



**BETHEL SCHOOL BOARD MEETING**

Hybrid Meeting hosted from the District Office – 4640 Barger Drive

Monday, September 26, 2022 - 6:30 p.m.

*Zoom information will be posted on Bethel School District's website by noon on Monday, September 26, 2022*

Join Zoom Webinar:

<https://bethel-k12-or-us.zoom.us/j/85997303233?pwd=bExGZTBZZStYUnFweC8zY3JxbmJHdz09>

Passcode: 784253

Or

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

Webinar ID: 859 9730 3233

Passcode: 784253

**Executive Session per ORS 192.660(2)(b) – Personnel Matter – 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**

**Rich Cunningham, Chair**

**2. Pledge of Allegiance**

**3. Approval of Work Session Notes & Minutes**

**4. 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.

**5. Superintendent's Report**

A. School is Open: Highlights from Principals

B. Financial Statement: Andrea Belz

C. State Report Card Update: Jill Robinson-Wolgamott and Kee Zublin

D. Superintendent's Update

E. Policy Update, 1<sup>st</sup> Reading

a. GBDA – Workplace Provision for Nursing Mothers – *Updated to reflect new language*

F.

**6. Consent Agenda**

Personnel Action

Resolution No. 6

**BETHEL SCHOOL DISTRICT #52**

**BOARD OF DIRECTORS**

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**7. Action Items**

- A. Adopt Policies GBEA, IK, and JGAB Resolution No. 7
- B. Adopt 2022-2023 Board Priorities Resolution No. 8
- C. Budget Committee Openings and Timelines Resolution No. 9
- D. Approve Removal of Policy LGA Resolution No. 10
- E. Approve Inclusion of Oregon Savings Growth Plan Resolution No. 11
- F. Approve Transfer Caps for 2022-2023 Resolution No. TBD
- G.

**8. Information and Discussion**

- A. OSBA lodging reservations open September 27, RSVP to Jill
- B. National School Lunch Week, October 10-14
- C. BEF Breakfast at Bethel, Friday, October 21, 7am, Meadow View
- D. OSBA Legislative Roadshow, Thursday, October 27, 6pm dinner, 6:30pm start, Lane ESD, RSVP
- E. OSBA Annual Convention, November 11-13, Portland Marriott Downtown Waterfront Hotel
- F.

**9. Board Activity Update**

- A.

**10. Review of Next Meetings: Monday, October 10, 2022**

- A. Bond Work Update: Pat Bradshaw and Pat McGillivray
- B. Financial Statement: Andrea Belz
- C. Division 22 Standards
- D.

**Monday, October 24, 2022 – Strategic Planning Work Session**

**11. The Board will meet in Executive Session per ORS 192.660(2)(b) to consider dismissal of an employee.**

**12. Return to Regular Session**

**13. Action Item**

- A. Approve/Deny Superintendent's recommendation to dismiss an employee Resolution No. TBD
- B.

**14. Adjournment**

**MINUTES**  
**BETHEL SCHOOL DISTRICT #52**  
**BOARD OF DIRECTORS**  
**JULY 5, 2022**

The July 5, 2022 meeting of the Board of Directors was held in person and was remotely accessible via Zoom Webinar.

**ATTENDANCE**

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

Absent: Ashley Espinoza and Paul Jorgensen

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

**CALL TO ORDER**

Chair Farr called the July 5, 2022 meeting of the Board of Directors to order at 6:31 p.m.

**PLEDGE OF ALLEGIANCE**

Vice Chair Cunningham led the Pledge of Allegiance.

**ELECTION OF OFFICERS**

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

Rich Cunningham assumed the duties of Board Chair and opened nominations for the position of Vice Chair. Rich Cunningham nominated Robin Zygaitis; Greg Nelson seconded. Hearing no further nominations, Chair Cunningham closed nominations and asked for a roll call vote. Robin Zygaitis was declared Vice Chair by a unanimous vote.

**ACTION ON MINUTES**

Chair Cunningham presented the Minutes from the 2022-2023 Budget Hearing/June 27, 2022 Board Meeting and asked for additions or corrections. Hearing none, the Board approved the Minutes as submitted.

**DELEGATIONS AND VISITORS**

None

**SUPERINTENDENT'S REPORT**

Superintendent's Update

Superintendent Sproles shared details of the upcoming Board Retreat scheduled for August 12<sup>th</sup> and 13<sup>th</sup>, provided an overview of summer programs, including District summer camps and partnerships with community agencies offering summer activities for students, and recognized Nutrition Services, Transportation, and Special Education staff for their work supporting students through the summer. In addition, Superintendent Sproles answered questions from Chair Cunningham regarding required seat-time, proficiency grading, and K-8 retention protocols.

**MINUTES**  
**BETHEL SCHOOL DISTRICT #52**  
**BOARD OF DIRECTORS**  
**JULY 5, 2022**

**CONSENT AGENDA**

**Resolution No. 1**

**Motion:** Debi Farr moved, Greg Nelson seconded, to approve the Consent Agenda, Resolution No. 1, as presented.

1. Appoints the following personnel to the positions indicated for the 2022-23 school year: Kraig Sproles: Executive Officer and District Clerk; Andrea Belz: Budget Officer, Deputy Clerk, Custodian of Funds; Nancy Porter: Deputy Clerk; Jill Busby: Board Secretary;
2. Designates U.S. Bank, Columbia Bank, and the Local Government Investment Pool as the depositories for all funds of School District No. 52, Lane County, for the 2022-23 fiscal year;
3. Re-adopts, in accordance with ORS 294.135, the attached Investment Policy for the fiscal year beginning July 1, 2022;
4. Designates PACE Legal; Luvaas Cobb, Attorneys at Law; The Hungerford Law Firm; Graham M. Hicks, Attorney; and Garrett Hemann Robertson P.C. as attorneys for the District during the 2022-23 school year;
5. Designates the firm of Grove, Mueller, Swank, P.C. as auditors for the 2022-23 school year;
6. Designates Sherry Duerst-Higgins, ABR, CRS, CRB, GRI, SRES, Broker for RE/MAX Advantage Plus and Paula Rini, Broker for Windermere Real Estate as realtors for the 2022-23 school year;
7. Adopts the Board Meeting Calendar for the 2022-23 school year:

July 5, 2022	October 10 and 24, 2022	January 9 and 23, 2023	April 10 and 24, 2023
August 22, 2022	November 14, 2022	February 13 and 27, 2023	May 8, 2023
September 12 and 26, 2022	December 12, 2022	March 13, 2023	June 12 and 26, 2023
8. Pursuant to ORS 294.460, and in the interest of effective cash management, the Business Services Director is hereby authorized to consolidate and commingle the cash balances of the several funds of the District whenever practicable; That the temporary inter-fund loans (amounts due to and due from the various funds) incidental to this practice are hereby authorized for the fiscal year 2022-23;
9. Authorizes the Superintendent to submit the Title I-A, Title II-A, Title III, and Title II-D, Applications for the 2022-23 school year;
10. Approves the participation of the Willamette High School Infant Toddler Center in the Child and Adult Care Food Program (CACFP) for the 2022-23 calendar year (October 1 through October 1); and,
11. Approves the following Alternative Education Programs for 2022-23:

Center Point School (Looking Glass)

  - Therapeutic day treatment program.

## MINUTES

### BETHEL SCHOOL DISTRICT #52

### BOARD OF DIRECTORS

JULY 5, 2022

#### 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.

**MINUTES****BETHEL SCHOOL DISTRICT #52****BOARD OF DIRECTORS****JULY 5, 2022**12. Personnel Action:

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

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

**INVESTMENT POLICY**

**PURPOSE**

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

**SCOPE and SIZE**

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

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

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

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

**OBJECTIVES**

Investment objectives are

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

**DELEGATION OF AUTHORITY**

The Director of Business Services is the designated investment officer of Bethel School District, under the direction of the Superintendent, and review of the School Board of Directors. Business staff may be assigned to assist by making transfers to and from the District's various State Pool accounts. The investment office is responsible for setting investment policy and guidelines subject to review and adoption by the Bethel School Board of Directors, and if required, review and comment by the Oregon Short-Term Fund Board. Further, the Director of Business Services will be responsible for the day-to-day operations of the investment process which includes but is not limited to choosing what to buy or sell, from whom investments will be purchased, executing the buy/sell orders,

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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.



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#### **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.

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**PORTFOLIO DIVERSIFICATION**

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

\*Limitations under ORS 294.035

\*Percentages apply as of the date of settlement.

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

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

**COMPETITIVE SELECTION OF BIDS OR OFFERS**

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

**MONITORING AND ADJUSTING THE PORTFOLIO**

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

**PERFORMANCE EVALUATION**

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

**Original Adoption**

June 21, 2000

**END OF RESOLUTION 1: CONSENT AGENDA**

**Motion Passed, 5-0**

**Absent:** Ashley Espinoza, Paul Jorgensen

## **MINUTES**

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#### **ACTION ITEMS**

##### **Resolution No. 2 – Approve School Meal Price Increases**

**Motion:** Greg Nelson moved, Caleb Clark seconded, to approve increasing meal prices by \$0.10 for elementary, middle, and high school grade levels.

**Motion Passed, 5-0**

**Absent:** Ashley Espinoza, Paul Jorgensen

##### **Resolution No. 3 – Adopt Policy/AR: JHCD/JHCDA and JHCD/JHCDA-AR**

**Motion:** Robin Zygaitis moved, Debi Farr seconded, to adopt the following Board Policy and Administrative Rule:

JHCD/JHCDA – Medications

JHCD/JHCDA-AR – Medications

Superintendent Sproles acknowledged that the updates to JHCD/JHCDA policy and administrative rule to secure Narcan in Bethel high schools are the result of efforts by District Nurse Sherine Forrest and Bethel Health Center Director Brooke Cottle to protect students. Superintendent Sproles will follow-up with a thank-you to Alexander LaVake from Lane County Public Health for his Overdose Risk & Narcan in Schools presentation at the June 27, 2022 Board meeting and for the upcoming administrator Narcan training with Mr. LaVake scheduled for the first week of August.

**Motion Passed, 5-0**

**Absent:** Ashley Espinoza, Paul Jorgensen

##### **Resolution No. 4 – Approve Collective Bargaining Agreement with BACE**

**Motion:** Robin Zygaitis moved, Caleb Clark seconded, to approve the Collective Bargaining Agreement for July 1, 2022 – June 30, 2026, between the Bethel School District Bargaining Team and the Bethel Association of Classified Employees Bargaining Team reached on June 22, 2022, and ratified by Bethel Association of Classified Employees on July 5, 2022. Superintendent Sproles recognized Assistant Superintendent Calalang's leadership through the bargaining process and discussed the BACE agreement with the Board.

**Motion Passed, 5-0**

**Absent:** Ashley Espinoza, Paul Jorgensen

#### **INFORMATION AND DISCUSSION**

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

B. OSBA Annual Convention, November 11-13, 2022

#### **BOARD ACTIVITY UPDATE**

A. Superintendent Sproles offered to provide tours of summer school programs for Board members.

B. Assistant Superintendent Calalang will share details of the upcoming math camp cardboard boat races with the Board.

#### **REVIEW OF UPCOMING MEETINGS:**

##### **Board Retreat**

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

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

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

**Monday, August 22, 2022**

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

The Board discussed student presentations during Board meetings which will be reinstated for the 2022-2023 school year.

