



Gladstone School District 115

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SCHOOL BOARD MEETING - ADMINISTRATION BUILDING
REGULAR SESSION
OCTOBER 12, 2016
6:30 PM

AGENDA

1. CALL MEETING TO ORDER
 - a. Flag Salute
2. RECOGNITION OF STUDENTS, STAFF AND/OR PUBLIC
 - a. GHS Club Presentations
 - b. GCCF Board Room Artwork
3. DISCUSSION/REPORTS
4. ACTION ITEMS
 - a. Approval of Minutes
 - b. Approval of GHS Music Trip
 - c. Approval of Credit Card for Air Travel
 - d. Approval of Regular/Alternate Budget Committee Members
5. INFORMATION FROM STUDENT REPRESENTATIVE
6. INFORMATION FROM ADMINISTRATIVE STAFF
7. SUPERINTENDENT'S REPORT
 - a. Financial Report
 - b. Board Policies – Second Reading
 - 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
 - c. Board Policies – First Reading
 - BBAA Individual Board Member's Authority & Responsibilities
 - BBC Board Member Resignation
 - BD/BDA Board Meetings
 - BDC Executive Sessions
 - BFC Adoption & Revision of Policies
 - d. Personnel – Information Only

8. PRESENTATIONS AND SUGGESTIONS FROM BOARD MEMBERS

- a. OSBA's 2016 Annual Convention
- b. NSBA 2017 Annual Convention

9. 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.

10. ADJOURNMENT

The next regular School Board meeting is scheduled at 6:30 p.m. on Wednesday, November 9, 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

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

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

October 12, 2016

1. CALL MEETING TO ORDER

a. Flag Salute

2. RECOGNITION OF STUDENTS/STAFF AND/OR PUBLIC

a. GHS Club Presentations

b. GCCF Board Room Artwork

Carol Kemhus, Director of GCCF, will provide a brief overview of the student artwork on display.

3. DISCUSSION/REPORTS

4. ACTION ITEMS

a. Approval of Minutes

(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

b. Approve GHS Music Trip

Joshua Weir and Seth Arnold, Choir and Band Directors at GHS, are requesting authorization for the students to travel to Anaheim, California (Disneyland) to tour UCLA and Pomona College. Students would leave on Sunday, 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 will be present to answer questions.

The following resolution is recommended for approval:

(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.

c. Approval of District Credit Card for Air Travel

The administration is requesting 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 is recommended the card be issued for \$3,000.00. 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, will be available to answer questions.

The following resolution is recommended for approval:

(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 \$3,000.00 which will be used exclusively for purchases through OrCPP for district travel.

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.

Board members shall make an appointment to the Budget Committee where there are openings. Bruce Wadsworth will nominate Bill Tracy as an alternate.

	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	Open	Open
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:

(16-110) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the appointment of _____, position #1, for the term March 1, 2017, through June 30, 2019 and Bill Tracy, to serve as an alternate on the Budget Committee, for one year, expiring June 30, 2017.

5. INFORMATION FROM STUDENT REPRESENTATIVE

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

6. 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.

7. SUPERINTENDENT'S REPORT

a. Financial Report

The financial report for the month of September 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 provide an overview and be available to answer questions.

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 are being 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 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

c. Board Policies – First Reading

The following policies being presented as a first reading are changes reflected in the legislature's changes and to 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

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 have an opportunity at this time 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. Please let Natalie Weninger know if you wish to attend. Conference information is available: http://www.osba.org/Calendar/Events/Annual_Convention-2016.aspx

b. NSBA 2017 Annual Convention

The annual convention is scheduled for Saturday, March 25 through Monday, March 27 2017, in Denver, Colorado. Registration begins in October. Please let Natalie Weninger know if you wish to attend.

9. 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.

10. ADJOURNMENT

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

September 14, 2016 Minutes

BOARD ATTENDANCE:

Sharon Soliday, Chair
Nicole Vera Vera Couzens, Vice Chair
Rod Cole, Member
Bruce Wadsworth, Member

BOARD ABSENT:

Carlos Castañeda, Member
Kristin Eaton, Member
Jay Schmidt, 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, September 14, 2016.

1. CALL MEETING TO ORDER

Board Chair Sharon Soliday called the meeting to order at 6:30 pm.

a. Flag Salute

Mrs. Vera Vera Couzens led the flag salute.

2. RECOGNITION OF STUDENTS/STAFF AND/OR PUBLIC

Braydon Fosberg addressed the board. He thanked the Board for letting Beaver Creek Cub Scout Troop #139 use the Robotics trailer for their trip to Montana. Braydon is working towards his Eagle Scout badge. Attending a community meeting is part of his badge. He would like to be able to advertise for Cub Scouts in our schools. Ms. Soliday said they will check on policy and contact him with information.

3. APPROVAL OF MINUTES

There was not a quorum present from these meetings. These action items were postponed.

(16-87) BE IT RESOLVED, that the minutes of the following School Board meeting be and hereby are approved:
July 13, 2016 – Regular School Board Meeting

(16-97) BE IT RESOLVED, that the minutes of the following School Board meeting be and hereby are approved:
August 10, 2016 – Regular School Board Meeting
August 31, 2016 – Work Session/Executive Session

4. DISCUSSION/REPORTS

a. Homeless Student Update

The McKinney-Vento Act is a federal law guaranteeing all children and youth the right to an equal education, regardless of their living situation. Protection under the McKinney-Vento Act extends to those who lack a fixed, regular, and adequate nighttime residence. Dozens of students without fixed places of residence are served by the Gladstone School District.

Kim Nomensen, counselor at Kraxberger, serves as District Liaison for homeless children and families. Ms. Nomensen helps to identify homeless students and connects them to free lunch, transportation, school supplies and other resources including housing referrals and social/health services.

Kelly Welch, director of special services, reported at the end of the 2015-16 school year there were fifty eight students identified as homeless in the district. There were 5 students at GCCF, 14 students at JWE, 16 students at WLK and 23 students at GHS. She is working on changing the wording from homeless to transition.

5. ACTION ITEMS

a. Approve Change in Account Authorized Signers

The district has imprest bank accounts at each building, as well as several district bank accounts. These accounts require signers who are authorized by the Board of Directors. Samantha Nelson, director of finance and operations, reported due to new hires, the director at GCCF and the principal at WLK, the board is required to approve new bank authorization for each of these accounts. There were no other changes.

Gladstone Center for Children and Families
Carol Kemhus, Director
Heidi Smith, Head Secretary
Samantha Nelson, Director of Finance and Operations

Kraxberger Middle School
John Olson, Principal
Shaun Southmayd, Head Secretary
Samantha Nelson, Director of Finance and Operations

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

(16-98) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the change of authorized signers as presented in the September 14, 2016 Superintendent report.

BE IT FUTHER RESOLVED, that all checks will require two signers of those individuals authorized to sign.

(16-98) Motion passed 4-0, Mr. Castañeda, Mr. Schmidt and Ms. Eaton were absent.

b. Approve GHS FBLA Trip

Stacy Shinault, Future Business Leaders of America Advisor (FBLA) at GHS, requested authorization for the students to travel to Bend for the Oregon Leadership Institute. Students would leave on Sunday, November 6, 2016 and return on Monday, November 7, 2016. Two to 8 students and the FBLA advisor would participate in the trip. Stacy Shinault, FBLA advisor at GHS, was present. The students compete in business and computer related skills, job interviews, video game development, and business math tests. This opportunity will allow practice for the spring state competition.

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

(16-99) WHEREAS, the high school FBLA advisor is requesting permission to participate in a trip to Bend, 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 and chaperones to Bend, Oregon, November 6 through November 7, 2016, as outlined in the superintendent's report.

(16-99) Motion passed 4-0, Mr. Castañeda, Mr. Schmidt and Ms. Eaton were absent.

c. Approve GHS Cheer Trip

Angie Schassen, Head Cheer Coach at GHS, requested authorization for the students to travel to Anaheim, California for the 2016-17 USA High School Nationals Spirit Competition. Students would leave on Thursday, March 23, 2017 and return on Wednesday, March 28, 2017. Fourteen students, and four coaches would participate in the trip. Angie Schassen, head cheer coach at GHS, was present. Ms. Schassen reported that fundraisers will ensure that families have no out of pocket expense for the trip. This year Gladstone High School will host a cheer competition, a pancake breakfast, a pig raffle and a sponsorship drive. Currently there are 19 participants on the varsity team. There is a selection process for students to have the opportunity to attend the competition.

