



# **Gladstone School District 115**

17789 Webster Road  
Gladstone, OR 97027-1498  
(503) 655-2777 FAX: (503) 655-5201

## SCHOOL BOARD MEETING - ADMINISTRATION BUILDING

WORK SESSION  
November 9, 2016  
5:30 PM

### WORK SESSION AGENDA

1. CALL MEETING TO ORDER
  
2. POLICY REVIEW
  - BBAA Individual Board Member's Authority & Responsibilities
  - BBC Board Member Resignation
  - BD/BDA Board Meetings
  - BDC Executive Sessions
  - BFC Adoption & Revision of Policies
  
3. ADJOURNMENT

Sharon Soliday, School Board Chair  
Bob Stewart, Superintendent



# Gladstone School District 115

17789 Webster Road  
Gladstone, OR 97027-1498  
(503) 655-2777 FAX: (503) 655-5201

SCHOOL BOARD MEETING - ADMINISTRATION BUILDING  
REGULAR SESSION  
November 9, 2016  
6:30 PM

## AGENDA

1. CALL MEETING TO ORDER
  - a. Flag Salute
2. RECOGNITION OF STUDENTS, STAFF AND/OR PUBLIC
  - a. GHS 50 Year Celebration
  - b. JWE Board Room Artwork
3. ACTION ITEMS
  - a. Approve Minutes
  - b. Approve GHS Varsity Boys' Basketball Trip
  - c. Approve GHS Varsity Girls' Basketball Trip
  - d. Approve Candidate for Oregon School Board Association (OSBA) Position 7
  - e. Approve OSBA Resolution 1, 2017-18 OSBA Legislative Priorities & Policies
  - f. Approve Request for Resignation/Release from Contract – Meredith
  - g. Approve Request for Resignation/Release from Contract - Mahi
  - h. Approve Budget Calendar for 2017-18 Budget
  - i. Approve Regular/Alternate Budget Committee Members
  - j. Consent Agenda School Board Policies
    - ECACB Unmanned Aircraft System (UAS) a.k.a. Drone
    - GBM Staff Complaints
    - GBMA Whistleblower
    - IKF Graduation Requirements
    - JG Student Discipline
    - JHCDA Prescription Medication
    - JHCD/JHCDA-AR Prescription/Nonprescription Medication
4. INFORMATION FROM STUDENT REPRESENTATIVE
5. INFORMATION FROM ADMINISTRATIVE STAFF
6. SUPERINTENDENT'S REPORT
  - a. Financial Report
  - b. Board Policies – Second Reading
    - BBAA Individual Board Member's Authority & Responsibilities
    - BBC Board Member Resignation
    - BD/BDA Board Meetings
    - BDC Executive Sessions
    - BFC Adoption & Revision of Policies
  - c. Fall 2016 Enrollment

d. Class Size Report, October 30, 2016

7. PRESENTATIONS AND SUGGESTIONS FROM BOARD MEMBERS

8. PUBLIC PARTICIPATION

*Reminder that statements by members of the public should be concise and will be limited to three (3) minutes. Questions for the Board should be submitted in writing.*

9. ADJOURNMENT

The next regular School Board meeting is scheduled at 6:30 p.m. on Wednesday, December 14, 2016 at the School District Administration Office, 17789 Webster Road, Gladstone, Oregon.

Agenda items for the next regular School Board meeting:

Financial Report

Board Policies – Adoption

BBAA Individual Board Member’s Authority & Responsibilities

BBC Board Member Resignation

BD/BDA Board Meetings

BDC Executive Sessions

BFC Adoption & Revision of Policies

Sharon Soliday, School Board Chair

Bob Stewart, Superintendent

Board of Directors:

*Sharon Soliday, Chair Nicole Couzens, Vice Chair* Carlos Castaneda Rod Cole Kristin Eaton Jay Schmidt Bruce Wadsworth

## PUBLIC PARTICIPATION IN BOARD MEETINGS

1. A visitor may be recognized by the Chair by rising, identifying himself/herself with his/her full name and address, and stating his/her purpose for appearing.
2. A group of visitors with a common purpose will designate a spokesperson to speak for the group.
3. Anyone wishing to address the Board on any item may do so during the public comments section of the agenda. The Board reserves the right to delay discussion of any item presented to later in the meeting or at a subsequent meeting. So the Board can give thoughtful responses, questions to the Board need to be submitted in writing.
4. Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda.
5. At the discretion of the Chair, when meetings are large or controversial, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing information to the Board secretary on a sign-in sheet prior to the meeting. This will help the Chair provide adequate time for each agenda item.
6. Statements by members of the public should be concise and will be limited to three (3) minutes.
7. Speakers may offer objective criticism of school operations and programs but the Board will not hear complaints concerning specific school personnel. The Chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.
8. These procedures will be published on the back of every Board meeting agenda.
9. Please turn off or silence all electronic devices during the Board meeting.

### Board of Directors:

*Sharon Soliday, Chair Nicole Couzens, Vice Chair* Carlos Castaneda Rod Cole Kristin Eaton Jay Schmidt Bruce Wadsworth

## SUPERINTENDENT'S REPORT

November 9, 2016

1. CALL MEETING TO ORDER
  - a. Flag Salute
2. RECOGNITION OF STUDENTS/STAFF AND/OR PUBLIC
  - a. GHS 50 Year Celebration  
Patti Alexander will report.
  - b. JWE Board Room Artwork  
Wendy Wilson will present.

3. ACTION ITEMS

- a. Approve Minutes

(16-xxx) BE IT RESOLVED, that the minutes of the following October Board meeting be and hereby are approved:

October 12, 2016 – Regular School Board Meeting

- b. Approve GHS Varsity Boys' Basketball Trip

Cody Aker, Head Boys' Basketball Coach, is requesting authorization for the varsity team travel to Coos Bay, Oregon to participate in the "Les Schwab South Coast Holiday" basketball tournament.

Students would leave on Thursday, December 15, 2016, and return on Saturday, December 17, 2016. Fifteen students and two coach chaperones will participate in the trip. Lodging to be announced.

The following resolution is recommended for approval:

(16-xxx) WHEREAS, the high school varsity boys' basketball team is requesting permission to participate in a trip to Coos Bay, Oregon, December 15 through December 17, 2016, and

WHEREAS, the school reaffirms its position of supporting curricular/co-curricular activities involving travel when they contribute to the achievement of desirable educational/social/cultural goals as cited in Policy IICA -- Field Trips and Special Events, therefore

BE IT RESOLVED, that the Gladstone School District Board of Directors approves the travel of the students and coach chaperones to Coos Bay, Oregon, December 15 through December 17, 2016, as outlined in the superintendent's report.

Cody Aker, Varsity Boys' Basketball Coach will be present to answer questions.

c. Approve GHS Varsity Girls' Basketball Trip

Pat Scott, Head Girls Basketball Coach, is requesting authorization for the varsity team travel to Coos Bay, Oregon to participate in the "Les Schwab South Coast Holiday" basketball tournament.

Students would leave on Thursday, December 15, 2016, and return on Saturday, December 17, 2016. Twelve to fifteen students and two coach chaperones will participate in the trip. Lodging to be announced.

The following resolution is recommended for approval:

(16-xxx) WHEREAS, the high school varsity boys' basketball team is requesting permission to participate in a trip to Coos Bay, Oregon, December 15 through December 17, 2016, and

WHEREAS, the school reaffirms its position of supporting curricular/co-curricular activities involving travel when they contribute to the achievement of desirable educational/social/cultural goals as cited in Policy IICA -- Field Trips and Special Events, therefore

BE IT RESOLVED, that the Gladstone School District Board of Directors approves the travel of the students and coach chaperones to Coos Bay, Oregon, December 15 through December 17, 2016, as outlined in the superintendent's report.

Pat Scott, Varsity Girls' Basketball Coach will be present to answer questions.

d. Approve Candidate for Oregon School Board Association (OSBA) Position 7

One candidate is running for OSBA Position 7. Candidate information packet is included. The following resolution is recommended for approval:

WHEREAS, the Gladstone School Board is a member of the Oregon School Boards Association;

WHEREAS, the Gladstone School Board received the October 2016 OSBA Voter's Pamphlet requesting the Board casts its vote for OSBA Position 7; therefore

(16-xxx) BE IT RESOLVED, that the Gladstone School Board supports Carlos Castaneda for OSBA Position 7.

Sharon Soliday, board chair, will facilitate any discussion of the resolution.

e. Approve OSBA Resolution 1, 2017-18 OSBA Legislative Priorities and Policies

The following resolution is recommended for approval:

WHEREAS, the Gladstone School Board is a member of the Oregon School Boards Association;

WHEREAS, the Gladstone School Board received the October 2016 OSBA Voter's Pamphlet requesting the Board casts its vote for OSBA Resolution 1;

(16-xxx) BE IT RESOLVED, that the Gladstone School Board supports Resolution 1, Adopt the 2017-18 OSBA Legislative Priorities and Policies.

Sharon Soliday, board chair, will facilitate any discussion of the resolution.

f. Approve Request for Resignation/Release from Contract

On October 21, 2016, Julia Meredith, 1.0 FTE PE/Health Teacher at KMS, submitted a letter of resignation, effective December 16, 2016.

The following resolution is recommended for approval:

(16-xxx) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the resignation of Julia Meredith, 1.0 FTE PE/Health Teacher at KMS, and release her from contract, effective December 16, 2016.

Jeremiah Patterson, assistant superintendent will be available to answer questions.

g. Approve Request for Resignation/Release from Contract

On November 2, 2016, Kim Mahi, 1.0 Speech Language Pathologist submitted a letter of resignation, effective December 2, 2016.

The following resolution is recommended for approval:

(16-xxx) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the resignation of Kim Mahi, 1.0 Speech Language Pathologist, and release her from contract, effective December 2, 2016.