**ADJOURNMENT**

There being no further business to bring before the Board, Chair Cunningham adjourned the meeting at 7:05 p.m.

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Clerk – Kraig Sproles  
*jcb*

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Chair – Rich Cunningham

Bethel School District GENERAL FUND  
 Revenue and Expenditure Report (unaudited)  
 Fiscal Year 2023

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

	Prior Months	Current Month	Future Months	Preliminary	2022-2023 ADOPTED BUDGET	Budget Variance
	Actuals to August 2022	Preliminary Sept 2022	Projected	2022-2023 Totals		
<b>REVENUES</b>						
<b>LOCAL SOURCES:</b>						
Current year taxes* R1111	0	0	18,669,991	18,669,991	18,669,991	0
Prior years' taxes* R1112 & 1190 & 1200	0	37,961	22,039	60,000	60,000	0
Tuition from other districts	0	0	500	500	500	0
Investment earnings R1510	55,682	0	324,318	380,000	100,000	280,000
Misc. local sources	1,490	5	142,505	144,000	144,000	0
Subtotal	57,172	37,966	19,159,354	19,254,491	18,974,491	280,000
<b>INTERMEDIATE SOURCES:</b>						
County School Fund* R2101	0	0	230,000	230,000	230,000	0
Heavy Equipment Tax	0	0	30,000	30,000	30,000	0
Subtotal	0	0	260,000	260,000	260,000	0
<b>STATE SOURCES:</b>						
State School Fund - Current Year R3101	10,574,842	0	31,779,804	42,354,645	42,354,645	0
Common School Fund* R3103	0	0	554,101	554,101	554,101	0
High Cost Disability	0	0	100,000	100,000	100,000	0
Other State Funds	0	0	0	0	0	0
Subtotal	10,574,842	0	32,433,905	43,008,747	43,008,747	0
<b>FEDERAL SOURCES:</b>						
Federal Grants 4500	0	0	0	0	0	0
Other Federal Grants 4700	0	0	0	0	0	0
Federal Forest Fees* R4801	0	0	200,000	200,000	200,000	0
Subtotal	0	0	200,000	200,000	200,000	0
<b>OTHER RESOURCES:</b>						
Interfund Transfers In R5200	0	0	0	0	0	0
Sale of or Comp for loss of asset	0	0	0	0	0	0
Beginning fund balance R5400	10,446,906	0	0	10,446,906	9,500,000	946,906
Subtotal	10,446,906	0	0	10,446,906	9,500,000	946,906
<b>Total, monthly revenues</b>	<b>21,078,919</b>	<b>37,966</b>	<b>52,053,259</b>	<b>73,170,143</b>	<b>71,943,238</b>	<b>1,226,906</b>
<b>EXPENDITURES</b>						
Salaries- 100	1,113,455	2,716,793	30,910,397	34,740,644	34,740,644	0
Employee payroll costs & benefits- 200	775,472	1,565,622	20,895,313	23,236,407	23,236,407	0
Purchased services- 300	551,451	74,733	4,988,072	5,614,256	5,614,256	0
Supplies- 400	202,719	105,392	1,169,366	1,477,477	1,477,477	0
Capital outlay- 500	5,700	7,810	6,490	20,000	20,000	0
Insurance/Dues/Other- 600	663,295	11,453	221,127	895,875	895,875	0
Interfund Transfers	0	0	1,924,586	1,924,586	1,924,586	0
Contingency	0	0	0	0	4,033,992	(4,033,992)
<b>Total, monthly expend.</b>	<b>3,312,091</b>	<b>4,481,804</b>	<b>60,115,351</b>	<b>67,909,246</b>	<b>71,943,238</b>	<b>(4,033,992)</b>
<b>Ending Fund Balance</b>				<b>5,260,898</b>	<b>0</b>	

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

Subject: Expression of Milk or Breast-feed in the Workplace Provision for Nursing Mothers

Policy Number: GBDA Effective Date: 10/2022

Date of Original Policy and Revisions: 11/07, 1/09, 11/11, 10/13, 2/16

Cancels Policy: N/A Dated: N/A

Date of Next Review: 10/2025

**POLICY**

The District recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast feeding or expressing milk in the workplace. The Board directs the Superintendent/designee to take measures and develop regulations to ensure that all District employees shall be provided with an adequate location for the expression of milk or breast feeding.

The Superintendent/designee shall see that the District makes a reasonable effort to provide a room or other location in close proximity to the employees' work areas, other than a restroom, where an employee can breast feed her child or express milk in privacy. This policy directs the Superintendent/designee to include the following in the development of a regulation to ensure the provisions for employees required by this policy:

1. ~~The advice of a school nurse or health professional in determining the most reasonable facility accommodation;~~
2. ~~The plan shall include an accessible, private room with a lock that would allow a mother:
  - ~~To breast feed a child brought in during a lunch or other break period; or~~
  - ~~To pump breast milk to be stored for later use.~~~~
3. ~~The room shall include:
  - ~~Electrical outlets for electric pumps;~~
  - ~~Sanitation facilities including a sink close by, for hand washing and the rinsing of containers; and~~
  - ~~A sign up sheet and a sign posting the room as "private" during use.~~~~

~~A reasonable effort will be made to provide a flexible work schedule in consideration of the requirements of the staff member's responsibility.~~

~~The District shall provide the employee a 30 minute rest period to breast feed or express milk during each four hour work period, or the major part of a four hour work period, to be taken by the employee approximately in the middle of the work period.<sup>1</sup> If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the District.~~

~~This policy and a list of designated locations will be published in the employee handbook. A list of designated locations must be readily available upon request in the central office of each school facility and in the District's central office.~~

When possible, an employee must give reasonable notice of the intent to express milk or breast-feed to a supervisor, building principal, or District administrator. The District shall provide the employee a reasonable rest period to express milk or breast-feed each time the employee has a need to express milk or breast-feed. If feasible, the employee will take the rest period at the same time as the rest of periods or meal periods provided by the District.