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

(16-100) WHEREAS, the high school cheer coach is requesting permission to participate in a trip to Anaheim, California, March 23 through March 28, 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, March 23 through March 28, 2017, as outlined in the superintendent's report.

(16-100) Motion passed 4-0, Mr. Castañeda, Mr. Schmidt and Ms. Eaton were absent.

d. Approve Excise Tax

At the Board Work Session, the School Board reviewed the current excise tax limits set in place by School Board action in February 2008. Construction taxes may be used for repayment of capital improvements and related debt.

Enclosed is a copy of the 2016-17 and 2017-18 rate schedule published by the Oregon Department of Revenue. The District will request the County collect the Construction Excise Tax at the current published rate for the 2016-17 and 2017-18 years as presented in the superintendent's report. Subsequent rate changes will be made per the Department of Revenue Publications indexing the school construction excise tax limits. Samantha Nelson, director of finance and operations, was present to answer questions. There was a brief conversation regarding the cost for residential and non-residential remodeling.

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

(16-101) BE IT RESOLVED, that the Gladstone School District Board of Directors approve the 2016-17 and 2017-18 Construction Excise Tax as presented in the September 14, superintendent's report.

(16-101) Motion passed 4-0, Mr. Castañeda, Mr. Schmidt and Ms. Eaton were absent.

e. Approve Request for Unpaid Leave of Absence

On September 7, 2016, a letter was received from Kelly Jacobs, 1.0 FTE music teacher at JWE, requesting an unpaid leave of absence from January 31, 2017 through May 30, 2017. This request would extend Kelly's FMLA parental leave. Jeremiah Patterson, assistant superintendent, was present to answer questions.

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

(16-102) BE IT RESOLVED that the Gladstone School District Board of Directors approves the request for Kelly Jacobs, 1.0 FTE music teacher at JWE, to take an unpaid leave of absence from January 31, 2017 through May 30, 2017.

(16-102) Motion passed 4-0, Mr. Castañeda, Mr. Schmidt and Ms. Eaton were absent.

f. Approve Licensed Elections

New certified staff will be recommended for hire as follows:

Clinton Vallie, 0.5 FTE Math Teacher (GHS)
Heidi Sause, 1.0 FTE Counselor (GHS)
Brandi Durkee, Temporary 0.5 FTE Intervention Specialist (JWE)

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

(16-103) BE IT RESOLVED, that Clinton Vallie, who is herein recommended for teacher election as a .5 FTE Math teacher, be accepted by the Gladstone School Board of Directors, as submitted September 14, 2016.

(16-103) Motion passed 4-0, Mr. Castañeda, Mr. Schmidt and Ms. Eaton were absent.

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

(16-104) BE IT RESOLVED, that Heidi Sause, who is herein recommended for teacher election as a 1.0 FTE counselor, be accepted by the Gladstone School Board of Directors, as submitted September 14, 2016

(16-104) Motion passed 4-0, Mr. Castañeda, Mr. Schmidt and Ms. Eaton were absent.

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

(16-106) BE IT RESOLVED, that Brandi Durkee, who is herein recommended for teacher election as a Temporary 0.5 FTE intervention specialist, be accepted by the Gladstone School Board of Directors, as submitted September 14, 2016

(16-106) Motion passed 4-0, Mr. Castañeda, Mr. Schmidt and Ms. Eaton were absent.

6. INFORMATION FROM STUDENT REPRESENTATIVE

Grace Chappel, ASB student representative reported to the Board on matters of interest at Gladstone High School. Freshman orientation was exciting and positive. Students have had a lot of schedule changes. This year homecoming will focus around the 50th anniversary of Gladstone High School. An Alumni tour of the new high school is planned and a parade through the hallways. October 19 is a half day with a focus on college and career readiness.

7. INFORMATION FROM ADMINISTRATIVE STAFF

On Wednesday, September 7, teachers, support staff and administrators greeted students back to school. The start of a school year is always an exciting time for students, parents and staff. Each of the District's administrators reported to the Board on matters of interest concerning his/her area of responsibility.

Carol Kemhus, director at the Gladstone Center for Children and Families reported. Ms. Kemhus thanked the board for having her return. She thanked the maintenance, technology and district office staff for all of the great support in getting ready for staff and students. Lynn Aleksich, food coordinator, has assisted with bringing a great program to GCCF where fresh fruits and veggies are in classrooms each day. Students are able to select a healthy snack whenever they need it.

This year GCCF is building a tutoring program with high school students. On September 27 foundations from around the nation will learn about GCCF and take a tour.

Wendy Wilson, principal at John Wetten Elementary School reported. JWE had a wonderful start of the year. She shared a student made video in which a student was interviewed by another student about his reading struggles. Through interview questions he expressed how he went from 11 words per minute to 140 words. He thanked several teachers.

John Olson, principal at Kraxberger Middle School reported. A great start to the school year due to the structure of the staff advisory council meetings with Jeremiah Patterson and Dick Withycombe. It allowed WLK staff to have common agreements. Teachers are in hallways and on bus duty as well as lunch duty. The campus monitor has been a great addition to the staff. PLC work has been revitalized and overall it gets better every day. Mr. Patterson's help on curriculum has led to four new sections for STAR math. The Board thanked Mr. Olson for building trust in relationships.

Kevin Taylor, principal at Gladstone High School reported. At the pep assembly led by students the entire student body all sang "Lean on me". Teacher in-service days were focused on unity and consistency. The school support previously provided at Saturday school will change from Saturdays to one hour three days per week. Each of these days the media center, computer lab and math support will be open. Open house is next Wednesday, September 21 at 6 pm. On October 19, sophomores and some juniors will take the PSAT. Freshman will complete a career interest survey and participate in the career fair. Seniors will be trained in CPR and participate in the career fair. Juniors who do not take the PSAT will have a variety of career and college planning experiences including a career fair.

Jeremiah Patterson, assistant superintendent, reported. He has been busy going into spaces in each building. At GCCF he has helped open milk and yogurts as well as attended art class. Ms. Kemhus has entered all of the kindergarten assessments and teachers have received the data. At JWE it was great to see high school students helping. He is working with Ms. Wilson on math data review. The hands on culture of care with Mr. Wolfe McCormick is going great. The staff advisory meetings with WLK staff were very successful. Staff came away with a great sense of continuity. One area of great discussion was students' personal devices. Teachers are now in the hallways during passing time. At GHS students are fearless. The pep assembly was exciting to see. Mr. Yates has done a great job working with boosters on the Title 9 work.

Lennie Bjornsen, director of student and family supports, reported. He has been working with Mr. Harris at WLK on a discussion guide for when students are in detention. The guide will help students learn to restore relationships after an incident.

Kelly Welch, director of student services, reported. There are many new staffers in her department. Only three current staff members were employed prior to Dr. Welch. She told a story about a child who has made gains from last year. Last year, he had to be pulled out and sent home. This year he has come every day and been able to stay. The mother of the child sent a message to Dr. Welch thanking her for hiring his new teacher.

Leslie Robinette, communications coordinator, reported. Back pack Buddy coalition is growing, providing a robust food supply from churches and other partners.

Tammy Tracy, director of community schools and human resources, reported. Transportation had a smooth start. A meeting held with transportation services, Dr. Welch and Mrs. Nelson helped to set new practices and a tone for the beginning of the year. The Extended Day child care is thriving. There is a waiting list of 25 to 30 families.

8. SUPERINTENDENT'S REPORT

a. Financial Report

The financial report for the month ending August 30, 2016 was presented. Samantha Nelson, Director of Finance and Operations, was available to answer questions. Mrs. Nelson is focusing on the audit and starting the 2016-17 year.

b. Enrollment Report

Mr. Stewart reported as of September 8, 2016 enrollment is 2,115; last year, the enrollment on the first day of school was 2,201. The district is 100 students below our projected number. Part of the decrease in our estimate is due to the apartments not being completed as scheduled. The occupancy date is still unknown. The district hopes to see an influx of students when they are able to rent. In addition, last year 40 students began withdrawing in the second quarter. Mr. Stewart will bring an update to the board in October.