Jeremiah Patterson, assistant superintendent will be available to answer questions.

h. Approve Budget Calendar 2017-2018 Budget

As with last year, financial projections will be presented to the Board at the December regular meeting and convene the budget committee members in January and February to review the projections and scenarios. The official budget calendar is intended to be a general guideline for budget development and is a legal requirement. The official deliberation of the budget by the committee has been set as late in the fiscal year as possible in order to respond to the most recent information regarding finances that are available. The Budget Calendar for 2017-2018 Budget is included in the Board packet.

The following resolution is recommended for approval:

(16-xxx) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the recommended budget calendar for preparation of the 2017-2018 District Budget, as presented at the November 9, 2016, School Board meeting.

Samantha Nelson, Director of Finance and Operations, will be available to answer questions.

i. Approve of Regular/Alternate Budget Committee Members

Two vacancies exist for regular members on the 2017-2018 Budget Committee, due to term expiration. Therefore, the appointment for the vacant positions will be for three years, expiring on June 30, 2019.

Alternate members are appointed for one year; five vacancies exist in this classification of membership.

Board members shall make an appointment to the Budget Committee where there are openings.

	Board Member	Regular	Status	Alternate	Status
1	Nicole Vera-Vera Couzens	Open	Open	Open	Open
2	Jay Schmidt	Sarah Sanderson	6-30-2018	Open	Open
3	Carlos Castañeda	Teresa Farrington	6-30-2018	Open	Open
4	Sharon Soliday	Schon Roll	6-30-2018	Open	Open
5	Kristin Eaton	Todd McKee	6-30-2018	Denise Browning	6-30-217
6	Rod Cole	Open	Open	Open	Open
7	Bruce Wadsworth	Jared Dilsaver	6-30-2017	Bill Tracy	6-30-2017

Samantha Nelson, Director of Finance and Operations, will be available to answer questions.

The following resolution is recommended for approval:



(16-xxx) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the appointment of \_\_\_\_\_, position #1, \_\_\_\_\_, position #6 for the term March 1, 2017, through June 30, 2019 and \_\_\_\_\_, to serve as an alternate on the Budget Committee, for one year, expiring June 30, 2017.

j. Consent Agenda School Board Policies

The following policies were presented to the Board at the September 14, 2016, School Board Meeting for first reading and at the October 12, 2016 meeting for second reading. There have been no comments since the second reading. The policies are recommended for adoption as presented. Jeremiah Patterson, assistant superintendent will be available to answer questions.

<u>Policy #</u>	<u>Policy Name</u>	<u>Last Update</u>
ECACB	Unmanned Aircraft System (UAS) a.k.a. Drone	New
GBM	Staff Complaints	2015
GBMA	Whistleblower	New
IKF	Graduation Requirements	June 2016
JG	Student Discipline	January 2016
JHCDA	Prescription Medication	February 2016
JHCD/JHCDA-AR	Prescription/Nonprescription Medication	2015

(16-XXX) BE IT RESOLVED, that the Gladstone School District Board of Directors approves School Board Policies ECACB, GBM, GBMA, IKF, JG, JHCDA, and JHCD/JHCDA-AR for adoption as presented.

4. INFORMATION FROM STUDENT REPRESENTATIVE

Student representative, Matt Prom, may report at this time to the Board on matters of interest at Gladstone High School.

5. INFORMATION FROM ADMINISTRATIVE STAFF

Each of the District's administrators will report to the Board on matters of interest concerning his/her area of responsibility.

6. SUPERINTENDENT'S REPORT

a. Financial Report

The financial report for the month ending October 31, 2016 will be presented to the School Board at this time. A copy of the financial report is enclosed for your review.

Samantha Nelson, Director of Finance and Operations, will be available to answer questions.

b. Board Policies – Second Reading

At the October 12, 2016, School Board Meeting, the Board reviewed the first reading of the following policies. The policies were then reviewed at a work session prior to the November board meeting. The policies are being presented to the Board for second reading and will be presented as an action item at the December regular session. Changes reflect the legislature's changes and ensure compliance with State and Federal mandates. Jeremiah Patterson, assistant superintendent will be available to answer questions.

<u>Policy #</u>	<u>Policy Name</u>	<u>Last Update</u>
BBAA	Individual Board Member's Authority & Responsibilities	2009
BBC	Board Member Resignation	2009
BD/BDA	Board Meetings	2010
BDC	Executive Sessions	2009
BFC	Adoption & Revision of Policies	2009

c. Fall 2016 Enrollment

The following table reflects the enrollment projections that were used in the development of the 2016-2017 budget, the actual enrollments as of October 1, 2016, and the 2015-16 Fall October 1, 2015 enrollment :

	<b>BUDGETED ENROLLMENT 2016-2017</b>	<b>ACTUAL 16/17 10-3-2016 ENROLLMENT</b>	<b>FALL 2015-2016 10-1-2015 ENROLLMENT</b>
<b>JOHN WETTEN/ GCCF ELEMENTARY</b>	<b>989 ADM</b>	Grade K – 140 Grade 1 – 135 * Grade 2 – 149 ** Grade 3 – 164*** Grade 4 – 158**** Grade 5 – 148***** Total 894	Grade K – 144 Grade 1 – 158 Grade 2 – 165 Grade 3 – 174 Grade 4 – 153 Grade 5 – 142 Total 936
<b>KRAXBERGER MIDDLE SCHOOL</b>	<b>512 ADM</b>	Grade 6 – 154 Grade 7 – 180 Grade 8 – 168 Total 502	Grade 6 – 182 Grade 7 – 159 Grade 8 – 162 Total 503
<b>GLADSTONE HIGH SCHOOL</b>	<b>731 ADM</b>	Grade 9 – 175 Grade 10– 183 Grade 11– 167 Grade 12– 149 Total 674	Grade 9 – 186 Grade 10–192 Grade 11–184 Grade 12–162 Total 724
<b>Alternate Placements +</b>	<b>25</b>	<b>39</b>	<b>33</b>

\* This number reflects 3 students included in the DLC classroom at JWE.

\*\* This number reflects 1 students included in the DLC classroom at JWE.

\*\*\* This number reflects 4 students included in the DLC classroom at JWE.

\*\*\*\* This number reflects 1 students included in the DLC classroom at JWE

\*\*\*\*\* This number reflects 3 students included in the DLC classroom at JWE

+ 2016-17 Alternative Placement = Alternative Education (10), Post High School (3), and Special Education (26).

d. Class Size Report, October 30, 2016

**CLASS-SIZE SUMMARY – FALL 2016-2017**

**JOHN WETTEN/ GCCF ELEMENTARY**

Grade/Department	Sections	Average Class-size	Range Class-size
Kindergarten	6	23	23 - 24
First	6	23 *	23 – 24
Second	6	23 **	22 – 23
Third	6	25 ***	27 – 28
Fourth	6	26****	25 – 30
Fifth	5	30 *****	28 - 30

\* This number reflects 3 students included in the DLC classroom at JWE.

\*\* This number reflects 1 students included in the DLC classroom at JWE.

\*\*\* This number reflects 4 students included in the DLC classroom at JWE.

\*\*\*\* This number reflects 1 students included in the DLC classroom at JWE.

\*\*\*\*\* This number reflects 3 students included in the DLC classroom at JWE.

**KRAXBERGER MIDDLE SCHOOL**

Grade/Department	Sections	Average Class-size	Range Class-size
<b>Sixth Grade</b>			
• L. Arts/S. Studies	6	25	25-26
• Science	6	25	25-26
• Math 6	6	25	23-26
• Rotation	5	25	25-25
• PE	6	38	36-43
• Band	1	66	66-66
• Academic Support	5	14	7-22
• Study Skills	1	26	26-26
<b>Seventh Grade</b>			
• Language Arts	6	29	24-35
• Science	6	29	21-36
• Social Studies	6	29	25-32
• Pre-Algebra 7	5	28	25-32
• Rotation	5	21	18-26
• Band	1	34	34-34

<b>Eighth Grade</b>			
• Language Arts	6	27	22-32
• Science	5	33	28-36
• Algebra 8	3	25	22-29
• Algebra 1 (GHS credit)	2	31	25–37
• Social Studies	5	33	30–36
• Band	1	19	19-19
• Rotation	5	21	18-26
• Spanish 1 (GHS credit)	1	38	38-38
<b>Mixed Grade Courses</b>			
• Benchmark Math (6-8)	2	6	6-6
• PE (7-8)	8	42	36-47
• Benchmark LA (6-8)	1	13	13-13
• Study Skills (7-8)	2	8	6-10

**GLADSTONE HIGH SCHOOL**

<b>Grade/Department</b>	<b>Sections</b>	<b>Average Class-size</b>	<b>Range Class-size</b>
Art/Ceramics	5	33	27-36
Business	8	30	23-37
Foreign Language	8	25	20-30
Language Arts/English	16	27	17-38
Math	19	25	17-34
Music	2	34	27-41
PE/Health	11	31	18-44
Science	15	27	17-37
Personal Finance	2	26	17-34
Student Senate	1	39	39-39
Social Studies	15	33	23-38
Drama/Communications	3	27	23-30
Special Services	8	11	2-20
Applied Technology	4	25	13-30
Psych 101/Law Enforcement	2	21	16-26

Bob Stewart, superintendent, will be present to answer questions.

7. PRESENTATIONS AND SUGGESTIONS FROM BOARD MEMBERS

School Board members have an opportunity at this time to make presentations and offer suggestions on topics of interest.