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

The District will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area, where an employee can express milk or breast-feed in private, concealed from view and without intrusion by other employees or the public. "Close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee's work area, the District may not include the time taken to travel to and from the location as part of the break period.

The following locations have been identified in each facility for milk expression or breast-feeding:

1. District Office/Business Services/Technology: a private office in each building;
2. Clear Lake Elementary School: a classroom or conference room with windows covered and door locked or a private office in the building;
3. Danebo Elementary School: a classroom or conference room with windows covered and door locked or a private office in the building;
4. Fairfield Elementary School: a classroom or conference room with windows covered and door locked or a private office in the building;
5. Irving Elementary School: a classroom or conference room with windows covered and door locked or a private office in the building;
6. Malabon Elementary School: a classroom or conference room with windows covered and door locked or a private office in the building;
7. Meadow View School: a classroom or conference room with windows covered and door locked or a private office in the building;
8. Prairie Mountain School: a classroom or conference room with windows covered and door locked or a private office in the building;
9. Cascade Middle School: a classroom or conference room with windows covered and door locked or a private office in the building;
10. Shasta Middle School: a classroom or conference room with windows covered and door locked or a private office in the building;
11. Kalapuya High School: a classroom or conference room with windows covered and door locked or a private office in the building;
12. Willamette High School/Bethel Community Transition Network: a classroom or conference room with windows covered and door locked or a private office in each building;
13. Transportation/Maintenance/Print Shop: a private office in each building.



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

An employee who expresses milk during work hours may use the available refrigeration to store the expressed milk. The District must allow the employee to bring a cooler or other insulated food container to work for storing the expressed milk and ensure there is adequate space in the workplace to accommodate the employee's cooler or insulated food container.

This policy and the list of designated locations is published in the employee handbook. The list of designated locations is available upon request in the central office of each school facility and in the District's central office.

This policy only applies to employees who are expressing milk or breast-feeding for children 18 months of age or younger.

**REPORTS**

None.

**ATTACHMENTS**

None.

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<sup>+</sup>Districts should refer to their collective bargaining agreements to determine if the "rest period" is paid, nonpaid or a combination.

**END OF POLICY**

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**REFERENCES / COMMENTS**

[ORS 243.650](#)

[ORS 653.077](#)

[ORS 653.256](#)

[OAR 839-020-0051](#)

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**September 26, 2022**

**RESOLUTION NO. 22-23: 6**

**RESOLUTION: CONSENT AGENDA/PERSONNEL ACTION**

The Board of Directors, School District No. 52, Lane County, approves personnel action involving licensed employees and extra duty contracts at each regularly scheduled School Board meeting. If the Board of Directors would like to discuss any of these recommendations in executive session, the employee should be identified by the number preceding the name and it will be withdrawn pending further instruction from the Board. Remie Calalang is available for questions.

**RECOMMENDATION:**

It is recommended that the School Board approve the Consent Agenda as reflected in this resolution and any addendum presented along with this resolution.

#	Name	Type	Description
1.	Belisle, Connor	Hire for 2022-23	Offer Extra Duty Contract for Athletic Academic Coach @Willamette; Start Date: 9/19/2022.
2.	Cooper, Jonathan	Hire for 2022-23	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE Resource Room Teacher @Malabon; Replaces: Stacey Jubb; Start Date: 8/29/2022.
3.	Dixon, Ryan	Additional Temporary Hours for 2022-23	Offer Temporary Contract for .17 FTE Zero Period Jazz Band Teacher @Shasta.
4.	Ermini, Stacy	Hire for 2022-23	Offer Extra Duty Contract for Athletic Academic Coach @Willamette; Start Date: 11/14/2022.
5.	Guldager, Christine	Hire for 2022-23	Offer Extra Duty Contract for Athletic Academic Coach @Willamette; Start Date: 2/20/2023.
6.	Hopkins, Autzen	Hire for 2022-23	Offer Extra Duty Contract for Assistant Water Polo Coach @Willamette.
7.	Mann, Robin	Resignation	Accept Resignation effective immediately; Position Held: Teacher @TBD; 0 years at Bethel.
8.	Pallin, Jill	Hire for 2022-23	Offer 1 <sup>st</sup> Year Probationary Contract for 1.0 FTE Athletic Trainer @Willamette; Replaces: Sheldon Victorine; Start Date: 8/29/2022.
9.	Peters, Becky	Temporary Hire for 2022-23	Offer 1 <sup>st</sup> Year Temporary Contract for .5 FTE Health Teacher @Willamette; Start Date: 8/29/2022.
10.	Reetz, Mike	Additional Temporary Hours for 2022-23	Offer Temporary Contract for .17 FTE Zero Period Jazz Band Teacher @Shasta.
11.	Skordal, Cassidy	Temporary Hire for 2022-23	Offer 1 <sup>st</sup> Year Temporary Contract for 1.0 FTE K-5 Extended Resource Room Teacher @Prairie Mountain; Start Date: 8/29/2022.
12.	Van Eekeren, Mollie	Hire for 2022-23	Offer Extra Duty Contract for Assistant Water Polo Coach @Willamette.
13.	Zyskind, Ari	Resignation	Accept Resignation effective 9/1/2022; Position Held: Student Success Coach @Willamette; 1.5 years at Bethel.