2015-16 Enrollment		2016-17 Enrollment	
Kindergarten	144	Kindergarten	144
First Grade	163	First Grade	143
Second Grade	163	Second Grade	150
Third Grade	178	Third Grade	164
Fourth Grade	153	Fourth Grade	166
Fifth Grade	142	Fifth Grade	150
Sixth Grade	187	Sixth Grade	153
Seventh Grade	161	Seventh Grade	181
Eighth Grade	167	Eighth Grade	169
Ninth Grade	192	Ninth Grade	173
Tenth Grade	183	Tenth Grade	185
Eleventh Grade	164	Eleventh Grade	164
Twelfth Grade	164	Twelfth Grade	148
Alternative Placement	15	Alternative Placement	25
TOTAL	2,201	TOTAL	2,115

c. Health and Safety Report

Under the State Board of Education's new adopted rules, school districts are required to submit a preliminary safety and health plan by October 1 to the state. The plan will include lead and radon testing. Gladstone is currently doing retests. Mrs. Nelson does not anticipate any new issues. This final plan is due in 2017.

d. 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. Stewart reminded the board members to make an appointment to the Budget Committee where there are openings.

Position	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	Open	Open
6	Rod Cole	Open	Open	Open	Open
7	Bruce Wadsworth	Jared Dilsaver	6-30-2017	Open	Open

e. Board Policies – First Reading

The following policies were presented as a first reading. Policy changes are due to legislative changes and to ensure compliance with State and Federal mandates. Jeremiah Patterson, assistant superintendent, went over each policy and answered 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	June 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	December 2015

f. Personnel – Information Only

David Hayden, technology assistant submitted a resignation letter to the District on August 25, 2016 effective September 8, 2016. David has been with the district since July 2013.

9. PRESENTATIONS AND SUGGESTIONS FROM BOARD MEMBERS

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

a. Committee Work Assignments

The School Board reviewed the committee selections from last year and made changes.

b. OSBA Elections

The Oregon School Boards Association Board of Directors is seeking nominations for positions on the OSBA Board. The deadline for submitting recommendations is 5 pm on September 30, 2016.

c. OSBA Fall Regional Dinner

The OSBA Fall Regional Dinner Meeting is scheduled for Thursday, September 29, 2016, beginning at 6: pm, at the Clackamas ESD. Board members should let Natalie Weninger know their meal choice if they plan to attend.

d. OSBA's 2016 Annual Convention

The convention is scheduled for Thursday, November 10, through Sunday, November 13, 2016, at the Portland Marriott Downtown. Please let Natalie Weninger know who plans to attend. Conference information is available: http://www.osba.org/Calendar/Events/Annual_Convention-2016.aspx

e. NSBA 2017 Annual Convention

The annual convention is scheduled for Saturday, March 25 through Monday, March 27 2017, in Denver, Colorado. Registration begins in October. Please let Natalie Weninger know if you wish to attend.

Nicole Vera Vera Couzens thanked the staff for the great start and their work.

Sharon Soliday invited everyone to attend the Robotics Kickoff barbecue on Saturday, September 24, from 11 to 1 pm. In the Robotics workshop behind the batting cages at Gladstone High School.

10. PUBLIC PARTICIPATION

There was no public participation.

11. ADJOURNMENT

Board Chair, Sharon Soliday adjourned the meeting at 7:50 pm.

ATTEST:

Sharon Soliday, Board Chair

Date

Bob Stewart, Superintendent

Date

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

September 26, 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 special session of the Gladstone School District Board of Directors was held in the School District Administration Office on Monday, September 26, 2016.

1. CALL MEETING TO ORDER

Board Chair Sharon Soliday called the meeting to order at 7:00 am.

2. APPROVAL OF MINUTES

At last month's School Board meeting approval of the July and August minutes were postponed.

a. July 13, 2016 Regular Board Meeting

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

(16-87) BE IT RESOLVED, that the minutes of the following School Board meeting be and hereby are approved:

July 13, 2016 – Regular School Board Meeting

(16-87) Motion passed 6-0, Ms. Eaton abstained.

b. August 10, 2016 Regular Board Meeting & August 31, 2016 Work Session/Executive Session

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

(16-97a) BE IT RESOLVED, that the minutes of the following School Board meeting be and hereby are approved:

August 10, 2016 – Regular School Board Meeting

(16-97a) Motion passed 6-0, Mr. Wadsworth abstained.

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

(16-97b) BE IT RESOLVED, that the minutes of the following School Board meeting be and hereby are approved:

August 31, 2016 – Work Session/Executive Session

(16-97b) Motion passed 4-0, Mr. Castañeda, Ms. Eaton and Mr. Schmidt abstained.

3. ACTION ITEMS

a. Approve nomination of candidate for OSBA Board of Directors

The Oregon School Boards Association Board of Directors is seeking nominations for positions on the Oregon School Board Association (OSBA) Board. The deadline for submitting recommendations is 5:00 pm on September 30, 2016. Carlos Castañeda would like to be considered as a nominee.

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

There was a brief discussion regarding the time commitment. Mr. Castañeda expressed his desire to give it a try and make it work.

(16-105) BE IT RESOLVED, that the Gladstone School District Board of Directors nominate Carlos Castañeda for the OSBA Board of Director position #7 representing Clackamas County.

(16-105) Motion passed unanimously 7-0.

4. ANNOUNCEMENTS

a. OSBA Fall Regional Dinner

The OSBA Fall Regional Dinner Meeting is scheduled for Thursday, September 29, 2016, beginning at 6:00 pm. Mr. Castañeda, Mr. Cole, Ms. Eaton and Mr. Wadsworth will attend.

b. OSBA's 2016 Annual Convention

The convention is scheduled for Thursday, November 10, through Sunday, November 13, 2016, at the Portland Marriott Downtown. Board members should let Natalie Weninger know if they wish to attend. Conference information is available: http://www.osba.org/Calendar/Events/Annual_Convention-2016.aspx

c. NSBA 2017 Annual Convention

The annual convention is scheduled for Saturday, March 25 through Monday, March 27 2017, in Denver, Colorado. Registration begins in October. Board members should let Natalie Weninger know if they wish to attend.

5. ADJOURNMENT
Board Chair, Sharon Soliday adjourned the meeting at 7:08 am.

ATTEST:

Sharon Soliday, Board Chair

Date

Bob Stewart, Superintendent

Date



Gladstone High School Athletics/Activities

18800 Portland Ave., Gladstone, Oregon 97127

(503) 655-2544 - Fax (503) 655-0320

Today's Date: 10 / 7 / 16

To: **GLADSTONE SCHOOL BOARD**

From: Joshua Weir & Seth Arnold (Supervisor's name)

Choir and Band Directors (Title)

GHS Music Department (Sport/Activity)

Re: Permission request to travel overnight

Dear School Board,

Please consider the following request for travel:

Who: GHS Chorale & Symphonic Band (Group(s) participating)

Where: Anaheim, California (Disney) (Host facility)

When: 5/20 - 5/23/2017 (Date(s))

Funding: _____ District funds ASB funds Participant

List use of each fund: Band/Choir ASB fund to offset cost with fundraising. Participant to make up difference.

Number of participants: est. 60-80

Lodging: Fairfield Inn Anaheim

Transportation: Jet Blue (air) and American Transportation (Bus)

Chaperone name(s): to be determined thru a screening application, priority to medically trained, experienced with groups

Reason for trip: to experience first-hand, performing in a professional setting. They will go back stage and see the workings of the industry leader in performing arts. Students will participate in a movie soundtrack recording clinic in Disney studios. Group will tour UCLA and get to see/participate in ensemble rehearsals and get Cliniced

**Please provide itinerary (if available)

Joshua Weir

Supervisor's signature

503-655-2544

Contact number

Athletic Director
Ted Yates

Athletic Secretary
Denise Durkee

Football
Jon Jedrykowski

Volleyball
Melanie Althaus

Cross Country
Jamie Breese

Boys Soccer
Tyler Lewis

Girls Soccer
Steve Thomas

Dance
Denise Harris

Boys Basketball
Cody Aker

Girls Basketball
Pat Scott

Wrestling
Michael Hess

Swim
Jackie Holstrom

Baseball
Casey Webster

Softball
Bruce Mortier

Boys Track
Greg Hess

Girls Track
Joan Kintz

Boys Golf
Izaak Thoman

Band
David Kays

Choir
Jim Gent

Drama
Katy Pearson

2017 Band and Choir Disneyland Proposed **Rough Itinerary**

Saturday, May 20, 2017

7:30 am - Arrive at GHS and load school buses

8:15 am - Leave for PDX

8:45 am? - Arrive PDX

11:15 am - 1:33pm on Jet Blue to Long Beach

Eat at airport or pack lunch

Arrival at Hotel 2:30pm

3:00- 3:15pm - Disneyland and California Adventures

Groups will need to make times to move between parks together with Chaperones.