8. PUBLIC PARTICIPATION

*Reminder that statements by members of the public should be concise and will be limited to three (3) minutes. Questions for the Board should be submitted in writing.*

9. ADJOURNMENT

MINUTES OF REGULAR SESSION OF GLADSTONE SCHOOL BOARD  
SCHOOL DISTRICT #115, CLACKAMAS COUNTY  
GLADSTONE, OREGON

October 12, 2016 Minutes

BOARD ATTENDANCE:

Sharon Soliday, Chair  
Nicole Vera-Vera Couzens, Vice Chair  
Carlos Castañeda, Member  
Rod Cole, Member  
Kristin Eaton, Member  
Jay Schmidt, Member  
Bruce Wadsworth, Member

Bob Stewart, Superintendent  
Natalie Weninger, Board Secretary

**The regular meeting of the Gladstone School District Board of Directors was held in the School District Administration Office on Wednesday, October 12, 2016.**

1. CALL MEETING TO ORDER  
Board Chair Sharon Soliday called the meeting to order at 6:30 pm.
  - a. Flag Salute  
Mr. Wadsworth led the flag salute.
2. RECOGNITION OF STUDENTS/STAFF AND/OR PUBLIC
  - a. GHS Club Presentations  
GHS Club video was shared.
  - b. GCCF Board Room Artwork  
Carol Kemhus, Director of GCCF, provided an overview of the student artwork on display. Sherrie Withers meets with students every Tuesday. Ms. Kemhus gave kudos to Ms. Withers for her work with the kindergarteners.
3. DISCUSSION/REPORTS  
None
4. ACTION ITEMS
  - a. Approval of Minutes  
  
Mr. Cole moved first and Mr. Wadsworth seconded approval of the following resolution:  
  
**(16-107)** BE IT RESOLVED, that the minutes of the following School Board meeting be and hereby are approved:  
  
September 14, 2016 – Regular School Board Meeting  
September 26, 2016 – Special Session  
  
**(16-107)** Motion passed 5-2. Ms. Eaton and Mr. Schmidt abstained.

b. Approve GHS Music Trip

Joshua Weir and Seth Arnold, Choir and Band Directors at GHS, requested authorization for the students to travel to Anaheim, California (Disneyland) to tour UCLA and Pomona College. Students will leave on Saturday, May 20, 2017 and return on Tuesday, May 22, 2017. Approximately 60 students, the choir director, band director, and chaperones would participate in the trip. Mr. Weir and Mr. Arnold were present to answer questions. Mr. Weir spoke highly of the trip when he went as a GHS student. Students will get to go behind the scenes at Disneyland to participate in workshops such as doing a recording in a Disney recording studio. A tour at UCLA has already been scheduled. They are working on a visit to Pomona College and a possible tour at the Grammy Museum. The students will fundraise to pay for the trip. Fundraisers included pie sale, wreaths, and a Burgerville night. There will be one chaperone for every eight students who participate. In addition an extra chaperone will attend for any emergency situations. Mr. Stewart gave appreciation to both Mr. Weir and Mr. Arnold for the extra time they spend with students at activities.

Mr. Wadsworth moved first and Mr. Cole seconded approval of the following resolution:

**(16-108)** WHEREAS, the high school choir and band directors are requesting permission to participate in a trip to Anaheim, California, May 20 through May 22, 2017, and

WHEREAS, the school reaffirms its position of supporting curricular/co-curricular activities involving travel when they contribute to the achievement of desirable educational/social/cultural goals as cited in Policy IICA -- Field Trips and Special Events, therefore

BE IT RESOLVED, that the Gladstone School District Board of Directors approves the travel of the students and chaperones to Anaheim, California, May 20 through May 22, 2017, as outlined in the superintendent's report.

**(16-108)** Motion passed unanimously 7-0.

c. Approval of District Credit Card for Air Travel

The administration requested the school board to authorize the superintendent to apply for a central billing account (credit card) through US Bank. The card is required to and will be used exclusively for purchasing airfare through the Oregon Cooperative Procurement Program (OrCPP). It was recommended the card be issued for \$3,000. Authorization to use the card will be under the direction of Samantha Nelson. Brad Lewis, Business Relations Manager at US Bank will set up the application and card. Samantha Nelson, Director of Finance and Operations, was available to answer questions. The credit card will follow standard practices for credit cards and will be used for travel of staff and board only.

Ms. Eaton moved first and Mr. Castañeda seconded approval of the following resolution:

**(16-109)** BE IT RESOLVED, that the Gladstone School District Board of Directors approves authorizes superintendent or his designee to make application for a US Bank central billing card for \$3,000 which will be used exclusively for purchases through OrCPP for district travel.

**(16-109)** Motion passed unanimously 7-0.

d. Approval of Regular/Alternate Budget Committee Members

Two vacancies exist for regular members on the 2017-2018 Budget Committee due to term expiration. Therefore, the appointment for the vacant positions will be for three years, expiring on June 30, 2019. Alternate members are appointed for one year; hence, seven vacancies exist in this classification of membership. Mr. Wadsworth nominated Bill Tracy as an alternate and Ms. Eaton nominated Denise Browning as an alternate. Mr. Stewart and Mrs. Nelson will begin small group meetings after winter break. Mr. Stewart asked the Board to have the nominations completed by the December Board meeting.

	Board Member	Regular	Status	Alternate	Status
1	Nicole Vera-Vera Couzens	Open	Open	Open	Open
2	Jay Schmidt	Sarah Sanderson	6-30-2018	Open	Open
3	Carlos Castaneda	Teresa Farrington	6-30-2018	Open	Open
4	Sharon Soliday	Schon Roll	6-30-2018	Open	Open
5	Kristin Eaton	Todd McKee	6-30-2018	Denise Browning	6-30-2017
6	Rod Cole	Open	Open	Open	Open
7	Bruce Wadsworth	Jared Dilsaver	6-30-2017	Bill Tracy	6-30-2017

Ms. Eaton moved first and Mr. Schmidt seconded approval of the following resolution:

**(16-110)** BE IT RESOLVED, that the Gladstone School District Board of Directors approves the appointment of Bill Tracy and Denise Browning to serve as alternates on the Budget Committee, for one year, expiring June 30, 2017.

**(16-110)** Motion passed unanimously 7-0.

e. Approve GHS ASB Trip

Kevin Taylor requested on behalf of Brad Kuntz, ASB advisor and Patti Alexander, vice principal, authorization for the ASB Class Officers to travel to Seaside, Oregon to participate in the Oregon Association of Student Councils Fall Conference.

Students would leave on Sunday, November 6, 2016, and return on Monday, November 7, 2016. Twelve - fifteen students, advisor and a chaperone will participate in the trip. The team will stay at WorldMark Resort and Seaside Convention Center.



Ms. Eaton moved first and Mr. Cole seconded approval of the following resolution:

**(16-111)** WHEREAS, the high school Associated Student Body Class Officers are requesting permission to participate in a trip to Seaside, Oregon, November 6 through November 7, 2016, and

WHEREAS, the School reaffirms its position of supporting curricular/co-curricular activities involving travel when they contribute to the achievement of desirable educational/social/cultural goals as cited in Policy IICA -- Field Trips and Special Events, therefore

BE IT RESOLVED, that the Gladstone School District Board of Directors approves the travel of the students, advisor and chaperone to Seaside, Oregon, November 6 through November 7, 2016, as outlined in the superintendent's report.

**(16-111)** Motion passed unanimously 7-0.

5. INFORMATION FROM STUDENT REPRESENTATIVE

Student representative was absent due to homecoming prep activities.

6. INFORMATION FROM ADMINISTRATIVE STAFF

Each of the District's administrators reported to the Board on matters of interest concerning his/her area of responsibility.

**Ms. Kemhus, Director of Gladstone Center for Children and Families**, reported the all center barbeque was fun. She thanked Mr. Stewart, Mr. Bjornsen and Ismael Rosario for cooking. The first pumpkin patch field trip was a huge success. The second one has been rescheduled for next week due to weather. 100 pumpkins and 70 hay bales are being delivered in preparation for next Wednesday's annual Harvest Festival. It is free to all families from 5:30 pm to 7:00 pm. GCCF is hosting Thursday Hour each Thursday afternoon. The first Thursday is Story Hour, second Thursday will be Activity Time, third is Science, Technology, Engineering, Arts and Math (STEM) and fourth is Science Hour taught by Gladstone Children's librarian Jennifer Ryder. To communicate better with families, GCCF started using an app called Simply Circle. Through this app teachers can contact families through email or text. Ms. Kemhus gave credit to the use of the app for the largest turn out of volunteers for the recent jog-a-thon and which raised over \$3,000.

**Mr. Bjornsen, Director of Student and Family Supports**, gave a handout titled AVID Snap Shot. Advancement Via Individual Determination (AVID) started 30 years ago. Over 30,000 educators are using it. Mr. Bjornsen attended a three day conference in Arizona where AVID leaders spoke about positive youth development, belonging, and structure. He shared the success of a high school in Federal Way, Washington. Kraxberger Middle School has a great AVID team started by a Miller Grant. Currently district funds have supplemented the grant dollars. Mr. Bjornsen asked the questions, could Kraxberger be a showcase school for AVID? How do we make it work without the grant? Should Kraxberger have more electives instead of the one concentrated class? Mr. Bjornsen is working on these questions. Data is a requirement of AVID each fall and spring. AVID is proven to close achievement gaps. Nike currently sponsors 100 schools in Oregon. Nike is collecting data Oregon data to see if it really works.

**Mrs. Wilson, John Wetten Elementary Principal**, reported October is college and career month at JWE. October 12 was the 1<sup>st</sup> Annual Career/College Day at JWE. Teresa Schmidt, Naomi Stadel and Jere Applebee organized 20 engaging speakers from the community who presented their career or occupation to students. Activities included how to set a goal, how to achieve the goal and pictures of students holding a white board stating what they want to be when they grow up. The jog-a-thon was moved to earlier this week due to the weather forecast. John Wetten Burgerville night was a great event. Lots of staff volunteered their time to raise money for PBIS. John Wetten Elementary will get 20 percent of the sales from that night. DIBELS are in and staff are reviewing the results.

**John Olson, Kraxberger Middle School Principal**, gave kudos to classified staff at Kraxberger. They create a great environment for our students and are building good relationships with families. One cook mentioned to Mr. Olson that student behavior is good at lunch. Mr. Harris, campus monitor, has built great relationships with students. If he has to redirect students he immediately encourages the student to repair the relationship they damaged. A student council has been created. Students were hand selected from each area of the ACE work pyramid zones. Students meet once a week during homeroom to plan activities. He thanked Mrs. Robinette for her work on the Nike grant which awarded \$6,000 to Kraxberger for after school activities including kick boxing, soccer and wrestling. Mr. Stewart mentioned he has heard from many staff members that it is a great year at Kraxberger. Mr. Olson attributed the success to the staff coming together.