**Recommended by:** Remie Calalang, Assistant Superintendent

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

**Clerk – Kraig Sproles**

\_\_\_\_\_

**Chair – Rich Cunningham**

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

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

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

**RESOLUTION:**     *Passed / Failed*

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



**September 26, 2022**

**RESOLUTION NO. 22-23: 7**

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

- GBEA: Workplace Harassment**
- IK: Academic Achievement**
- JGAB: Use of Restraint or Seclusion**

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

\_\_\_\_\_  
**Rich Cunningham - Chair**

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

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

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

**RESOLUTION:** *Passed / Failed*

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

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

Subject: Workplace Harassment

Policy Number: GBEA Effective Date: 9/2022

Date of Original Policy and Revisions: 12/20, 12/21

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

Date of Next Review: 9/2025

**POLICY**

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between District employees or between a District employee and the District in the workplace or at a work-related event that is off District premises and coordinated by or through the District, or between a District and a District employee off District premises. Elected school board members, volunteers and interns are subject to this policy.

Any District employee who believes they have been a victim of workplace harassment may file a report with the District employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure, may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The District employee making the report is advised to document any incidents of workplace harassment.

“Workplace harassment” means conduct that constitutes discrimination prohibited by Oregon Revised Statute (ORS) 659A.030 (discrimination in employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault<sup>1</sup> or that constitutes conduct prohibited by ORS 659A.082 (discrimination against person in uniformed service) or 659A.112 (discrimination in employment based on disability).

The District, upon receipt of a report from a District employee who believes they are a victim of workplace harassment, shall provide information about legal resources and counseling and support services, including any available employee assistance services. The District employee receiving the report, whether a supervisor of the employer or the District employee designated to receive reports, is advised to document any incidents of workplace harassment, and shall provide a copy of this policy and accompanying administrative regulation to the victim upon their disclosure about alleged workplace harassment.

All incidents of behavior that may violate this policy shall be promptly investigated.

Any person who reports workplace harassment has the right to be protected from retaliation. The District may not require or coerce a District employee to enter into a nondisclosure<sup>2</sup> or nondisparagement<sup>3</sup> agreement.

The District may not enter into an agreement with an employee or prospective employee, as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits, that contains a nondisclosure provision, a nondisparagement provision or any other provision that has the purpose or effect of preventing the employee from disclosing or discussing workplace harassment that occurred between District

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<sup>1</sup> “Sexual assault” means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

<sup>2</sup> A “nondisclosure” agreement or provision prevents either party from disclosing the contents of or circumstances surrounding the agreement.

<sup>3</sup> A “nondisparagement” agreement or provision prevents either party from making disparaging statements about the other party.

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

employees or between a District employee and the District, in the workplace or at a work-related event that is off District premises and coordinated by or through the District, or between a District employee and employer off District premises.

The District may enter into a settlement agreement, separation or severance agreement that includes one or more of the following provisions only when a District employee claiming to be aggrieved by workplace harassment requests to enter into the agreement: 1) a nondisclosure or nondisparagement provision; 2) a provision that prevents disclosure of factual information relating to the claim of workplace harassment; or 3) a no-rehire provision that prohibits the employee from seeking reemployment with the District as a term or condition of the agreement. The agreement must provide the District employee at least seven days after signing the agreement to revoke it.

If the District determines in good faith that an employee has engaged in workplace harassment, the District may enter into a settlement, separation or severance agreement that includes one or more of the provisions described in the previous paragraph.

It is the intent of the Board that appropriate corrective action will be taken by the District to stop workplace harassment, prevent its recurrence and address negative consequences. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional workplace harassment awareness training, as appropriate. Other individuals (e.g., board members, witnesses, and volunteers) whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

The District shall make this policy available to all District employees and shall be made a part of District orientation materials provided and copied to new District employees at the time of hire.

The superintendent will establish a process of reporting incidents of workplace harassment and the prompt investigation.

**REPORTS**

None.

**ATTACHMENTS**

None.

**END OF POLICY**

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**Legal Reference(s):**

[ORS 659A.001](#)  
[ORS 659A.003](#)  
[ORS 659A.006](#)  
[ORS 659A.029](#)  
[ORS 659A.030](#)  
[ORS 659A.082](#)

[ORS 659A.112](#)  
[ORS 659A.820](#)  
[ORS 659A.875](#)  
[ORS 659A.885](#)

[OAR 584-020-0040](#)  
[OAR 584-020-0041](#)  
[ORS 174.100](#)  
[ORS 659A.370](#)  
[ORS 243.317 - 243.323](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).  
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).  
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).



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

Subject: Academic Achievement

Policy Number: IK Effective Date 9/2022

Date of Original Policy and Revisions: 3/14, 6/16

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

Date of Next Review: 9/2025

**POLICY**

It is important that teachers have as much accurate knowledge of student achievement as possible to assess students' needs and growth; thus, a sharing of information among parent, teacher and student is essential.

The District shall ensure that all students have the opportunity to demonstrate progress toward mastery of the knowledge and skills of the student's current grade level or course content level. Students who have not yet met or who exceed all of the standards at any grade level, will be offered additional services or alternative educational or public school options.