10pm - Early Group leaves for Hotel

11pm - late group leaves for Hotel

11:30pm - bed checks and lights out

Sunday, May 21, 2017

6:30am - Wake up and breakfast for early risers

Group will walk to Disney with Chaperones at 7:30am

7:30am - All up with breakfast

Group will walk to Disney with Chaperones at 8:30am

9am - Disneyland and California Adventures

Groups will need to make times to move between parks together with Chaperones.

Groups will have one workshop this day lasting approx. 3 hrs.

12:30pm - Lunch will be with chaperones if students do not want to eat in the park

(same will apply with dinner)

10pm - Early group meets and leaves for hotel.

11pm - late group meets and leaves for hotel.

Monday, May 22, 2017

9am - Wake up and breakfast

10:30am - load bus and leave for LAX

Day will consist of tours to UCLA and Pomona College depending on the amount of time each tour takes. Groups will hopefully be able to observe a rehearsal/work with the director at each school.

7pm - All together group dinner - medieval times?

9pm - Room time/pack your bags

10pm - chaperones go around and check to see if packing is done.

11pm - Bed Checks and lights out

Tuesday, May 23, 2017

9am - wake up and breakfast

10am - load bus with all bags

10:30am - leave for LA

11:30pm - lunch at airport

2:19pm - Flight home

4:40pm - Arrive PDX and Load school buses

6:00 - 6:30pm - Arrive GHS and have a good night

Fundraising, Costs, and Accommodations

LODGING

Fairfield Inn

1460 S Harbor Blvd, Anaheim, CA

Garlonn Farell - 949-892-2212

Cost - \$4,892.40 - was based on 4 nights and 80 participants, cost will change now that trip is 3 nights and also dependent on participant numbers.

AIR

JetBlue Airlines

Based on 80 participants the cost was

\$17,776.00

222.20 per person

Includes one Free checked bag

Students who may not need checked bag will be able to check an instrument.

Overweight items are \$100 extra to check, if needed music department will pay this fee.

Disneyland

2 day park hopper pass \$208 per person

Based on 60 participants \$12,480.00

This price includes the workshop

Shuttle Bus

American Transportation Companies

TBD

Based on 2015 cost was \$20 per student

Cost per student without food is approx. \$450-\$500

Fundraising

Our philosophy is for students to have an opportunity to fundraise their entire trip while also reducing the costs for everyone based on team or department fundraising events.

Willamette Valley Pie Co. - individual based

Students make between \$3.50-12.90 per item sold dependent on which item.

Holiday Wreaths - Team Based

Students will make \$8.00-12.00 per item sold dependent on which item.

4 Car Washes - Department Based

Approx earnings \$600-\$1000.

Burgerville Night

Roadrunner Pizza

Students make \$5 per item sold

JW Pepper Fundraising

Online Sales

Can leave open for longer periods of time

Chaperone's

1 chaperone per 8 students

Chaperone's will pay for all or part of cost based on fundraising

GENERAL FUND
STATE SCHOOL SUPPORT
FOR THE FISCAL YEAR 2016-17
AS OF SEPTEMBER 30, 2016

LINE	SOURCE	Adopted Budget	Y-T-D	Current Forecasted	Budget Balance Remaining	
STATE SCHOOL SUPPORT						
2	1111	Current Year's Taxes	\$ 3,630,763	\$ -	\$ 3,630,763	\$ 3,630,763
3	1112	Prior Years Taxes General Fund	70,000	-	70,000	70,000
4	1190	Interest and Penalties on Tax Collections	16,000	1,109	16,000	14,891
5	2102	Esd Apportionment General Fund	-	-	-	-
6	3103	Common School Fund General Fund	195,000	-	195,000	195,000
7	3101	State School Support Fund General Fund	15,726,982	3,413,381	15,081,374	12,313,601
8	4801	Federal Forest Fees General Fund	-	-	-	-
9		Total 2016-17 SSSF Sources (Line 2- Line 8)	\$ 19,638,745	\$ 3,414,490	\$ 18,993,137	\$ 16,224,255
OTHER SSF PAYMENTS AND ADJUSTMENTS						
11	3101	High Cost Disabilities 15-16	-	-	-	-
12	3101	SSF Prior Year Adjustment	-	-	-	-
13		TOTAL 2016-17 SSSF RESORUCES (Line 10- Line 12)	\$ 19,638,745	\$ 3,414,490	\$ 18,993,137	\$ 16,224,255
NON STATE SCHOOL SUPPORT FORMULA SOURCES						
LOCAL SOURCES						
14	1510	Interest Earned General Fund	\$ 21,500	\$ -	21,500	21,500
15	1710	Admissions General Fund	22,000	-	22,000	22,000
16	1741	Outdoor School Fees General Fund	19,000	-	19,000	19,000
17	1742	Hs Pay To Play General Fund	65,000	-	65,000	65,000
18	1743	Ms Pay To Play General Fund	10,000	-	10,000	10,000
19	1912	Lease Of Facilities General Fund	97,095	22,312	97,095	74,783
20	1944	Services provided other LEAs	-	-	-	-
21	1960	Prior Yrs. Expenditure	-	-	-	-
22	1999	Other Misc. General Fund	30,000	3,830	30,000	26,170
23		TOTAL LOCAL SOURCES (Line 14- Line 22)	\$ 264,595	\$ 26,142	\$ 264,595	\$ 238,453
OTHER SOURCES						
24	2202	ESD Handicapped Fund	\$ 295,000	\$ -	295,000	295,000
25	5400	Beginning Cash	1,989,368	2,400,000	2,400,000	(410,632)
26		TOTAL OTHER SOURCES (Line 24- Line 25)	\$ 2,284,368	\$ 2,400,000	\$ 2,695,000	\$ (115,632)
27		TOTAL NON SSSF SOURCES (Line 23+ Line 26)	\$ 2,548,963	\$ 2,426,142	\$ 2,959,595	\$ 122,821
28		TOTAL RESOURCES (Line 13+ Line 27)	\$ 22,187,708	\$ 5,840,632	\$ 21,952,732	\$ 16,347,076