**Kevin Taylor, Gladstone High School Principal**, reported students are almost half way through the first trimester. Progress reports are on the 21<sup>st</sup>. Mr. Taylor has been spending time in classrooms getting to know staff and students. Both men's and women's soccer teams are doing well. Volleyball has had a great season, already having more wins than last year. The cross country team has also seen a successful season. The homecoming football game is against Estacada with the dance following. Plans for homecoming activities are set with hall decorations and the first assembly starting tomorrow. Spirit week will include dress up days: Rockin' Denim Day, Hippie Day, Neon Workout Day and Toddler Day. Lunch time activities include Whack-A-Mole, Ping Pong Tournament, Car Push and best-dressed recognitions. This year's homecoming will include a 50 year celebration. Ms. Alexander and student committees have been making a memory book for each alumni visitor. Alumni tours are being planned and commemorative shirts are available in the student store. Senior meeting last week provided information for college, FASFA and Jostens's cap and gowns order forms. Earlier this month the blood drive collected 70 pints of blood helping 174 patients. 130 students helped with Give It Back Day helping spruce up the Senior Center and Meldrum Bar. Next Friday, college and career day will see rotations that will include, testing, trade fair activities, and guest speakers. Staff is looking forward to meeting families at conferences October 25 and 27. There will be an assembly honoring Veterans in November. Mr. Stewart shared a poster created by Loren Watts and his colleagues highlighting men, women and diversity in 20 different trades along with hourly and annual salary wages. Posters have been distributed to all the buildings.

**Rebecca Chitkowski, GTA President**, reported on behalf of the Gladstone Teacher Association. Everyone is thrilled with the new administration and love seeing Mr. Patterson and Mr. Stewart out in the buildings. She invited board members to visit buildings.

**Leslie Robinette, Communication Coordinator**, reported Hao and Qianling Li have applied to continue teaching Chinese in Gladstone for a third year. Both are making great connections with students. They are starting a dragon dance club for Kraxberger and Gladstone High School students.

Two colorful dragon costumes have been ordered and students will learn the traditional dragon dance. Mrs. Li began working with middle school students. She has decorated her classroom at Kraxberger and both teachers had students enter a PSU talent show with a song and dance routine.

**Jeremiah Patterson, Assistant Superintendent**, reported he has had an incredible experience being invited into classrooms. Staff has been gracious. Many opportunities are emerging from his visits. Mr. Patterson is beginning work on what our science stance will be as we begin looking at a new science curriculum adoption.

**Britta Sorensen, Reading Specialist at JWE**, is currently in an administration program at Portland State. She is doing a half time internship at JWE this year. As part of her program she will be attending board meetings.

Kelly Welch, Special Services Director and Tammy Tracy, Community Schools/Human Resource Director had no report as this time.

## 7. SUPERINTENDENT'S REPORT

### a. Financial Report

The financial report for the month of September 2016 was presented to the School Board. Samantha Nelson, Director of Finance and Operations, provided an overview and answered questions. Auditors will be in district the week of October 28. There is a large carry over due to the spending freeze last year. It will help with this year's unforeseen declining enrollment numbers. The common school fund has put the district in a better position to absorb the enrollment decline. Mrs. Nelson and Mr. Stewart continue to monitor enrollment numbers.

Mrs. Nelson reported the Health and Safety plan draft has been submitted to Oregon Department of Education (ODE). Radon and pest tests have been completed and her staff is continuing work on lead in water and paint. The final version of the report is due in January. Mr. Johnson is currently working on an asbestos review as required. Once all the work is completed a report will be brought to the board as well as posted on our website. ODE has five million in reserves for health and safety plan testing. At this time Gladstone has seen approximately \$13,000 in costs. A portion is anticipated to be reimbursed by ODE. There was a brief conversation about replacement costs of plumbing. At the high school, in one classroom where lead levels were over the standard, a teacher is being tested.

A tentative outline has been started for the student transportation RFP. Mrs. Nelson asked for board member volunteers to serve on the committee. Mr. Wadsworth and Mrs. Vera-Vera Couzens volunteered. Mrs. Nelson will send a draft for committee review and plans to convene the committee in January with the intent to review the RFPs' in February. Mr. Stewart is hoping for two bids. There are not many transportation providers in Oregon.

### b. Board Policies – Second Reading

At the September 14, 2016, School Board Meeting, the Board reviewed the first reading of the following policies. The policies were presented to the Board for second reading and will be presented as an action item at the November regular session. Changes reflect the legislature's changes and ensure compliance with State and Federal mandates. Jeremiah Patterson, assistant superintendent was available to answer questions.

There was a brief conversation regarding policy ECACB, Unmanned Aircraft System (UAS) a.k.a. Drone. A special event would require an approval process. If the board wanted to change this policy it was recommended the district’s insurance agent be invited to speak to any risks. Policy GBMA, Whistleblower complaints would go through the complaint process. Policy JHCDA and JHCD/JHCDA-AR, Prescription Medication protects students with serve asthma and Epi Pen use.

<u>Policy #</u>	<u>Policy Name</u>	<u>Last Update</u>
ECACB	Unmanned Aircraft System (UAS) a.k.a. Drone	New
GBM	Staff Complaints	2015
GBMA	Whistleblower	New
IKF	Graduation Requirements	June 2016
JG	Student Discipline	January 2016
JHCDA	Prescription Medication	February 2016
JHCD/JHCDA-AR	Prescription/Nonprescription Medication	2015

c. Board Policies – First Reading

The following policies were presented as a first reading. The changes reflect the legislature’s changes and ensure compliance with State and Federal mandates. Jeremiah Patterson, assistant superintendent was available to answer questions. The board will hold a work session prior to the November board meeting to review the policies listed below.

<u>Policy #</u>	<u>Policy Name</u>	<u>Last Update</u>
BBAA	Individual Board Member’s Authority & Responsibilities	2009
BBC	Board Member Resignation	2009
BD/BDA	Board Meetings	2010
BDC	Executive Sessions	2009
BFC	Adoption & Revision of Policies	2009

d. Personnel – Information Only

Marlee Frazier, Instructional Assistant at GHS, has written a letter of retirement effective December 31, 2016. Ms. Frazier has been with the district since February 2000.

8. PRESENTATIONS AND SUGGESTIONS FROM BOARD MEMBERS

School Board members had an opportunity to make presentations and offer suggestions on topics of interest.

a. OSBA’s 2016 Annual Convention

The convention is scheduled for Thursday, November 10, through Sunday, November 13, 2016, at the Portland Marriott Downtown. Carlos Castañeda will serve on a panel and provide keynote speaker introductions at the conference.

The annual convention is scheduled for Saturday, March 25 through Monday, March 27 2017, in Denver, Colorado. Registration begins in October. Carlos Castañeda will attend through his position at OSBA.

Kristin Eaton reported she attended a showcase for national foundations at Gladstone Center for Children and Families. Carol Kemhus did a great tour. The foundation representatives were impressed and had great comments about the work being accomplished at the center. Ms. Eaton was excited to see the team support after the women's soccer team had a hard loss after playing undefeated.

Ms. Eaton wanted to share that when you are in the stands during a soccer game and the football team is practicing across the street, once the national anthem begins playing all of the players stop practicing and put their hands over their hearts until it is over.

Carlos Castañeda is very grateful for the Gladstone School District. His child already has her 10 year goals figured out and upon graduation will have 1.5 years of college credit.

Sharon Soliday asked the board to reserve March 10 and 11, 2017 for work sessions. The board will work with consultants on equity goals. Mr. Stewart asked the board to let them know of any conflicts as soon as possible. He hopes all board members will attend. These are very important sessions where board members need to lead.

Ms. Soliday commented she is excited for the student trip to Southern California with Mr. Weir and Mr. Arnold. It will be a rich opportunity to visit colleges.

9. PUBLIC PARTICIPATION  
There were no public comments.

10. ADJOURNMENT

Board Chair, Sharon Soliday adjourned the meeting at 8:18 pm.

ATTEST:

\_\_\_\_\_  
Sharon Soliday, Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bob Stewart, Superintendent

\_\_\_\_\_  
Date



# Gladstone High School Athletics/Activities

18800 Portland Ave., Gladstone, Oregon 97027  
(503) 655-2544 • Fax (503) 655-0320

Today's Date: 11/1/2016

To: **GLADSTONE SCHOOL BOARD**

From: Cody Aker (Supervisor's name)

Head Boys' Basketball Coach (Title)

Boys Basketball (Sport/Activity)

Re: Permission request to travel overnight

**Dear School Board,**

Please consider the following request for travel:

Who: Boys Basketball (Group(s) participating)

Where: Coos Bay, Oregon – Marshfield High School (Host facility)

When: December 15<sup>th</sup> – 17<sup>th</sup>, 2016 (Date(s))

Funding:          District funds   X   ASB funds          Participant

List use of each fund: Tournament Participation, Transportation, and Accommodations

Number of participants: 15 (12 players, 2 coaches, and 1 manager)

Lodging: TBD

Transportation: School Bus

Chaperone name(s): Cody Aker and Ryan Browning

Reason for trip: The 2016 South Coast Les Schwab Basketball Tournament is a

great opportunity for our basketball athletes to compete against some of the best

4A opponents in the state of Oregon. These three games will help us assess where

we stand in comparison to the rest of the state as well as provide an experience

similar to the format of the state tournament, playing three games in three days.

