriculum Adoption**

**Motion:** Paul Jorgensen moved, Debi Farr seconded, to approve the adoption of Illustrative Math curriculum for grades 9-12; MidSchoolMath curriculum for grades 6-8; and the postponement of an adoption for math curriculum for grades K-5.

**Motion Passed, 7-0**

**Absent:** None

#### **Resolution No. 57 – Approve Postponement of Science Curriculum Adoption**

**Motion:** Caleb Clark moved, Greg Nelson seconded, to approve the postponement of an adoption for science curriculum for grades K-12. Superintendent Sproles explained circumstances related to postponing the science curriculum adoption.

**Motion Passed, 7-0**

**Absent:** None

### **INFORMATION AND DISCUSSION**

- A. Willamette High School Graduation Review. The Board shared highlights of Willamette’s 2023 graduation.
- B. Kalapuya High School Graduation, June 15, 6:00 p.m., Wolverine Stadium
- C. OSBA 2023 Summer Board Conference, August 11-13, Salem Convention Center
- D. OSBA 2023 Annual Convention, November 10-11, Portland Marriott Downtown Waterfront Hotel

### **BOARD ACTIVITY UPDATE**

None

### **REVIEW OF NEXT MEETING: MONDAY, JUNE 26, 2023, AT 6:30 P.M.**

- A. Public Hearing/Adoption of 2023-2024 Budget
- B. Instructional Hours Review and Approval
- C. Superintendent’s Update
- D. Board Policies Up for Periodic Review

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

Chair Cunningham moved the Board into Executive Session at 8:53 p.m. to discuss the Superintendent’s 2022-2023 performance evaluation.

### **RETURN TO REGULAR SESSION**

Chair Cunningham returned the Board to Regular Session at 9:10 p.m.

**MINUTES  
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BOARD OF DIRECTORS  
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**INFORMATION AND DISCUSSION**

- A. Superintendent's 2022-2023 Performance Evaluation. Director Clark read a statement summarizing Superintendent Sproles' 2022-2023 performance evaluation.

**ACTION ITEMS**

**Resolution No. 58 – Adopt Superintendent's 2022-2023 Performance Evaluation**

**Motion:** Debi Farr moved, Greg Nelson seconded, to adopt Superintendent Kraig Sproles' 2022-2023 Performance Evaluation, as presented.

**Motion Passed, 7-0**

**Absent:** None

**Resolution No. 59 – Approve 2023-2026 Superintendent Contract**

**Motion:** Greg Nelson moved, Paul Jorgensen seconded, to approve a July 1, 2023 – June 30, 2026 contract for Superintendent Kraig Sproles, with changes to the current contract as presented: Superintendent Sproles' District paid TSA contribution will be increased to \$1,200 per month beginning July 1, 2023.

**Motion Passed, 7-0**

**Absent:** None

**ADJOURNMENT**

There being no further business to bring before the Board, Chair Cunningham adjourned the meeting at 9:13 p.m.

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Clerk – Kraig Sproles  
*jcb*

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Chair – Rich Cunningham



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**July 10, 2023**

**RESOLUTION NO. 23-24: 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 2023-24 school year: Kraig Sproles: Executive Officer and District Clerk; Andrea Belz: Budget Officer, Deputy Clerk, Custodian of Funds; Remie Calalang: Deputy Clerk; Jill Busby: Board Secretary;
2. Designates U.S. Bank, Columbia Bank, and the Local Government Investment Pool as the depositories for all funds of School District No. 52, Lane County, for the 2023-24 fiscal year;
3. Re-adopts, in accordance with ORS 294.135, the attached Investment Policy for the fiscal year beginning July 1, 2023;
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 2023-24 school year;
5. Designates the firm of Grove, Mueller, Swank, P.C. as auditors for the 2023-24 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 2023-24 school year;
7. Adopts the Board Meeting Calendar for the 2023-24 school year:

July 10, 2023	October 9 and 23, 2023	January 8 and 22, 2024	April 8 and 22, 2024
August 28, 2023	November 13, 2023	February 12 and 26, 2024	May 13, 2024
September 11 and 25, 2023	December 11, 2023	March 11, 2024	June 10 and 24, 2024
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 2023-24;
9. Authorizes the Superintendent to submit the Title I-A, Title II-A, Title III, and Title II-D, Applications for the 2023-24 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 2023-24 calendar year (October 1 through October 1); and,

11. Approves the following Alternative Education Programs for 2023-24:

Bridgeway House

- Therapeutic day treatment program.