GENERAL FUND
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
FOR THE FISCAL YEAR 2016-17
AS OF SEPTEMBER 30, 2016

		Adopted			Total	Budget	Y-T-D %
Description		Budget	Y-T-D	Encumbered	Expended/ Committed	Balance	Committed
INSTRUCTION							
1110	ELEMENTARY PROGRAM K-5	\$ 4,054,535	\$ 316,779	\$ 3,233,240	\$ 3,550,019	\$ 504,516	87.56%
1120	MIDDLE SCHOOL PROGRAM 6-8	2,233,447	173,057	1,812,643	\$ 1,985,700	\$ 247,747	88.91%
1130	HIGH SCHOOL PROGRAM 9-12	3,396,265	317,191	2,627,087	\$ 2,944,278	\$ 451,987	86.69%
1210	TALENTED AND GIFTED	9,223	184	8,741	\$ 8,925	\$ 298	96.77%
1220	RESTRICTIVE PROGRAMS FOR STUDENTS WITH DISABILITIES	644,771	14,210	37,300	\$ 51,510	\$ 593,261	7.99%
1250	RESOURCE ROOMS	1,200,427	95,940	1,029,826	\$ 1,125,766	\$ 74,661	93.78%
1280	ALTERNATIVE EDUCATION PROGRAMS	89,008	-	-	\$ -	\$ 89,008	0.00%
1290	OTHER DESIGNATED PROGRAMS	284,146	19,371	189,424	\$ 208,795	\$ 75,351	73.48%
TOTAL INSTRUCTION		\$ 11,911,822	\$ 936,732	\$ 8,938,261	\$ 9,874,993	\$ 2,036,829	82.90%
SUPPORT SERVICES							
2110	ATTENDANCE SERVICES	\$ 148,746	\$ 20,483	\$ 189,289	\$ 209,772	\$ (61,026)	141.03%
2120	GUIDANCE SERVICES	529,878	45,626	415,773	\$ 461,400	\$ 68,478	87.08%
2130	HEALTH NURSE SERVICES	183,750	-	86,000	\$ 86,000	\$ 97,750	46.80%
2140	PSYCHOLOGICAL SERVICES	136,064	11,093	109,783	\$ 120,876	\$ 15,188	88.84%
2150	SPEECH PATHOLOGY & AUDIOLOGY	247,191	17,900	196,886	\$ 214,785	\$ 32,406	86.89%
2160	OTHER STUDENT TREATMENT SERVICES	92,058	-	31,000	\$ 31,000	\$ 61,058	33.67%
2190	SPECIAL EDUCATION	236,298	50,024	168,778	\$ 218,802	\$ 17,496	92.60%
2210	IMPROVEMENT OF INSTRUCTION	270,288	49,528	94,207	\$ 143,735	\$ 126,553	53.18%
2220	EDUCATIONAL MEDIA SERVICES	190,746	19,955	150,071	\$ 170,026	\$ 20,720	89.14%
2230	ASSESSMENT/TESTING	102,471	18,374	64,652	\$ 83,026	\$ 19,445	81.02%
2240	INSTRUCTIONAL STAFF DEVELOPMENT	82,395	21,488	1,436	\$ 22,924	\$ 59,471	27.82%
2310	BOARD OF EDUCATION	86,200	11,048	37,854	\$ 48,902	\$ 37,298	56.73%
2320	OFFICE OF SUPERINTENDENT	246,918	53,370	186,776	\$ 240,145	\$ 6,773	97.26%
2410	OFFICE OF PRINCIPAL	1,524,395	332,604	1,080,099	\$ 1,412,703	\$ 111,692	92.67%
2520	FISCAL SERVICES	610,267	171,802	351,158	\$ 522,960	\$ 87,307	85.69%
2540	OPERATION AND MAINTENANCE SERVICES	1,971,090	522,734	1,176,528	\$ 1,699,262	\$ 271,828	86.21%
2550	TRANSPORTATION SERVICES	1,123,751	23,597	1,077,404	\$ 1,101,001	\$ 22,750	97.98%
2630	COMMUNICATION	113,798	23,091	70,292	\$ 93,383	\$ 20,415	82.06%
2640	PERSONNEL SERVICES	420,652	101,458	266,879	\$ 368,337	\$ 52,315	87.56%
2649	OTHER EMPLOYEE SERVICES (RX, UNEMPLOYMENT)	100,000	2,078	375	\$ 2,453	\$ 97,547	2.45%
2660	TECHNOLOGY SERVICES	471,254	76,368	184,064	\$ 260,432	\$ 210,822	55.26%
2700	SUPPLEMENT RETIREMENT	360,570	68,076	27,174	\$ 95,250	\$ 265,320	26.42%
TOTAL SUPPORT SERVICES		\$ 9,248,780	\$ 1,640,697	\$ 5,966,477	\$ 7,607,174	\$ 1,641,606	82.25%
OTHER REQUIREMENTS							
3300	COMMUNITY SERVICES	\$ 18,106	\$ 6,448	\$ 19,345	\$ 25,793	\$ (7,687)	142.46%
5200	TRANSFERS	509,000	-	509,000	\$ 509,000	\$ -	100.00%
6000	CONTINGENCY	500,000	-	500,000	\$ 500,000	\$ -	100.00%
TOTAL OTHER REQUIREMENTS		\$ 1,027,106	\$ 6,448	\$ 1,028,345	\$ 1,034,793	\$ (7,687)	100.75%
TOTAL EXPENDITURES		\$ 22,187,708	\$ 2,583,877	\$ 15,933,083	\$ 18,516,960	\$ 3,670,748	83.46%

OTHER FUNDS SUMMARY
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
OTHER FUNDS SUMMARY
AS OF SEPTEMBER 30, 2016

Fund	Description	Adopted Budget	Y-T-D	Encumbered	Budget Balance
210	GRANTS/CONTRACTS				
	Resources	\$ 1,842,560	\$ 181,582	\$ -	\$ 1,660,978
	Expenses	\$ 1,842,560	\$ 169,531	\$ 753,914	\$ 919,115
220	FOOD SERVICE FUND				
	Resources	\$ 1,019,441	\$ 199,897	\$ -	\$ 819,544
	Expenses	\$ 1,019,441	\$ 80,238	\$ 448,527	\$ 490,676
221	SUMMER FOOD SERVICE				
	Resources	\$ 46,630	\$ 16,054	\$ -	\$ 30,576
	Expenses	\$ 46,630	\$ 8,967	\$ -	\$ 37,663
240	COMMUNITY SCHOOL REVOLVING FUND				
	Resources	\$ 518,175	\$ 351,927	\$ -	\$ 166,248
	Expenses	\$ 518,175	\$ 87,354	\$ 117,411	\$ 313,410
270	ASSOCIATED STUDENT BODY FUNDS GCCF, JWE, WLK				
	Resources	\$ 350,000	\$ 107,059	\$ -	\$ 242,941
	Expenses	\$ 350,000	\$ 11,491	\$ 1,111	\$ 337,397
275	ASSOCIATED STUDENT BODY FUNDS GHS				
	Resources	\$ 750,000	\$ 307,770	\$ -	\$ 442,230
	Expenses	\$ 750,000	\$ 33,956	\$ 38,107	\$ 677,937

280	PERS RESERVE						
	Resources	\$	256,513	\$	256,276	\$	- \$ 237
	Expenses	\$	256,513	\$	-	\$	- \$ 256,513

290	SELF INSURANCE						
	Resources	\$	122,350	\$	117,037	\$	- \$ 5,313
	Expenses	\$	122,350	\$	-	\$	- \$ 122,350

DEBT SERVICE FUNDS

301	CAPITAL DEBT SERVICE FUND						
	Resources	\$	3,896,850	\$	285,709	\$	- \$ 3,611,141
	Expenses	\$	3,896,850	\$	-	\$	- \$ 3,896,850

302	PERS DEBT SERVICE FUND						
	Resources	\$	1,525,971	\$	355,582	\$	- \$ 1,170,389
	Expenses	\$	1,525,971	\$	-	\$	- \$ 1,525,971

CAPITAL PROJECT FUNDS

401	CAPITAL PROJECTS FUND						
	Resources	\$	1,150,846	\$	692,940	\$	- \$ 457,906
	Expenses	\$	1,150,846	\$	82,961	\$	40 \$ 1,067,844

402	CAPITAL BOND FUND						
	Resources	\$	389,403	\$	400,426	\$	- \$ (11,023)
	Expenses	\$	389,403	\$	-	\$	- \$ 389,403

403	SB1149						
	Resources	\$	141,941	\$	203,667	\$	- \$ (61,726)
	Expenses	\$	141,941	\$	-	\$	- \$ 141,941

404	TECHNOLOGY RESERVE- BETC						
	Resource	\$	53,677	\$	98	\$	- \$ 53,579
	Expenses	\$	53,677	\$	-	\$	- \$ 53,677

OTHER FUNDS

700	GHS TRUST								
	Resources	\$	82,671	\$	28,587	\$	-	\$	82,671
	Expenses	\$	82,671	\$	-	\$	-	\$	82,671
710	SUNSHINE FUND- DISTRICT OFFICE								
	Resources	\$	3,675	\$	2,175	\$	-	\$	1,500
	Expenses	\$	3,675	\$	-	\$	-	\$	3,675
720	SUNSHINE FUND-ADM								
	Resources	\$	8,416	\$	3,916	\$	-	\$	4,500
	Expenses	\$	8,416	\$	364	\$	-	\$	8,052
760	COFFEE FUND- DISTRICT OFFICE								
	Resources	\$	2,150	\$	465	\$	-	\$	1,685
	Expenses	\$	2,150	\$	308	\$	-	\$	1,842