\*\*Please provide itinerary (if available)

Supervisor's signature

503-781-6275

Contact number

Athletic Director  
Ted Yates

Athletic Secretary  
Denise Durkee

Football  
Wayne Harris

Volleyball  
Cathy Mitchell

Cross Country  
Jamie Jenson

Boys Soccer  
Ryan Hardwick

Girls Soccer  
Greg Hess

Cheer  
Angie Schassen

Dance  
Denise Harris

Boys Basketball  
Cody Aker

Girls Basketball  
Pat Scott

Wrestling  
Michael Hess

Swim  
Jackie Holstrom

Baseball  
Casey Webster

Softball  
David Just

Boys Track  
Bob Johnson

Girls Track  
Greg Hess

Boys Golf  
Izaak Thoman

Band  
Seth Arnold

Choir  
Josh Weir

Drama  
Katy Pearson

## 2016 Les Schwab South Coast Holiday Tournament Itinerary – Gladstone Boys Basketball

### Thursday December 15<sup>th</sup>, 2015:

- Depart from Gladstone High School at 9:30 am to travel to Marshfield High School (10th St & Ingersoll St Coos Bay, OR 97420).
- Estimated arrival at Marshfield HS at 2:30 pm to check-in with tournament officials. Time for travel includes stops at rest areas and for lunch.
- Travel from Marshfield High School to our hotel (Last Year: Red Lion Hotel Coos Bay 1313 N. Bayshore Drive Coos Bay, OR 97420) to check-in to hotel rooms.
- Depart from hotel at 4:00 pm to travel to Marshfield High School.
- Estimated arrival at Marshfield High School at 4:15 pm.
- Game #1 at 5:30 pm vs. TBD.
- Once the game is completed we will travel back to the hotel to shower and clean-up.
- Dinner at 8:00 pm.
- Back to the hotel after dinner. Athletes in rooms and lights out at 10:00 pm.

### Friday December 16<sup>th</sup>, 2015:

- Wake-up: TBD based on the previous night's outcome.
- Breakfast and Team Walk: TBD based on previous night's outcome.
- Team Activity: TBD based on previous night's outcome.
- Lunch: TBD based on previous night's outcome.
- Game #2: TBD based on previous night's outcome.
- Dinner: TBD based on previous night's outcome.
- Back to the hotel after dinner. Athletes in rooms and lights out at 10:00 pm or later based on game time.

### Saturday December 17<sup>th</sup>, 2015:

- Wake-up: TBD based on the previous night's outcome.
- Breakfast and Team Walk: TBD based on previous night's outcome.
- Team Activity: TBD based on previous night's outcome.
- Lunch: TBD based on previous night's outcome.
- Game #3: TBD based on previous night's outcome.
- Travel back to Gladstone High School after game #3.
- Estimated arrival at Gladstone High School is TBD.

### Team Rules:

- At the hotel, players will follow proper edict and behavior in their rooms and hotel grounds.
  - No individual should be in your room that is not affiliated directly with the team. Meaning no parents, relatives, friends, or quite frankly no one other than your coaches and teammates.
  - Likewise do not go into anyone's room other than the basketball "team or coaches".
- No "Lone Wolves". Players should always be in groups when traveling.
- All decisions must be cleared with the head coach before action is taken.
- Anything deemed a major infraction will result in direct removal from the tournament at the coach's discretion and the player to be sent home. Travel home will be paid for by the parents of the player.

Coach Aker's Cell Phone: 503-781-6275



# Gladstone High School Athletics/Activities

18800 Portland Ave., Gladstone, Oregon 97027

(503) 655-2544 • Fax (503) 655-0320

Athletic Director  
Ted Yates

Athletic Secretary  
Denise Durkee

Football  
Wayne Harris

Volleyball  
Cathy Mitchell

Cross Country  
Jamie Jenson

Boys Soccer  
Ryan Hardwick

Girls Soccer  
Greg Hess

Cheer  
Angie Schassen

Dance  
Denise Harris

Boys Basketball  
Cody Aker

Girls Basketball  
Pat Scott

Wrestling  
Michael Hess

Swim  
Jackie Holstrom

Baseball  
Casey Webster

Softball  
David Just

Boys Track  
Bob Johnson

Girls Track  
Greg Hess

Boys Golf  
Izaak Thoman

Band  
Seth Arnold

Choir  
Josh Weir

Drama  
Katy Pearson

Today's Date: 11/1/2016

To: **GLADSTONE SCHOOL BOARD**

From: Pat Scott (Supervisor's name)

Head Coach (Title)

GBX (Sport/Activity)

Re: **Permission request to travel overnight**

**Dear School Board,**

Please consider the following request for travel:

Who: Varsity GBX (Group(s) participating)

Where: Marshfield HS (Host facility)

When: December 15-17, 2016 (Date(s))

Funding:  District funds  ASB funds  Participant

List use of each fund: 100%

Number of participants: 12-15

Lodging: see attached

Transportation: Bus (possibly mini)

Chaperone name(s): Pat Scott

Kelsey Atkins

Reason for trip: participate in the

Los Schwab South Coast

Holiday Basketball Tournament

(specs attached)

\*\*Please provide itinerary (if available)

[Signature] Supervisor's signature

503-551-7000 Contact number



# Les Schwab South Coast Holiday Basketball Tournament

## December 15-17, 2016 @ Marshfield High School

To Athletic Directors, Boys and Girls Basketball Coaches,

Welcome to the fourteenth annual Les Schwab South Coast Holiday girls' and boys' basketball tournament. We are excited to host an eight-team tournament for both boys and girls. It is our goal to make this the most enjoyable and economical tournament possible. Our booster club with the support of Les Schwab is happy to sponsor three rooms for each night for those schools traveling out of the area. For your convenience, we will assign each school a motel. We would appreciate if your parents and fans would patronize the same motels. Your assigned motel is listed below.

### SCHEDULE OF EVENTS

The first day we will be using Marshfield's main gym and Harding facility. The second day, all games will be played in our main gym. The third day games will be played in the main and Harding gyms allowing teams to leave earlier. SWOCC's gymnasium is located at: 1988 Newmark Ave. Coos Bay, OR

### SCHEDULE OF EVENTS

#### Thursday, December 15, 2016- First Round

DOORS OPEN 3:00 PM

- |         |     |                   |
|---------|-----|-------------------|
| 1) 4:00 | TBD | GIRLS Harding Gym |
| 2) 5:30 | TBD | BOYS Harding Gym  |
| 3) 7:00 | TBD | GIRLS Harding Gym |
| 4) 8:30 | TBD | BOYS Harding Gym  |
| 5) 4:00 | TBD | GIRLS Main Gym    |
| 6) 5:30 | TBD | BOYS Main Gym     |
| 7) 7:00 | TBD | GIRLS Main Gym    |
| 8) 8:30 | TBD | BOYS Main Gym     |

#### Friday, December 16, 2016 Second Round (All Games in the Main Gym)

- |          |                            |
|----------|----------------------------|
| 7:30 AM  | Doors Open                 |
| 8:30 AM  | Losers of game #2 and #4   |
| 10:15 AM | Losers of games #1 and #3  |
| 12:00    | Losers of games #6 and #8  |
| 1:45     | Losers of games #5 and #7  |
| 3:30     | Winners of games #2 and #4 |
| 5:15     | Winners of games #1 and #3 |
| 7:00     | Winners of games #6 and #8 |
| 8:45     | Winners of games #5 and #7 |

#### Saturday, December 17, 2016 Third Round (Games played in Harding and Main Gym)

- |          |   |
|----------|---|
| 8:00 AM  | Doors Open                                    |
| 9:00 AM  | 6 <sup>th</sup> Place Game Girls- Harding Gym |
| 10:45 AM | 6 <sup>th</sup> Place Game Boys- Harding Gym  |
| 9:00 AM  | 4 <sup>th</sup> Place Game Girls- Main Gym    |
| 10:45 AM | 4 <sup>th</sup> Place Game Boys- Main Gym     |
| 12:30    | 3 <sup>rd</sup> Place Game Girls- Main Gym    |
| 2:15     | 3 <sup>rd</sup> Place Game Boys- Main Gym     |
| 4:00     | Girls Championship Game- Main Gym             |
| 5:45     | Boys Championship Game – Main Gym             |

Immediately following the championship game, there will be awards ceremony in the main gym

### ADMISSION FEES

- 1) \$6 for adults, \$4 for students
- 2) \$15 for individual adult pass for the 3 sessions
- 3) \$10 for individual student pass for the 3 sessions

### COACHES, PLAYERS, MANAGERS and STATATICIAN

Coaches will receive a packet with coaches, players, managers and other passes for individuals

# Candidate Questionnaire

## OSBA Board of Directors

Name: Carlos Arturo Castañeda Date: September 29, 2016

District/ESD/CC: Gladstone SD 115 Position: School Board Member

I certify that if elected, I will faithfully serve as a member of the OSBA board of directors. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.

Signed: Carlos A Castañeda

*Be brief; please limit your responses to 50 words per question.*

1. Describe in your own words the mission and goals of OSBA.

OSBA is dedicated to promote and advocate for student achievement K-12 and Community college and ESD. OSBA provides School Board Members with effective training and resources.

2. What do you want to accomplish by serving on the OSBA board of directors?

A personal goal is to be a voice representing the minorities groups, bringing concerns and issues that have been silent for years for lack of representation.

A global goal would be to find ways to engage the different ethnicities/minorities groups represented in our district.

3. What leadership skills do you believe you bring to the board of directors? Give an example of a situation in which you demonstrated these skills.

I will bring to the boards of directors a multicultural perspective, knowledge of different languages, cultures, and social behaviors awareness.

*(continued)*

4. What do you see as the two most challenging issues faced by OSBA?

OSBA most challenging issues is financing for adequate civil funding and student achievement.

5. What do you see as the two most challenging issues faced by your region?

Continuing to adequately address the preparation of high schoolers for career-college/job readiness.

Ensuring that the newcomers are ready for school. Involving the community to support our families of younger learners.

6. What is your plan for communicating with boards in your region?

I will work in partnership with OSBA, participating very actively through e-mails, phone calls, personal visit, personal communication. Be available as needed for our local, regional meetings.

**Deadline: Friday, September 30, 2016, 5 p.m.**

*Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.*

# Candidate personal/professional resume

## OSBA Board of Directors

Name: Carlos Arturo Castañeda Date: September 29, 2016

Address: 18355 Tryon Court

City / ZIP Gladstone, OR 97027

Business phone: 503-869-8785

Fax (if applicable): \_\_\_\_\_

Residence phone: 503-869-8785

E-mail: printing@printkolor.com

District/ESD/CC: Gladstone 115

Term expires: 2019 Years on board: 1 year

**Deadline: September 30, 2016, 5 p.m.**

Send your picture (head shot, labeled with your last name). A high-resolution digital photo is preferred but a print is acceptable. E-mail to [OSBAelections@osba.org](mailto:OSBAelections@osba.org) or mail to: Oregon School Boards Association  
1201 Court St NE, Ste 400  
Salem, OR 97301

**Work or service performed for OSBA or local district (include committee name and if you were chair):**

I have been a Gladstone School board member since July 1st, 2015.