The Board directs staff to follow these guidelines in measuring and reporting student progress:

1. Parents and students will be informed at least annually, of their student's progress toward achieving the academic content standards, including but not limited to:
  - a. Information on progress in each subject area to meet or exceed the academic content standards at the student's current grade level or course content level, including major goals used to determine the information;
  - b. Specific evidence of student progress toward mastery of a continuum of academic knowledge and skills (academic content standards) of a subject area, upon request from a parent;
  - c. Evidence of the student's progress in a continuum of knowledge and skills that are not academic and that may include student behaviors that are defined by the district;
  - d. Student scores on all state and local assessments indicating any of the requirements that have been waived for the district or the individual and time periods for the waiver; and
  - e. Student progress toward completion of diploma requirements to parents of students in grades 9-12, including credits earned, demonstration of extended application and demonstration of the Essential Skills.
2. Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration;
3. Grades and/or portfolio content assessment will be based upon academic performance and will not include student attitude or behavior. Grades will not be used for disciplinary purposes. Absenteeism or misconduct shall not be the sole criterion for the reduction of a student's grade. Behavior performance shall be reported separately;
4. At comparable levels, the school system will strive for consistency in grading and reporting except when this consistency is inappropriate for certain classes or certain students;
5. When no grades are given but the student is evaluated in terms of progress, the school staff will show whether the student is achieving course requirements at the student's current grade level;

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

6. The staff will take particular care to explain to parents the meaning of marks and symbols used to reflect student performance.

**REPORTS**

None.

**ATTACHMENTS**

None.

**END OF POLICY**

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**Legal Reference(s):**

[ORS 107.154](#)

[ORS 329.485](#)

[ORS 343.295](#)

[OAR 581-021- 0022](#)

[OAR 581-022- 2260](#)

[OAR 581-022- 2270](#)

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

Subject: Use of Restraint or Seclusion

Policy Number: JGAB Effective Date: 9/2022

Date of Original Policy and Revisions: 6/07, 4/10, 11/12, 4/14, 2/18, 12/19

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

Date of Next Review: 9/2025

**POLICY**

Bethel School District encourages culturally responsive positive behavioral interventions and supports to maintain a safe and secure environment for all students and staff. The Board is dedicated to the development and application of best practices within the District's public educational/behavior programs. The Board establishes this policy and its administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint and/or seclusion as an intervention with District students.

The use of the following types of restraint on a student in the District is prohibited:

1. Chemical restraint.
2. Mechanical restraint.
3. Prone restraint.
4. Supine restraint.
5. Any restraint that involves the intentional and nonincidental use of a solid object<sup>1</sup>, including a wall or the floor, to impede a student's movement, unless the restraint is necessary to prevent an imminent life-threatening injury or to gain control of a weapon.
6. Any restraint that places, or creates a risk of placing, pressure on a student's neck or throat.
7. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, unless the restraint is necessary for the purpose of extracting a body part from a bite.
8. Any restraint that impedes, or creates a risk of impeding, breathing.
9. Any restraint that involves the intentional placement of the hands, feet, elbow, knee or any object on a student's neck, throat, genitals or other intimate parts.
10. Any restraint that causes pressure to be placed, or creates a risk of causing pressure to be placed, on the stomach or back by a knee, foot or elbow bone.
11. Any action designed for the primary purpose of inflicting pain.

The use of a seclusion cell is prohibited.

Restraint or seclusion may not be used for discipline, punishment, retaliation or convenience of staff, contractors or volunteers of the District.

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<sup>1</sup> The use of a solid object, including furniture, a wall, or the floor, by district staff performing a restraint is not prohibited if the object is used for the staff's own stability or support while performing the restraint and not as a mechanism to apply pressure directly to the student's body.

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

Restraint may be imposed on a student in the District only under the following circumstances:

1. The student’s behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

Seclusion may be used on a student in the District only under the following circumstances:

1. The student’s behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

If restraint or seclusion is used on a student, by trained staff or other staff available in the case of an emergency when trained staff are not immediately available due to the unforeseeable nature of the emergency, e.g., teacher, administrator, or volunteer, it will be used only for as long as the student’s behavior poses a reasonable risk of imminent and substantial physical or bodily injury to the student or others and less restrictive interventions would not be effective. Students will be continuously monitored by staff for the duration of the restraint or seclusion.

**Definitions**

1. “Restraint” means the restriction of a student’s actions or movements by holding the student or using pressure or other means.

“Restraint” does not include:

- a. Holding a student’s hand or arm to escort the student safely and without the use of force from one area to another;
- b. Assisting a student to complete a task if the student does not resist the physical contact; or
- c. Providing reasonable intervention with the minimal exertion of force necessary if the intervention does not include a restraint prohibited under Oregon Revised Statute (ORS) 339.288 and the intervention is necessary to:
  - (1) Break up a physical fight;
  - (2) Interrupt a student’s impulsive behavior that threatens the student’s immediate safety, including running in front of a vehicle or climbing on unsafe structures or objects; or
  - (3) Effectively protect oneself or another from an assault, injury or sexual contact with the minimum physical contact necessary for protection.

2. “Seclusion” means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving.

“Seclusion” does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control if the student is in a setting from which the student is not physically prevented from leaving.

“Seclusion cell” means a freestanding, self-contained unit that is used to isolate the student from other students or physically prevent a student from leaving the unit or cause the student to believe that the student is physically prevented from leaving the unit.

3. “Serious bodily injury” means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.

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

4. “Mechanical restraint” means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.

“Mechanical restraint” does not include:

- a. A protective or stabilizing device ordered by a licensed physician; or
- b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.

5. “Chemical restraint” means a drug or medication that is used on a student to control behavior or restrict freedom of movement that is not prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice for standard treatment of the student’s medical or psychiatric condition; and administered as prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice.