**STATEMENT OF EXPENDITURES COMPARED TO BUDGET
AS OF SEPTEMBER 30, 2016**

Contracting Agency/Grant	Fund	Function	Object	Center	Area	Grant	Estimated Available Amount	EXPENDITURES 2016-17			BALANCE
								Actual	GL ENCUMBERED	TOTAL	
<u>BOB STEWART</u>											
CONFUCIUS INSTITUTE	210	1111	0xxx	002	000	1790	13,153.83	315.40	800.00	1,115.40	12,038.43
SOLAR CURRICULUM GRANT	210	2210	0xxx	001	000	1879	1,083.06	-	-	-	1,083.06
MODA- ACE COLLABORATIVE LEARNING	210	xxxx	xxxx	xxx	xxx	1970	17,636.28	6,700.46	-	6,700.46	10,935.82
CCC- HIGH SCHOOL CONNECTIONS	210	xxxx	xxxx	xxx	xxx	xxxx	40,000.00	-	-	-	40,000.00
OCF-FRED FIELDS FUND	210	1111	0xxx	005	000	1105	7,166.00	-	-	-	7,166.00
CHILDHOOD RESILIENCY PROJECT	210.00	XXXX	XXXX	001	XXX	XXXX	60,000.00	-	-	-	60,000.00
<u>LENNIE BJORNSEN</u>											
GEF - 2014 FOCUS ITEM	210	2540	0xxx	001	000	1115	642.16	118.33	-	118.33	523.83
FRC FLEX FUND	210	3360	0xxx	001	000	1108	40.07	-	-	-	40.07
GEF -CLOTHES CLOSET	210	3,360.00	0410	001	-	1133	1,000.00	-	-	-	1,000.00
OEA CHOICE WELFARE - WELLNESS - End of YR 2 (2015)+ YR 3 (2016)	210	2690	0xxx	001	917	1891	1,500.04	-	-	-	1,500.04
OEA CHOICE WELFARE - WELLNESS - 2017 CY	210.00	xxxx	xxxx	xxx	xxx	xxxx	-	-	-	-	-
FOR THE LOVE OF SCHOOLS	210	xxxx	xxxx	000	000	1971	2,179.64	-	-	-	2,179.64
CLOTHES CLOSET ROTARY GRANT	210	3360	410	000	001	1972	1,450.73	483.75	-	483.75	966.98
OCF- FAMILY RESOURCE MANAGER	210	xxx	0xxx	xxx	000	1883	32,520.00	10,831.00	54,161.00	64,992.00	(32,472.00)
TITLE IA 2016-17	210	xxx	0xxx	xxx	000	1840	342,347.00	-	342,401.24	342,401.24	(54.24)
TITLE IA 2015-16	210	xxx	xxxx	xxx	xxx	1841	38,121.77	31,585.25	6,536.52	38,121.77	-
<u>JEREMIAH PATTERSON</u>											
SEEDS - OREGON CITY CONSORTIUM	210	2,210.00	0xxx	005	000	1866	3,226.38	-	-	-	3,226.38
TITLE IIA TEACHER QUALITY 2016-17	210	xxx	0xxx	001	000	1811	32,252.00	-	-	-	32,252.00
TITLE IIA TEACHER QUALITY 2015-16	210	xxx	0xxx	001	000	1812	20,957.39	10,184.09	6,800.88	16,984.97	3,972.42
CESD NEW TEACHER OBSERVATIONS 2015-16	210	2240	0xxx	001	000	0104	8,665.87	-	-	-	8,665.87

**STATEMENT OF EXPENDITURES COMPARED TO BUDGET
AS OF SEPTEMBER 30, 2016**

Contracting Agency/Grant	Fund	Function	Object	Center	Area	Grant	Estimated Available Amount	EXPENDITURES 2016-17			BALANCE
								Actual	GL ENCUMBERED	TOTAL	
<u>SAMANTHA NELSON</u>											
EXPANSION GRANT AT-RISK AFTERSCHOOL/SUMMER GRANT	210	3100	0541	001	930	1976	20,000.00	19,520.64	-	19,520.64	479.36
<u>CAROL KEMHUS</u>											
GARDENBURGER GRANT	210	1111	0xxx	005	000	1836	864.34	-	-	-	864.34
GEF - 2007 FOCUS ITEM-GCCF LEARNING ZONES	210	1111	0xxx	005	000	1104	2,660.30	-	-	-	2,660.30
GEF - GCCF EARLY LITERACY FUND	210	1111	0xxx	005	000	1117	2,475.00	-	-	-	2,475.00
GEF- GCCF FAMILY INVOLVEMENT NIGHT	210	1111	0410	005	000	1118	93.18	-	-	-	93.18
GEF- GCCF SCIENCE INITIATIVE	210	1111	0410	005	000	1119	1,424.89	-	-	-	1,424.89
SUMMER LITERACY PROG	210	3390	0xxx	001	000	1830	10.35	-	-	-	10.35
KINDERGARTEN SUMMER CAMP	210	1400	0xxx	005	000	1818	27,159.69	21,191.67	-	21,191.67	5,968.02
OEA CHOICE WELFARE - WELLNESS - End of YR 2 (2015)+ YR 3 (2016)	210	1111	0xxx	005	917	1891	153.05	-	-	-	153.05
OEA COICE WELFARE WELLNESS 2017 CY	210	xxx	xxxx	xxx	xxx	xxxx	-	-	-	-	-
OAK GROVE GCCF LITERACY (STORY HOUR)	210	3390	0xxx	001	000	1881	1,083.57	-	-	-	1,083.57
<u>KELLY WELCH</u>											
COLUMBIA REGIONAL PROGRAM	210	2150	0xxx	001	000	1895	37,225.00	2,900.11	31,899.94	34,800.05	2,424.95
IDEA PART B, SEC 611 07/2015- 9/2017	210	xxxx	xxxx	xxx	xxx	1802	326,634.32	23,104.15	219,957.74	243,061.89	83,572.43
IDEA PART B, SEC 611 07/2016- 9/2018	210	XXXX	XXXX	XXX	XXX	1800	78,437.20	-	-	-	78,437.20
IDEA PART B, SEC 619 14-15	210	1250	0xxx	001	320	1795	1,152.87	-	-	-	1,152.87
IDEA PART B, SEC 619 15-16	210	1250	0xxx	001	320	1973	1,139.62	-	-	-	1,139.62
IDEA PART B, SEC 619 16-17	210	1250	0xxx	001	320	1975	262.00	-	-	-	262.00
IDEA ENHANCEMENT 15-16	210	2240	0xxx	001	320	1797	2,652.00	-	-	-	2,652.00
SPDG EBISS Breadth II & III 15-16	210	2240	0xxx	001	000	1793	706.48	-	-	-	706.48
SPDG EBISS Breadth II & III 16-17	210	2240	0xxx	001	000	XXXX	2,744.00	-	-	-	2,744.00
YOUTH TRANSITION PROGRAM	210	1250	0xxx	001	320	1799	108,245.02	20,589.79	56,488.97	77,078.76	31,166.26
HOMELESS GRANT/DONATIONS	210	3360	0xxx	001	000	1838	37.30	-	-	-	37.30

**STATEMENT OF EXPENDITURES COMPARED TO BUDGET
AS OF SEPTEMBER 30, 2016**

Contracting Agency/Grant	Fund	Function	Object	Center	Area	Grant	Estimated Available Amount	EXPENDITURES 2016-17			BALANCE
								Actual	GL ENCUMBERED	TOTAL	
RTI GRANT	210	xxxx	xxxx	001	xxx	1803	605.16	-	-	-	605.16
OSBA BRADY TRUST	210	3360	0xxx	001	000	1837	113.66	-	-	-	113.66
<u>JOHN OLSON</u>											
CLACK CTY-GROWING TOGETHER	210	1121	0xxx	003	050	1855	975.02	-	-	-	975.02
INSTUCTIONAL PROGRAM - WLK	210	1121	0xxx	003	050	1788	1,376.39	-	-	-	1,376.39
MILLER FOUNDATION - AVID`	210	2240	0xxx	003	000	1814	17,593.45	17,126.90	-	17,126.90	466.55
OEA CHOICE WELFARE - WELLNESS - End of YR 2 (2015)+ YR 3 (2016)	210	1121	0xxx	003	917	1891	1,754.47	911.68	-	911.68	842.79
OEA CHOICE WELFARE - WELLNESS -16-17 CY	210	xxxx	xxxx	xxx	xxx	xxxx	-	-	-	-	-
OUTDOOR SCHOOL - METRO	210	1121	0xxx	003	050	1810	-	-	-	-	-
OUTDOOR SCHOOL - GREY FOUNDATION	210	1121	0xxx	003	050	1872	18,000.00	-	-	-	18,000.00
POSITIVE FAMILY SUPPORT	210	2240	0xxx	003	000	1961	4,186.38	-	-	-	4,186.38
GEF-WLK FELIX WRITING PROJECT	210	1121	0410	003	000	1123	140.43	-	-	-	140.43
GEF-WLK AVID FIELD TRIP COLLEGE	210	1121	0341	003	000	1124	734.62	-	-	-	734.62
GEF-WLK VOLLEYBALL/SOCCER EQUIPMENT	210	1121	0497	003	000	1125	940.00	-	-	-	940.00
GEF-WLK CLAY SLAB ROLLER	210	1121	0460	003	000	1126	40.00	-	-	-	40.00
GEF- TRACK UNIFORM GRANT	210	1122	0410	001	230	1134	500.00	-	-	-	500.00
GEF- BOXING FITNESS CLUB GRANT	210	1122	0410	003	000	1135	284.00	-	-	-	284.00
ROBOTICS- DAIMLER EDUCATION IN MOTION TEAMS	210	1122	0410	003	000	1831	1,440.00	557.71	-	557.71	882.29
NIKE AFTER SCHOOL PROGRAMS GRNAT	210	3320	XXXX	003	000	1869	6,000.00	-	-	-	6,000.00
<u>PETRA HOGHOVA</u>											
GEF ESL FAMILY LITERACY	210	1291	0xxx	001	000	1890	2,500.00	-	-	-	2,500.00
GEF ESL LITERACY/HOMEWORK	210	3390	0xxx	001	000	1860	577.68	-	-	-	577.68
MIGRANT ED 16-17	210	1293	0xxx	001	000	1974	839.48	-	-	-	839.48
TITLE III ENG LANG ACQUISTION 16-17	210	1291	0xxx	001	280	1808	10,154.00	-	-	-	10,154.00