**Other education board positions held/dates:**

President for the Black/Minority Caucuss      September, 2016

**Occupation (Include at least the past five years):**

Employers: PRINTKOLOR BUSINESS OWNER

Dates: 2011 to Present

Buel's Impression Printing

2003-2013

*(Continued)*

**Schools attended** (Include official name of school, where and when):

High school: Colombia

College: Couples Communication Classes at George Fox University  
Clackamas Community College

Degrees earned: N/A

Education honors and/or awards: N/A

Other applicable training or education:

Printing, Graphic Design, Web Design, Networking, IT tech.

**Activities, other state and local community services:**

Conservative Baptist Northwest Family Camp Director from 2001 to 2009  
Montavilla Baptist Church IT Tech Director, Sound and video technician and software/support manager.

**Hobbies/special interests:**

Cycling  
Dirt biking  
Cooking

**Business/professional/civic group memberships; offices held and dates:**

Clackamas Chambers of Commerce, 2013-2014  
Gladstone Business Owners  
Rotary Club 2014-2015

**Additional comments:**



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**Resolution to adopt the OSBA 2017-18 Legislative Priorities and Policies as recommended by the Legislative Policy Committee**

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**WHEREAS**, the OSBA Legislative Policy Committee is charged under the OSBA Constitution with developing the association's recommended Legislative Priorities and Policies, and

**WHEREAS**, the OSBA Legislative Policy Committee met on January 30-31, 2016, and April 22-23, 2016, to develop the Proposed OSBA Legislative Priorities and Policies for 2017-18, and

**WHEREAS**, the OSBA Legislative Policy Committee sent the Proposed OSBA Legislative Priorities and Policies for 2017-18 out to the membership of OSBA for comment and suggested changes, and

**WHEREAS**, the overwhelming majority of the comments received by the membership were in support of the Proposed OSBA Legislative Priorities and Policies for 2017-18 developed by the OSBA Legislative Policy Committee, and

**WHEREAS**, the OSBA Legislative Policy Committee met via telephone conference call on August 22, 2016, to review the comments received by the membership, and

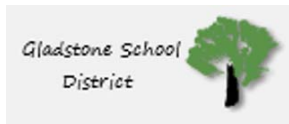
**WHEREAS**, the OSBA Legislative Policy Committee discussed the comments from the membership and made no modifications to the Proposed OSBA Legislative Priorities and Policies for 2017-18, and

**WHEREAS**, the OSBA Legislative Policy Committee approved the Proposed OSBA Legislative Priorities and Policies for 2017-18 at its August 22, 2016, meeting and urged the OSBA Board of Directors to approve the Proposed OSBA Legislative Priorities and Policies for 2017-18 and place them before the membership for approval.

**THEREFORE, BE IT RESOLVED** by the OSBA Board of Directors that the Proposed OSBA Legislative Priorities and Policies for 2017-18 be placed before the membership for consideration during the 2016 OSBA election season, and

**BE IT FURTHER RESOLVED** that the Proposed OSBA Legislative Priorities and Policies for 2017-18 and a copy of this resolution be forwarded to all member boards of the Association in accordance with the OSBA Board of Directors adopted elections calendar.

*Submitted by: OSBA Board of Directors*



Natalie Weninger &lt;weningern@gladstone.k12.or.us&gt;

---

## Fwd: Resignation

---

**Jeremiah Patterson** <pattersonj@gladstone.k12.or.us>  
To: Natalie Weninger <weningern@gladstone.k12.or.us>

Fri, Oct 21, 2016 at 8:18 AM

—— Forwarded message ——

From: **Julia Meredith** <meredithj@gladstone.k12.or.us>

Date: Thu, Oct 20, 2016 at 8:07 AM

Subject: Resignation

To: Jeremiah Patterson <pattersonj@gladstone.k12.or.us>

Cc: John Olson <olsonj@gladstone.k12.or.us>, Lori Buchanan <Buchanal@gladstone.k12.or.us>, Rob Hill <hillr@gladstone.k12.or.us>

Hello,

I am sad to say that, after several weeks of really thinking this through, I have decided that this position is not a good fit for me. I appreciate all of the support you have given me and how dedicated you are to the success of these kids. I hope that you are able to find another PE teacher who aligns with the positive direction this school is headed in. Although I do not want to leave Kraxberger without another candidate in place, I would like my time here to be completed by December if possible.

Thank you

—

Be well!

Julia Meredith  
PE/HE Kraxberger Middle School  
Gladstone School District

—

Jeremiah Patterson  
Assistant Superintendent  
Gladstone School District





November 2, 2017

Kim Mah, MA, CCC-SLP  
15975 Lake Forest Blvd.  
Lake Oswego, OR 97035

To: Kelly Welch, Ed. D.  
Director of Special Services - Gladstone School District  
17789 Webster Road  
Gladstone, OR 97027

Dear Ms. Welch,

I hereby submit this letter of my resignation from the position of Speech-Language Pathologist with the Gladstone School District on this day, the 2nd of November 2016. I request that my last day of employment be Friday, December 2nd, 2016.

Thank you for the opportunities you have provided me during my time with the district. I appreciate all the of the support you have offered over the years. Thank you for the experience I have gained while working with you, and I wish you the best. If I can be of any assistance during this transition, please let me know.

Sincerely,

*Kim Mahi, MA, CCC-SLP*

Kim Mahi, MA, CCC-SLP





# Gladstone School District 115

17789 Webster Road  
Gladstone, OR 97027-1498  
(503) 655-2777 FAX: (503) 655-5201

Bob Stewart  
Superintendent

## 2017-18 Budget Calendar

Adopted - \_\_\_\_\_

Budget Committee Meetings are held at the Gladstone High School in the Demo room.

March 2017    Dates to be determined    Small Group Meetings for Budget Process Orientation and Review

### DATES FOR COMMITTEE MEETINGS:

May 3, 2017	6:30 PM	First Formal Budget Committee Meeting Present Budget Message, Hear Public Comments
May 17, 2017	6:30 PM	Second Budget Committee Meeting, if necessary.
June 14, 2017	6:30 PM	Budget Hearing & Board Meeting Hear Public Comments

### PUBLICATIONS DATES:

April 5, 2017	Publish 1 <sup>st</sup> Notice of Budget Committee Meeting Send for publication by March 22, 2017.
April 19, 2017	Publish 2 <sup>nd</sup> Notice of Budget Committee Meeting Send for publication by April 5, 2017.
May 31, 2017	Publication, Notice of Budget Hearing, Include forms: ED 1 Financial Summary. Send by May 17, 2017 for publication.

### OTHER ITEM:

July 14, 2017	Deadline to certify the tax levy to the County Assessor.
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Notification of the first budget committee meeting must appear in a newspaper of general circulation. Specifically, the budget officer must either (1) publish notice twice in a newspaper not more than 30 days before the meeting, or (2) publish once in the paper not more than 30 days before the meeting and publish on the district's website at least 10 days before the meeting, or (3) mail notice to the members of the public not less than 10 days from the date of the meeting. This notice must state the purpose, time and place of the meeting, where the budget document is available, and that the budget committee will deliberate at the meeting; it must also state that members of the public may ask questions and comment on the budget at a specific time or meeting. For specific requirements on meeting notification see ORS 294.426(3-5).

## Unmanned Aircraft System (UAS) a.k.a. Drone

Any employee or representative of the district operating a district unmanned aircraft system shall do so in accordance with this policy and all applicable Federal Aviation Administration (FAA) regulations.

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

The district recognizes the academic value of student operation of a UAS as one component of curricula pertaining to principles of flight, aerodynamics and airplane design and construction, which can also serve as an academic tool in other areas such as television, film production or the arts in general. Therefore, in compliance with the Federal Aviation Administration Modernization and Reform Act of 2012, Section 336, students may operate a UAS as part of a course requirement, as long as that student does not receive compensation directly or incidentally from such operation. District staff teaching a class that allows use of a UAS may assist a student in their operation of the UAS, provided the assistance is needed as part of the curriculum and assistance is to a student enrolled in the course. The staff member’s participation must be limited to the student’s operation of the UAS.

District employees shall work with administrators to ensure that proper insurance, registration and authorization are in place prior to adoption of curriculum that allows operation of a UAS as part of the curriculum.

A UAS shall be operated in accordance with the policies of the Oregon School Activities Association (OSAA)<sup>1</sup> at OSAA sanctioned events. Use of a UAS at other district-sponsored athletics or activities is prohibited.

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

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

All data gathered by the district as part of a UAS operation will belong to the district. The data gathering by the district will follow appropriate state and federal laws. Retention of such data will follow state and federal laws.

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

The district shall post a copy of this policy, associated procedures and a copy of Oregon Revised Statute (ORS) 192.501 on the district’s website.

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<sup>1</sup><http://www.osaa.org/governance/handbooks/osaa> #85

## Third Party Use

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

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

1. Proof of insurance that meets the liability limits established by the district;
2. Appropriate registration and authorization issued by the FAA when required; and
3. A signed agreement holding the district harmless from any claims of harm to individuals or damage to property.

END OF POLICY

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### Legal Reference(s):

[ORS 164.885](#)  
[ORS 174.109](#)

[ORS 192.501](#)  
[ORS 837.300 to -837.390](#)

[ORS 837.995](#)

Federal Aviation Administration Modernization and Reform Act of 2012, P.L. 112-95, § 336 (2012).  
Federal Aviation Administration, Educational Use of Unmanned Aircraft Systems (UAS) Memorandum, May 4, 2016.  
Family Educational Rights Privacy Act  
OREGON SCHOOL ACTIVITIES ASSOCIATION HANDBOOK #85 (2015-2016).  
CR6/30/16 | PH

### **Staff Complaints \***

The superintendent or designee will develop a complaint procedure which will be available for all employees who believe there is evidence of, and wishes to report a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations; a mismanagement, gross waste of funds or abuse of authority, or believe there is evidence that the district created a substantial and specific danger to public health and safety by its actions. The complaint procedure will provide an orderly process for the consideration and resolution of problems in the application or interpretation of district personnel policies.