6. “Prone restraint” means a restraint in which a student is held face down on the floor.

7. “Supine restraint” means a restraint in which a student is held face up on the floor.

Any student being restrained or secluded within the District whether in an emergency or as a part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in Oregon Administrative Rule (OAR) 581-021-0568.

The District shall utilize the Supports for Students and Youth with Needs that are Complex (SYNC) training program of restraint or seclusion for use in the District. As required by state regulation, the selected program shall be one approved by the Oregon Department of Education (ODE) and include, but not limited to, positive behavior support, conflict prevention, de-escalation and crisis response techniques. Any program selected by the District must be in compliance with state and federal law with respect to the use of restraint and seclusion.

An annual review of the use of restraint and seclusion during the preceding school year shall be completed and submitted to ODE to ensure compliance with District policies and procedures.

The results of the review and annual report shall be documented and shall include at a minimum:

1. The total number of incidents involving restraint;
2. The total number of incidents involving seclusion;
3. The total number of seclusions in a locked room;
4. The total number of students placed in restraint;
5. The total number of students placed in seclusion;
6. The total number of incidents that resulted in injuries or death to students or staff as a result of the use of restraint or seclusion;
7. The total number of students placed in restraint and/or seclusion more than 10 times in a school year and an explanation of what steps have been taken by the District to decrease the use of restraint and seclusion for each student;
8. The total number of restraint and seclusion incidents carried out by untrained individuals;

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

9. The demographic characteristics<sup>2</sup> of all students upon whom restraint and/or seclusion was imposed;
10. The total number of rooms available for use by the District for seclusion of a student and a description of the dimensions and design of the rooms.

This annual report shall be made available to the Board and to the public at the District’s main office and on the District’s website.

At least once each school year the guardians of students of the District shall be notified about how to access the report.

The District shall investigate all complaints regarding the use of restraint and seclusion practices according to the procedures outlined in Board Policy KL – Public Complaints and KL-AR. The complaint procedure is available at the District’s administrative office and is available on the home page of the District’s website.

The complainant, who is a student, a parent or guardian of a student attending school in the District, or a person who resides in the District, may appeal a District’s final decision to the Deputy Superintendent of Public Instruction pursuant to OAR 581-022-2370.

The Superintendent or designee shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting, and written documentation of the use of physical restraint or seclusion by District staff.

**REPORTS**

None.

**ATTACHMENTS**

None.

**END OF POLICY**

**REFERENCES / COMMENTS**

- [ORS 161.205](#)
- [ORS 339.250](#)
- [ORS 339.285](#)
- [ORS 339.288](#)
- [ORS 339.291](#)
- [ORS 339.294](#)
- [ORS 339.297](#)
- [ORS 339.300](#)
- [ORS 339.303](#)
- [OAR 581-021-0061](#)
- [OAR 581-021-0550](#)
- [OAR 581-021-0553](#)
- [OAR 581-021-0556](#)
- [OAR 581-021-0559](#)
- [OAR 581-021-0563](#)

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<sup>2</sup> Including race, ethnicity, gender, disability status, migrant status, English proficiency and status as economically disadvantaged, unless the demographic information would reveal personally identifiable information about an individual student.

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

[OAR 581-021-0566](#)

[OAR 581-021-0568](#)

[OAR 581-021-0569](#)

[OAR 581-021-0570](#)

[OAR 581-022-2370](#)

[Bethel Administrative Rule KL: Complaint Procedure](#)

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Fax: (541) 689-0719 • [www.bethel.k12.or.us](http://www.bethel.k12.or.us)



**September 26, 2022**

**RESOLUTION NO. 22-23: 8**

**BE IT RESOLVED**, That the Board of Directors, School District No. 52, Lane County, hereby adopts the 2022-2023 School Board Priorities, as presented.

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

\_\_\_\_\_  
**Chair – Rich Cunningham**

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

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

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

**RESOLUTION:**     *Passed / Failed*

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

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**September 26, 2022**

**RESOLUTION NO. 22-23: 9**

**BE IT RESOLVED**, that the Board of Directors, Bethel School District No. 52, Lane County, hereby declares the following positions open on the Budget Committee and calls for applications to be submitted to the Bethel District Office by October 28, 2022, at 4:00pm. Appointments will be made at the Board of Directors meeting on November 14, 2022.

<b>POSITION</b>	<b>CURRENT MEMBER</b>	<b>TERM</b>
#3	T. Erin Basinger (open)	3-year
#6	Jennifer Ziegler-Monegan (open)	3-year

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

\_\_\_\_\_  
**Chair – Rich Cunningham**

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

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

DATE \_\_\_\_\_

RESOLUTION: *Passed / Failed*

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

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**BETHEL SCHOOL DISTRICT #52**

4640 Barger Drive • Eugene, OR 97402-1297

541-689-3280

**COMMITTEE APPLICATION**

**Name of Committee** \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Occupation \_\_\_\_\_ Are you a registered voter?  YES  NO

Do you reside within the Bethel School District boundaries? \_\_\_\_\_ How Long? \_\_\_\_\_  
*(If additional space is needed, please use reverse side.)*

Briefly state your reasons for applying for this position \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What (if any) are your goals and priorities for this committee? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special interests or qualifications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your interest in serving the children of our community. All appointments to advisory committees are made by the School Board as vacancies occur. The Board appreciates the opportunity to meet applicants before appointments are final, but this is not a requirement to serve.  
*Please return this form to the District Office by October 28, 2022, at 4:00pm.*

Signature of Applicant \_\_\_\_\_

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**September 26, 2022**

**RESOLUTION NO. 22-23: 10**

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

**LGA:        Public Appeals and Complaints About Alleged Violations of Standards**

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

\_\_\_\_\_ Chair – Rich Cunningham

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

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

DATE \_\_\_\_\_

RESOLUTION:        *Passed / Failed*

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

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Subject: Public Appeals and Complaints About Alleged Violations of Standards

Policy Number: LGA Effective Date: 11/14

Date of Original Policy and Revisions: 3/90, 3/95, 5/00, 10/08

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

Date of Next Review: 11/17

**POLICY**

The Board of Directors recognizes the need to comply with educational standards as outlined by the State Board of Education. The Board also recognizes the need to provide procedures for the prompt resolution of complaints alleging violations of state standards.