**STATEMENT OF EXPENDITURES COMPARED TO BUDGET
AS OF SEPTEMBER 30, 2016**

Contracting Agency/Grant	Fund	Function	Object	Center	Area	Grant	Estimated Available Amount	EXPENDITURES 2016-17			BALANCE	
								Actual	GL ENCUMBERED	TOTAL		
<u>KEVIN TAYLOR</u>												
BACKPACK BUDDY PROGRAM	210	3360	0xxx	001	000	1851	3,394.00	-	-	-	3,394.00	
C-TEC CARL PERKINS - BASIC 16-17	210	1131	0xxx	004	xxx	1805	6,763.00	-	-	-	6,763.00	
C-TEC CARL PERKINS - 16-17 MINI GRANT #7	210	1131	0480	004	000	1852	3,100.00	-	3,100.00	3,100.00	-	
C-TEC CARL PERKINS - 16-17 MINI GRANT #8	210	1131	0xxx	004	xxx	xxxx	4,000.00	-	-	-	4,000.00	
C-TEC CARL PERKINS - 16-17 MINI GRANT #9	210	1131	0480	004	000	1847	3,660.00	-	3,100.00	3,100.00	560.00	
GEF COLLEGE CREDITS	210	1131	0xxx	004	290	1113	-	-	-	-	-	
INSTUCTIONAL PROGRAM - GHS	210	1131	0xxx	004	050	1787	814.41	-	-	-	814.41	
MILLER FOUNDATION - CURRICULUM	210	2210	0xxx	004	000	1884	494.10	-	-	-	494.10	
OEA CHOICE WELFARE - WELLNESS - End of YR 2 (2015)+ YR 3 (2016)	210	1131	0xxx	004	917	1891	4,594.96	-	-	-	4,594.96	
OEA CHOICE WELFARE - WELLNESS - 2017 CY	210	xxxx	xxxx	xxx	xxx	xxxx	-	-	-	-	-	
PGE/STEM -GHS	210	1131	0xxx	004	050	1103	522.24	-	-	-	522.24	
SMS STEM HUB	210	2210	0xxx	001	000	1899	2,425.38	-	-	-	2,425.38	
SMS STEM HUB 2016-17	210	2210	0xxx	001	000	XXXX	10,400.00	-	-	-	10,400.00	
TARGET GRANT (FIELD TRIPS)	210	2550	0xxx	004	000	1876	600.00	-	-	-	600.00	
GEF-GHS ONLINE COURSE	210	1131	0xxx	004	000	1128	1,391.75	644.40	-	644.40	747.35	
GEF- GHS DIGITAL CAMERAS	210	1131	0410	004	00	1129	215.38	-	-	-	215.38	
GEF- MATH DEPT CONTRIBUTION (PROM CLASS)	210	1131	0410	004	000	1131	1.43	-	-	-	1.43	
GEF- PRO ACTIVE COACHING	210	1132	0389	004	230	1132	1,500.00	1,500.00	-	1,500.00	-	
<u>WENDY WILSON</u>												
INSTUCTIONAL PROGRAM - JWE	210	1111	0xxx	002	000	1786	5,450.12	-	-	-	5,450.12	
INSTUCTIONAL PROGRAM - Science Grant	210	1111	0xxx	002	120	1786	388.82	-	-	-	388.82	
OEA CHOICE WELFARE - WELLNESS - End of YR 2 (2015)+ YR 3 (2016)	210	1111	0xxx	002	917	1891	846.69	-	-	-	846.69	

**STATEMENT OF EXPENDITURES COMPARED TO BUDGET
AS OF SEPTEMBER 30, 2016**

Contracting Agency/Grant	Fund	Function	Object	Center	Area	Grant	Estimated Available Amount	EXPENDITURES 2016-17			BALANCE	
								Actual	GL ENCUMBERED	TOTAL		
OEA CHOICE WELFARE - WELLNESS - 2017 CY	210	xxxx	xxxx	xxx	xxx	xxxx	-	-	-	-	-	
GEF- JWE AFTER-SCHOOL CLUBS	210	1111	0410	002	000	1120	346.66	-	-	-	346.66	
GEF-JWE IPADS CLASSROOM	210	1111	0460	002	000	1121	91.97	-	-	-	91.97	
GEF-JWE LITERACY TAKE HOME BOOKS	210	1111	0460	002	000	1122	1.06	-	-	-	1.06	
TOTAL GRANTS/CONTRACTS							\$ 1,358,419.42	\$ 168,265.33	\$ 725,246.29	\$ 893,511.62	\$ 465,347.49	\$ -

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)¹ 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.

¹<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

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

Legal Reference(s):

[ORS 332.107](#)
[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).
4/28/16 | PH

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

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).

R4/28/16 | PH

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)¹.

¹For 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 Forces², 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

²The 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

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 crisis¹, 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 physician² 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.

¹Under proper notice given to the district.

²A 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

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](#)

R4/28/16 | PH

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. "Physician¹" 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.

¹A 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 medication²;
 - (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

Oregon School Boards Association Selected Sample Policy

Code: **BBAA**
Adopted:

Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of his/her position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as his/her own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent, gained through attendance at district activities and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information, which require additional expense to the district, must be submitted to the Board for consideration.

2. Requests for Legal Opinions

~~Any Board member may request a legal opinion. Such request, however, shall be made through the Board chair to the superintendent.~~ A request for a legal opinion by a Board member, must be approved by a majority vote of the Board before the request is made to legal counsel. If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the Board chair. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the superintendent or designee.

4. Board Member's Relationship to Administration

Individual Board members will be informed about the district's educational program, may visit schools or other facilities to gain information, and may request information from the superintendent. Board members will not intervene in the administration of the district or its schools.

5. Contracts or Agreements ~~Made By Individual Board Members~~

~~Contracts or agreements made by individual Board members without the Board's authority are invalid.~~ All contracts of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY

Legal Reference(s):

[ORS 332.045](#)
[ORS 332.055](#)

[ORS 332.057](#)
[ORS 332.075](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

6/30/16|PH

Oregon School Boards Association Selected Sample Policy

Code: **BBC**
Adopted:

Board Member Resignation

The Board believes that any citizen who files and seeks election or appointment to the Board should do so with full knowledge of and appreciation for the investment in time, effort and dedication expected of all Board members, and that the citizen's intent ~~is to serve~~ reflects intention to serve a full term of office.

When a member decides to terminate service, the Board requests earliest possible notification of intent to resign so the Board may plan for the continuity of Board business. ~~[A verbal resignation made to [—] will be considered official unless a written statement to the contrary is made within three business days.]~~ Resignations must be made in writing. Board members can resign the office effective at a future date. If the resignation is effective at a future date, the resignation is binding unless withdrawn in writing by the end of the third business day after the resignation is made.

The Board will announce the resignation and declare the vacancy at ~~its next regular~~ a Board meeting.