The complaint procedure will not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement, nor will it be used in any instance where a collective bargaining agreement provides a dispute resolution procedure. Disputes concerning an employee's dismissal, contract nonrenewal or contract nonextension will not be processed under this procedure.

Reasonable efforts will be made to resolve complaints informally.

Administrative regulations will be developed to outline procedural timelines and steps under this policy, as necessary. The district will use the designated complaint process in administrative regulation KL-AR - Public Complaints Procedure to address any alleged violations of this policy.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[OAR 581-022-1720](#)

[ORS 659A.199](#) to -659A.224

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

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### **Whistleblower \***

When an employee has good faith and reasonable belief the employer has violated any federal, state or local, law, rule or regulation; has engaged in mismanagement, gross waste of funds or abuse of authority; or created a substantial and specific danger to public health and safety by its actions, and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for an employer to:

1. Discharge, demote, transfer, reassign or take disciplinary action against an employee or threaten any of the previous actions.
2. Withhold work or suspend an employee.
3. Discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment.
4. Direct an employee or to discourage an employee to not disclose or to give notice to the employer prior to making any disclosure.
5. Prohibit an employee from discussing, either specifically or generally, the activities of the state or any agency of or political subdivision in the state, or any person authorized to act on behalf of the state or any agency of or political subdivision in the state, with:
  - a. Any member of the Legislative assembly;
  - b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
  - c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county or metropolitan service district.

The district will use the complaint process in administrative regulation KL-AR - Public Complaints Procedure to address any alleged violations of this policy.

The district shall deliver a written or electronic copy of this policy to each staff member.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.501 to -192.505](#)

[ORS 659A.199 to -659A.224](#)

[OAR 581-022-1720](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

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## **Graduation Requirements \*\***

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

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

### **Essential Skills**

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

1. Are on track to meet all other graduation requirements; and
2. Are unable to demonstrate proficiency in the Essential Skills in English.

The district will allow ELL students to demonstrate proficiency in Essential Skills other than Apply Mathematics in a variety of settings, in the student's language of origin for those ELL students who by the end of high school:

3. Are on track to meet all other graduation requirements;
4. Are unable to demonstrate proficiency in the Essential Skills in English;
5. Have been enrolled in a U.S. school for five years or less; and
6. Have demonstrated sufficient English language skills using the English Language Proficiency Assessment for the 21st Century (ELPA21)<sup>1</sup>.

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<sup>1</sup>For students seeking a diploma in 2015-2016, this criteria does not apply.

The district will develop procedures to provide assessment options as described in the *Essential Skills and Local Performance Assessment Manual*, in the ELL student's language of origin for those ELL students who meet the criteria above, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

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

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

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

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

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

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

A student who receives a modified diploma, an extended diploma or an alternative certificate shall have access to individually designed instructional hours, hours of transition services and hours of other services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school, unless reduced by the individualized education program (IEP) team.

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

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate or completion of a General Education Development document. The continuance of services for students with



disabilities for a modified diploma, an extended diploma or an alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

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

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

The district will issue a high school diploma, upon request, to a person who served in the Armed Forces<sup>2</sup>, as specified in Oregon law, if the person was discharged or released under honorable conditions and has received either a General Educational Development, a post-secondary degree or has received a minimum score on the Armed Services Vocational Aptitude Battery.

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

END OF POLICY

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<sup>2</sup>The policy applies to any person who:

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

**Legal Reference(s):**

[ORS 329.095](#)  
[ORS 329.451](#)  
[ORS 329.479](#)  
[ORS 332.107](#)  
[ORS 332.114](#)  
[ORS 338.115](#)  
[ORS 339.115](#)  
[ORS 339.505](#)

[ORS 343.295](#)  
  
[OAR 581-022-0615](#)  
[OAR 581-022-0617](#)  
[OAR 581-022-1130](#)  
[OAR 581-022-1131](#)  
[OAR 581-022-1133](#)  
[OAR 581-022-1134](#)

[OAR 581-022-1135](#)  
[OAR 581-022-1210](#)  
[OAR 581-022-1215](#)  
[OAR 581-022-1350](#)

~~HB 2655 (2015)~~

TEST ADMINISTRATION MANUAL, PUBLISHED BY THE OREGON DEPARTMENT OF EDUCATION (FEBRUARY 4, 2016).  
ESSENTIAL SKILLS AND PERFORMANCE ASSESSMENT MANUAL, PUBLISHED BY THE OREGON DEPARTMENT OF EDUCATION  
(MARCH 17, 2016).  
4/28/16 | RS

## **Student Discipline\*\***

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.

The major objectives of the district discipline program are to teach the following fundamental concepts for living:

1. Understanding and respect for individual rights, dignity and safety;
2. Understanding and respect for the law, Board policies, administrative regulations and school rules;
3. Understanding of and respect for public and private property rights.

The Board seeks to ensure a school climate which is appropriate for learning and which assures the safety and welfare of personnel and students. The superintendent will develop administrative regulations whereby those students who disrupt the educational setting or who endanger the safety of others, will be offered corrective counseling and be subject to disciplinary sanctions that are age appropriate, and to the extent practicable, uses approaches that are shown through research to be effective to correct behavioral problems, while supporting a students' attendance to school and classes. Examples include, but are not limited to, reprimands, conferences, detention and denial of participation in cocurricular and extracurricular activities. Titles and/or privileges available to or granted to students may be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.).

The district shall enforce consistently, fairly and without bias all student conduct policies, administrative regulations and school rules.

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion. The district will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law.

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

Parents, students and employees shall be notified by handbook, code of conduct or other document of acceptable behavior, behavior subject to discipline and the procedures to address behavior. These procedures will include a system of consequences designed to correct student misconduct and promote acceptable behavior.

END OF POLICY

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**Legal Reference(s):**

[ORS 243.650](#)  
[ORS 332.061](#)  
[ORS 332.072](#)

[ORS 332.107](#)  
[ORS 339.115](#)  
[ORS 339.240 to -339.280](#)  
[ORS 659.850](#)

[OAR 581-021-0045](#)  
[OAR 581-021-0050 to -0075](#)

Tinker v. Des Moines Sch. Dist., 393 U.S. 503 (1969).

Shorb v. Grotting and Powers Sch. Dist., Case No. 00CV-0255 (Coos County Circuit Ct.) (2000).

Ferguson v. Phoenix Talent Sch. Dist. #4, 172 Or. App. 389 (2001).

4/28/16 | PH

## Prescription Medication\*\*/\*

The district recognizes that the administration of prescription medication to students and/or student self-medication may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of students who require regular doses or injections of medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis<sup>1</sup>, or have a need to manage hypoglycemia, asthma or diabetes. When a licensed health care professional is not immediately available, a designated trained staff member may administer to a student, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law.

When prescribed by a physician<sup>2</sup> students in grades K-12 will be allowed to self-administer prescription medication, including medication for asthma or severe allergy as defined by state law, and subject to age-appropriate guidelines. A written treatment plan for a student who self administers medication will be developed and signed by a physician or other Oregon licensed health care professional and kept on file. A written request and permission form signed by a parent or guardian is required and will be kept on file. If the student is deemed to have violated Board policy or medical protocol by the district, the district may revoke the permission given to a student to self-administer medication.

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

A request for the district to administer prescription medication to a student shall include the written permission of the parent or guardian and shall be accompanied by written instruction from a physician, physician assistant or nurse practitioner. A prescription label prepared by a pharmacist will be deemed sufficient to meet the requirements for a physician's order.

The district reserves the right to reject a request to administer or allow self administration of a medication when such medication is not necessary for the student to remain in school. A premeasured dose of epinephrine may be administered by designated, trained district staff to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

A process shall be established by which, upon parent written request, a backup prescribed autoinjectable epinephrine is kept at a reasonable, secured location in the student's classroom as provided by state law.

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<sup>1</sup>Under proper notice given to the district.

<sup>2</sup>A registered nurse who is employed by a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days.

Training shall be provided to designated staff as required by law in accordance with approved protocols as established by the Oregon Health Authority. Staff designated to receive training shall also receive bloodborne pathogens training. Current first-aid and CPR cards are strongly encouraged for designated staff. A current first-aid and CPR card is required for designated staff.

Prescription medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district regulations governing administering noninjectable or injectable, or prescription or nonprescription medicines to students including procedures for the disposal of sharps and glass.

The superintendent will ensure student health management plans are developed as required by training protocols, maintained on file and pertinent health information is provided to district staff as appropriate. Such plans will include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities.

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

END OF POLICY

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**Legal Reference(s):**

[ORS 109.640](#)  
[ORS 339.866 to -339.871](#)  
[ORS 433.800 to -433.830](#)  
[ORS 475.005 to -475.285](#)

[OAR 166-400-0010\(17\)](#)  
[OAR 166-400-0060\(29\)](#)  
[OAR 333-055-0000 to -0035](#)  
[OAR 581-021-0037](#)

[OAR 581-022-0705](#)  
[OAR 851-047-0030](#)  
[OAR 851-047-0040](#)

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**Prescription/Nonprescription Medication\*\*/\***

Students may, subject to the provisions of this regulation, have prescription or nonprescription medication administered by designated, trained staff. Self-medication by students will be permitted in accordance with this administrative regulation and state law.