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.	Armstrong, Suzanne	Hire for 2023-24	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE Resource Room Teacher @TBD; Replaces: April Paulson or Debi Bostwick; Start date: 8/28/2023.
2.	Bell, Pam	Temporary Hire for 2023-24	Offer Temporary Contract for 0.7 FTE Elementary Music Teacher @Meadow View; Replaces: Kelsey Janes; Start date: 8/28/2023.
3.	Brandon, Amy	Job Share	Approve job share with Theresa Haley for the 2023-24 school year; Position: 3 <sup>rd</sup> Grade Teacher @Malabon.
4.	Collins, Aleethia	Temporary Hire for 2023-24	Offer 3 <sup>rd</sup> Year Temporary Contract for 1.0 FTE 2 <sup>nd</sup> Grade Teacher @Danebo; Replaces: Crystal Strege; Start date: 8/28/2023.
5.	Fernelius, John	Hire for 2023-24	Offer 1 <sup>st</sup> Year Probationary Contract for 0.67 FTE English Language Arts Teacher and Extra Duty Contract for Yearbook Advisor @Willamette; Replaces: Miranda Page and Erik Bishoff (Yearbook Advisor); Start date: 8/28/2023.
6.	Friesen, Heather	Hire for 2023-24	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE 3 <sup>rd</sup> Grade Teacher @Clear Lake; Replaces: Elise Kampfner or Brianna Carlos; Start date: 8/28/2023.
7.	Hales, Marianne	Hire for 2023-24	Offer 3 <sup>rd</sup> Year Probationary Contract for 1.0 FTE 4 <sup>th</sup> Grade Teacher @Clear Lake; Replaces: Jasnery Valenzuela Solano (ICL); Start date: 8/28/2023.
8.	Haley, Theresa	Job Share	Approve job share with Amy Brandon for the 2023-24 school year; Position: 3 <sup>rd</sup> Grade Teacher @Malabon.
9.	Michlanski, Nichole	Temporary Hire for 2023-24	Offer 1 <sup>st</sup> Year Temporary Contract for 1.0 FTE 4 <sup>th</sup> Grade Teacher @Prairie Mountain; Start date: 8/28/2023.
10.	Raines, Eliza	Hire for 2023-24	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE 3 <sup>rd</sup> Grade Teacher @Meadow View; Replaces: Angus Green; Start date: 8/28/2023.
11.	Sembach, Ella	Resignation	Accept Resignation effective immediately; Position held: PE Teacher @Malabon; 2 years at Bethel.
12.	Strong, Sarah	Hire for 2023-24	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE Speech Language Pathologist @District Office; Start date: 8/28/2023.

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

**INVESTMENT POLICY**

**PURPOSE**

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

**SCOPE and SIZE**

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

- General Fund
- Special Revenue Funds
- Debt Service Funds

Capital Projects Funds  
Internal Service Funds  
Fiduciary Funds

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

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

### **OBJECTIVES**

Investment objectives are

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

### **DELEGATION OF AUTHORITY**

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

### **STANDARD OF PRUDENCE**

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

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

### **SAFEKEEPING AND COLLATERALIZATION**

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

### **ACCOUNTING METHOD**

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

### **INTERNAL CONTROLS**

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

### **REPORTING REQUIREMENTS**

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

### **INVESTMENT POLICY ADOPTION**

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

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

### **QUALIFIED INSTITUTIONS**

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

## **INVESTMENT MATURITY**

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

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

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

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

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

**PORTFOLIO DIVERSIFICATION**

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

\*Limitations under ORS 294.035

\*Percentages apply as of the date of settlement.

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

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

**COMPETITIVE SELECTION OF BIDS OR OFFERS**

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

**MONITORING AND ADJUSTING THE PORTFOLIO**

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

**PERFORMANCE EVALUATION**

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

**Original Adoption**

June 21, 2000

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

\_\_\_\_\_  
Chair

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

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

DATE \_\_\_\_\_

RESOLUTION: *Passed / Failed*

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