The Board will determine the procedures to be used in filling the vacancy. The Board may begin a replacement process and select a successor prior to the effective date of resignation; however, the actual appointment shall not be made before the resignation date.

END OF POLICY

Legal Reference(s):

[ORS 236.320](#)
[ORS 236.325](#)

[ORS 332.030](#)

3/6/926/30/16 | GPPH

Oregon School Boards Association Selected Sample Policy

Code: **BD/BDA**
Adopted:

Board Meetings/~~Regular Board Meetings~~

~~“Meeting” means the convening of the Board as the district’s governing body to make a decision or to deliberate toward a decision on any matter. The Board has the authority to act only when a quorum is present at a duly called regular, or special or emergency meeting. “Meeting” means the convening of a quorum of the Board as the district’s governing body to make a decision or to deliberate toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the governing body, i.e. a work session. The affirmative vote of the majority of members of the Board is required to transact any business.~~

~~Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Public Meetings Law.~~

~~1. Regular Meetings~~

All regular, ~~and~~ special and emergency meetings of the Board will be open to the public except as provided by law. All meetings will be conducted in compliance with state and federal statutes. All Board meetings, including Board retreats and work sessions, will be held within district boundaries. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business.¹ No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation², age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including those with disabilities, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they were not included in the notice.

If requested to do so at least 48 hours before a meeting held in public, the Board shall provide an interpreter for hearing-impaired persons. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice. Communications with all qualified individuals with disabilities shall be as effective as communications with others.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.

~~No later than the next regular meeting following July 1, the Board will hold an organizational meeting to elect Board officers for the coming year and to establish the year’s schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.~~

¹ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction as long as no deliberations toward a decision are involved.

²As defined in ORS 174.100.

1. Regular, Special and Emergency Meetings

~~[One]~~ Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the organizational meeting in July ~~but~~ and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business. ~~The Board chair will conduct the meeting, or in his/her absence, the vice chair will conduct the meeting. If both are absent, the person with the longest period of service on the Board will conduct the meeting.~~

No later than the next regular meeting following July 1, the Board will hold an organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

Special meetings can be convened by the Board chair upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may also be scheduled if less than a quorum is present at a meeting or additional business still needs to be conducted at the ending time of a meeting. At least 24 hours' notice must be provided to all Board members, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

2. ~~Electronic Communication~~ Communications Outside of Board Meetings

~~E-mail to, by, and~~ Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic communication. ~~E-mail~~ Electronic communications among Board members shall be limited to: ~~(1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making or gathering of information on which to deliberate.~~

~~E-mail~~ Electronic communications may contain:

- a. Agenda item suggestions;
- b. Reminders regarding meeting times, dates and places;
- c. Board meeting agendas or information concerning agenda items;
- d. One-way information from Board members or the superintendent to each Board member (e.g., an article on student achievement or to share a report on district progress on goals) so long as that information is also being made available to the public;
- e. Individual responses to questions posed by community members, subject to other limitations in Board policy.

[E-mails sent to other Board members will have the following notice:

Important: Please do not reply or forward this e-mail communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. E-mails/Electronic communications on district business are governed by Public Records and Meetings Law.]

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by the Public Meetings Law.

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with the state law on public meetings, including notice and minutes. [The Board [may make] [is discouraged from making] official decisions during a work session.] [Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.]

5. Executive Sessions

Executive sessions may be held [as an agenda item] during regular, special or emergency meetings for a reason permitted by law. [(See Board policy BDC - Executive Sessions)]

4. Special Meetings

~~If less than a quorum is present, or additional business needs to be conducted at the regular time of adjournment, a special meeting may be called. The time, date and place of the adjourned meeting will be specified and appropriate notice given.~~

~~All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.~~

~~[The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property.]~~

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 174.104](#)

[ORS Chapter 192](#)
[ORS Chapter 193](#)

[ORS 332.0450 to -332.441061](#)
[ORS 433.835 to -433.875](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

41 OR. ATTY. GEN. OP. 28 (1980)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Americans with Disabilities Act Amendments Act of 2008.

OR. ATTY. GEN. Public Records and Meetings Manual (2014).
6/01/106/30/16 | JWSL

Oregon School Boards Association Selected Sample Policy

Code: **BDC**
Adopted:

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of students and matters pertaining to or examination of the confidential medical records of a student, including that student's educational program.

~~Executive sessions may be held during regular, special or emergency meetings for any reason permitted by law.~~ An executive session may be convened by the Board chair upon request of three Board members or by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660, during a regular, special or emergency meeting. The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent. (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(k))

9. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))

10. To discuss matters pertaining to or examination of the confidential medical records of a student, including that student's educational program. (ORS 332.061(1)(b))

~~The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session.~~

Members of the press may attend executive sessions except those matters pertaining to:

1. ~~d~~Deliberations with persons designated by the Board to carry on labor negotiations;
2. ~~h~~Hearings on the expulsion of minor students; or examination of the confidential medical records of a student including, that student's educational program; and
3. ~~e~~Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

~~An executive session may be convened by the chair, upon request of three Board members or by common consent of the Board for a purpose authorized under ORS 192.660.~~

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential medical records and educational program; the discussion; and each Board member's vote on the issue.

~~All executive session m~~Minutes shall be kept in written [or audio or video] form for all executive sessions.

Content discussed in executive sessions is confidential.

END OF POLICY

Legal Reference(s):

[ORS 192.610 to -192.710](#)
[ORS 332.045](#)

[ORS 332.061](#)

6/01/10 | JW6/30/16 | SL

Oregon School Boards Association Selected Sample Policy

Code: **BFC**
Adopted:

Adoption and Revision of Policies *

Adopting new policies and changing or repealing existing policies ~~are solely~~ is the Board's responsibility. Policy will be adopted and amended or repealed only by the affirmative vote of a majority of the Board members. Such action will be scheduled on the agenda of a regular or special meeting.

Proposed policies or policy changes and repeal of existing policies will be presented in writing for consideration by the Board.

To permit time for studying all new policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as a Board agenda item in the following sequence:

- ~~1. Distribution with agenda as an information item. This announces that a policy is being developed in a particular area and that interested parties may submit suggestions;~~
1. First reading of a proposed policy (or policies); ~~response from the superintendent; report from any Board or advisory committee assigned responsibility in the area; Board discussion and directions for any redrafting. During discussion of a policy proposal, the views of the public and staff will be considered. Amendments may be proposed by Board members. An amendment will not require the policy go through an additional reading except as the Board determines that the amendment needs further study and an additional reading would be advantageous;~~ This is an information item and no action is required by the Board. A first reading announces that a new policy, a revision of an existing policy or consideration to rescind a policy, is being considered by the Board. Comments, questions, concerns and recommended edits should be forwarded to the superintendent for consideration prior to the meeting in which the policy is recommended for a second reading and/or adoption. If a Board member wishes to discuss a proposed policy or administrative regulation listed as an information item, the policy must be moved to the agenda for discussion with a [consensus] [majority vote] of the Board. Any organization which represents employees of the district shall be furnished a copy of personnel policies and revisions as they are made.
2. Second reading/~~Adoption of a proposed policy (or policies); response from the superintendent; report from any Board or advisory committee assigned responsibility in the area; Board discussion and directions for any redrafting. During discussion of a policy proposal, the views of the public and staff will be considered. Amendments may be proposed by Board members. An amendment will not require the policy go through an additional reading except as the Board determines that the amendment needs further study and an additional reading would be advantageous.~~ This is an action by the Board and may be placed on the consent agenda. Any revisions to a policy from the first reading will not require the policy go through an additional reading, except as the Board determines that the revision(s) need(s) further study and an additional reading would be advantageous.

When, in the best interests of the district, immediate adoption of a proposed policy is necessary, the Board may adopt such policy at the first meeting in which it is presented.

Policies and amendments adopted by the Board will be attached to, and made a part of, the minutes of the meeting at which they are adopted and also will be included in the district's board policy manual.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)

[OAR 581-022-1610](#)

[OAR 581-022-1720](#)

HR10/22/986/30/16 | NCSL

September 12, 2016

Dear Tammy,

This letter is to confirm our email conversation regarding my retirement. I wish to retire from Gladstone School District effective December 31st, 2016.

I have enjoyed my years working in all four Gladstone schools. Gladstone is truly blessed to have forward-thinking, progressive staff who all work for the success of our students.

Sincerely,



Marlee R. Frazier
Instructional Assistant, Gladstone High School