## 1. Definitions

- a. "Prescription medication" means any noninjectable drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken either internally or externally by a student under the written direction of a physician; and bronchodilators or autoinjectable epinephrine prescribed by a student's Oregon licensed health care professional for asthma or severe allergies. Prescription medication does not include dietary food supplements. As per Oregon Administrative Rule (OAR) 851-047-0030 through 851-047-0040, a registered nurse may administer a subcutaneous injectable medication.
- b. "Nonprescription medication" means only Food and Drug Administration approved, nonalcohol-based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eye, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids that do not require written or oral instructions from a physician. Nonprescription medication does not include dietary food supplements or nonprescription sunscreen.
- c. "Adrenal crisis" means adrenal crisis as defined in Oregon Revised Statute (ORS) 433.800.
- d. "Adrenal insufficiency" means adrenal insufficiency as defined in ORS 433.800.
- e. "Notice of a diagnoses of adrenal insufficiency" means written notice to the district from the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student's physician that includes the student's diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat adrenal insufficiency crisis and instructions for followup care after medication to treat adrenal insufficiency crisis has been administered.
- f. "Physician<sup>1</sup>" means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, a nurse practitioner with prescriptive authority licensed by the Oregon State Board of Nursing, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon or a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon.
- g. "Student self-medication" means a student must be able to administer medication to himself/herself without requiring a trained staff member to assist in the administration of the medication.

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

- h. “Age-appropriate guidelines” means the student must be able to demonstrate the ability, developmentally and behaviorally, to self-medicate with permission from parent or guardian, administrator and in the case of a prescription medication, a physician.
- i. “Training” means yearly instruction, by a qualified trainer, to be provided to designated staff on the administration of prescription and nonprescription medication, based on requirements set out in guidelines approved by the Oregon Department of Education (ODE), including discussion of applicable district policies, procedures and materials.
- j. “Qualified trainer” means a person who is familiar with the delivery of health services in a school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a physician, or a pharmacist licensed by the State Board of Pharmacy for the state of Oregon.
- k. “Severe allergy” means a life-threatening hypersensitivity to a specific substance such as food, pollen or dust.
- l. “Asthma” means a chronic inflammatory disorder of the airways that requires ongoing medical intervention.
- m. “Designated staff” means the staff person who is designated by the building principal to administer prescription or nonprescription medication.

## 2. Designated Staff/Training

- a. The principal will designate trained staff authorized to administer prescription or nonprescription medication to students while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules and this administrative regulation.
- b. The principal will ensure the training required by law and Oregon Administrative Rules is provided. Training must be conducted by a qualified trainer.
- c. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects, allergic reactions or adrenal insufficiency and student confidentiality. Materials as recommended and/or approved by the ODE will be used.
- d. Training will be provided yearly to designated staff authorized to administer medication to students.
- e. A copy of the district’s policy and administrative regulation will be provided to all staff authorized to administer medication to students and others, as appropriate.
- f. A statement that the designated staff member has received the required training will be signed by the staff member and filed in the district office.



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

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

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

A student experiencing symptoms of adrenal crisis may be treated by designated staff and shall be subject to the following:

- a. Upon notice of a diagnosis of adrenal insufficiency, as defined in OAR 581-021-0037, the building principal will designate staff responsible for administering the medication to treat adrenal insufficiency;
- b. The designated staff will successfully complete training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis in accordance with the rules adopted by the Oregon Health authority;
- c. The student's parent or guardian must provide adequate supply of the student's prescribed medication to the district;
- d. The district will require the development of an individualized health care plan for the student;
- e. In the event that a student experiences symptoms of adrenal crisis and the designated staff determines the medication to treat adrenal insufficiency should be administered, any available staff member will immediately call 911 and the student's parent or guardian.

5. Administering Medications to Students

- a. A request for designated staff to administer medication to a student may be approved by the district and subject to the following:
  - (1) A written request for the district designated staff to administer prescription medication to a student, if because of the prescribed frequency for the medication, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities, must be submitted to the school office and shall include:
    - (a) The written signed permission of the parent or guardian;
    - (b) The written instruction from the physician, physician assistant or nurse practitioner for the administration of the prescription medication to the student including:
      - (i) Name of the student;
      - (ii) Name of the medication;
      - (iii) Method of administration;
      - (iv) Dosage;
      - (v) Frequency of administration; and
      - (vi) Other special instruction, if any.

- (c) The prescription label will be considered to meet this requirement if it contains the information listed in (i)-(vi) above.
- (2) A written request for the district to administer nonprescription medication must be submitted to the school office and shall include:
- (a) The written signed permission of the parent or guardian;
  - (b) The written instruction from the parent or guardian for the administration of the nonprescription medication to the student including:
    - (i) Name of the student;
    - (ii) Name of the medication;
    - (iii) Method of administration;
    - (iv) Dosage;
    - (v) Frequency of administration;
    - (vi) Other special instruction, if any.
- b. Medication is to be submitted in its original container;
  - c. Medication is to be brought to and returned from the school by the parent;
  - d. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
  - e. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions;
  - f. In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district-administered medication;
  - g. Any error in administration of medication will be reported to the parent immediately [and documentation made on the district's Accident/Incident Report form]. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration, method of administration, etc.;
  - h. Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the district.

## 6. Student Self-medication of a Prescription or Nonprescription Medication

- a. Student self-medication of prescription medication by K-12 students, including students with asthma or severe allergies, will be allowed subject to the following:
  - (1) A parent or guardian signed permission form and other documentation requested by the district must be submitted for self-medication of all prescription medications;
  - (2) A medication that is prescribed by physician and a written treatment plan developed by a physician or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities. The physician will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;

- (3) Principal permission for all self-medication of prescription medicine requests is required.
- b. Student self-medication of nonprescription medication by K-12 students may be allowed subject to the following:
    - (1) A parent or guardian permission form and other documentation requested by the district must be submitted for self-medication of all nonprescription medications. The signed form from the parent or guardian will ensure the student has received proper instruction for use;
    - (2) Principal permission for all self-medication of nonprescription medicine requests is required.
  - c. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided in Section 5 above;
  - d. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
    - (1) Prescription labels must specify the name of the student, name of the medication, dosage, method of administration and frequency or time of administration and any other special instruction including permission for the student to self-medicate;
    - (2) Nonprescription medication must have the student's name affixed to the original container.
  - e. The student may have in his/her possession only the amount of medication needed for that school day, except for manufacture's packaging that contains multiple dosage, the student may carry one package, such as but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
  - f. Sharing and/or borrowing of any medication with another student is strictly prohibited;
  - g. Any medication required for use longer than 10 school days will be permitted only upon the written request of the parent;
  - h. For students who have been prescribed bronchodilators or epinephrine, staff will request from the parent or guardian, that the parent or guardian provide backup medication for emergency use by that student. Backup medication, if provided by the parent or guardian, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;
  - i. Upon written parent request and with a physician's written statement that the lack of immediate access to a backup autoinjectable epinephrine may be life threatening to a student, and the location the school stores backup medication is not located in the student's classroom, a process shall be established to allow the backup autoinjectable epinephrine to be kept in a reasonably secure location in the student's classroom;
  - j. Permission to self-medicate may be revoked if the student violates the Board policy and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

## 7. Handling, Storage, Monitoring Medication Supplies

- a. Medication administered by designated staff or self administered by the student, must be delivered by the parent to the school, in its original container, accompanied by the permission form and written instructions, as required above.
- b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated staff in the presence of another district employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
- c. Designated staff will follow the written instructions of the physician and parent and training guidelines as may be recommended by ODE for administering all forms of prescription and/or nonprescription medications.
- d. Medication will be secured as follows:
  - (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box [used solely for the storage of medication];
  - (2) Medications requiring refrigeration will be stored in a [locked box in a refrigerator] [separate refrigerator used solely for the storage of medication];
  - (3) Access to medication storage keys will be limited to the principal and designated school staff.
- e. Designated staff will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
- f. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated staff will notify the parent immediately.

## 8. Emergency Response

- a. Designated staff will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from district-administered medication or from student self-medication or allergic reactions. The parent, school nurse and principal will be notified immediately.
- b. Minor adverse reactions that result from district-administered medication or from student self-medication will be reported to the parent immediately.
- c. Any available district staff will immediately call 911 and the student's parent or guardian if the designated staff member believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.

## 9. Disposal of Medications

- a. Medication not picked up by the parent at the end of the school year or within [five] school days of the end of the medication period, whichever is earlier, will be disposed of by designated staff in a nonrecoverable fashion as follows:

- (1) Medication in capsule, tablet and liquid form will be removed from their original container (destroy any personal information). Crush solid medications, mix or dissolve in water (this applies to liquid as well) and mix with an undesirable substance such as coffee grounds, kitty litter, flour etc., and place it in impermeable non-descriptive containers such as empty cans or sealable bags, placing these containers in the trash. Flush prescriptions down the toilet **only** if the accompanying patient information specifically instructs it is safe to do so;
  - (2) Other medication will be disposed of in accordance with established training procedures including sharps and glass.
- b. All medication will be disposed of by designated staff in the presence of another school employee and documented as described in Section 10, below.

#### 10. Documentation and Record Keeping

- a. A medication log will be maintained for each student administered medication by the district. The medication log will include, but not be limited to:
- (1) The name, dose and route of medication administered, date, time of administration and name of the person administering the medication;
  - (2) Student refusals of medication;
  - (3) Errors in administration of medication<sup>2</sup>;
  - (4) Emergency and minor adverse reaction incidents;
  - (5) Discrepancies in medication supply;
  - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.
- b. All records relating to administration of medicines, including permission slips and written instructions, will be maintained in a separate medical file apart from the student's education records file unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
- c. Student medical files will be kept confidential. Access shall be limited to those designated school staff authorized to administer medication to students, the student and his/her parents. Information may be shared with staff with a legitimate educational interest in the student or others as may be authorized by the parent in writing.

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

A school administrator, school nurse, teacher or other district employee designated by the school administrator, are not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, when that person in good faith assisted the student in self-administration of the medication, as per state law.

A school administrator, school nurse, teacher or other district employee are not liable in a criminal action or for civil damages, when in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy, who is unable to self administer the medication, as per state law.

A school district and the members of a school district board are not liable in a criminal action or for civil damages when a student or individual is unable to self-administer medication, when any person in good faith administers autoinjectable epinephrine to a student or individual, as per state law.

R4/28/16 | PH