Any complainant who resides in the Bethel School District or any parent of children attending school in the Bethel School District qualifies to participate in the procedure described below.

- A. All complaints to school personnel shall be reported to the building principal involved or to the district Superintendent or designee if the complaint does not involve a specific school.
- B. The principal or Superintendent or designee shall encourage the complainant to discuss the nature of the alleged violation and the complainant shall be given the opportunity to talk to appropriate district personnel about the complaint.
- C. If the complainant wishes to pursue the matter further he/she shall be supplied with a printed form, "Request for Investigation of Standard" (Exhibit A), which must be filled out and submitted to the district's Superintendent or designee before formal consideration shall be given to the complaint.
- D. The Superintendent or designee will arrange for a review committee of six, consisting of an administrator, a School Board member, 2 lay persons, and appropriate content area specialist(s).
  1. The lay persons and Board member shall be appointed by the Chairman of the Board.
  2. The committee shall meet as soon as possible and return a written report of its findings to the Superintendent or designee within three weeks of its appointment.
  3. The committee may recommend that the alleged violation be:
    - (a) In compliance;
    - (b) In partial compliance (specification shall be stated for total compliance);
    - (c) In noncompliance.
  4. The Superintendent or designee shall report the recommendation of the review committee to the School Board at the next regularly scheduled meeting, whose decision shall be final.
  5. The decision of the Board shall be transmitted to the Superintendent or designee in charge of standards, to the appropriate professional personnel and to the complainant.

Standards include all those areas as outlined in the Standards for Public Schools provided by the Oregon Department of Education.

**REPORTS**

None.

**ATTACHMENTS**

Exhibit A – Request for Investigation of a Standard (*see below or next page*)

**END OF POLICY**

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**REFERENCES / COMMENTS**

None.

DELETED

PUBLIC APPEALS AND COMPLAINTS ABOUT ALLEGED VIOLATIONS OF STANDARDS - LGA

EXHIBIT A

REQUEST FOR INVESTIGATION OF A STANDARD

DATE \_\_\_\_\_

REQUEST INITIATED BY \_\_\_\_\_

PERSON MAKING REQUEST REPRESENTS:  SELF  
 GROUP

NAME OF GROUP \_\_\_\_\_

1. What is the standard?

2. What is the alleged violation?

3. What is the recommendation(s) to rectify the alleged violation?

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Received by Superintendent or designee on \_\_\_\_\_  
Date

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**September 26, 2022**

**RESOLUTION NO. 22-23: 11**

**WHEREAS**, School District No. 52, Lane County, pursuant to the provisions of Oregon Revised Statutes (ORS) 243.474, which provided in part that: "A local government that establishes a deferred compensation plan may invest all or part of the plan's assets through the deferred compensation investment program established by the Oregon Investment Council (OIC) under ORS 243.421,"; and

**WHEREAS**, the Board of Directors, School District No. 52, Lane County, wishes School District No. 52, Lane County, to be included in the State of Oregon Deferred Compensation Investment Program, also known as the Oregon Savings Growth Plan, established by the OIC under ORS 243.421 and administered by the Public Employees Retirement Board according to ORS 243.435 for its eligible personnel; and

**BE IT RESOLVED**, that the proper officers are herewith authorized and directed to take all actions and make such reductions and submit such deferrals as are required by the Public Employees Retirement Board of the State of Oregon pursuant to ORS 243.478 (l); and

**BE IT RESOLVED**, that the Employer agrees to be bound by the terms and conditions of the contracts between the State, its investment providers and record keeping company, and the "plan document" as identified in ORS 243.401 to 243.507 and TPA services as amended from time to time. Specifically, without limitation, Employer agrees to appoint its governing body as Trustee of its Plan, as required by Section 457(g) of the Internal Revenue Code (IRS), 26 USC 457(g)(2). The Employer certifies it is an "eligible employer" under IRS Section 457(e)(1) and has received a copy of the Plan Document and TPA Services; and

**BE IT RESOLVED**, that Employer shall submit a certified copy of this resolution and "Notification Memo" to the State of Oregon, Public Employees Retirement System (PERS) as the Plan Administrator; and

**BE IT RESOLVED**, that the Governing Body and Employer, recognize the PERS Board's responsibility for maintaining the integrity of the Plan and hereby agree to cooperate fully with the Plan Administrator in accordance with procedures established by PERS, including without limitation in processing requests for withdrawal in case of an unforeseeable emergency as defined in IRC Sec. 457(b)(5) and Treasury Regulations 1.457-2(h)(4) and (5); and

**BE IT RESOLVED**, that the Governing Board Body authorizes the Superintendent's signature on the Plan Trust – Declaration, attached.

ATTEST \_\_\_\_\_

Clerk – Kraig Sproles

\_\_\_\_\_

Chair – Rich Cunningham

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

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

DATE \_\_\_\_\_

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Debi Farr				
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