AGENDA

1. CALL MEETING TO ORDER
   a. Flag Salute
2. RECOGNITION OF STUDENTS, STAFF AND/OR PUBLIC
3. DISCUSSION/REPORTS
   a. Property and Casualty Insurance
   b. Annual Restraint and Seclusion Report
   c. School Climate Task Force Report
4. ACTION ITEMS
   a. Approval of Minutes
   b. Approve Alternative Education Programs
   c. Approve Request for Resignation/Release from Contracts
   d. Approve Licensed Elections
   e. Approve Change in Account Authorized Signers
   f. Approve Second Reading and Adoption, Section A/B & C
5. 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.
6. INFORMATION FROM ADMINISTRATIVE STAFF
7. SUPERINTENDENT'S REPORT
   a. Financial Report
   b. Student Handbook Revisions
   c. Student Success Act (SSA)
   d. Personnel – Information Only
8. PRESENTATIONS AND SUGGESTIONS FROM BOARD MEMBERS
   a. Meeting with New Staff – September 11, at 5:30 PM – Kraxberger Middle School
   b. Gladstone Business Owners Meeting Schedule and Committee Assignments
9. EXECUTIVE SESSION
   The Board may meet in executive session under ORS 192.660(1)
10. ADJOURNMENT
   The next regular School Board meeting is scheduled at 6:30 pm on Wednesday, September
   11, 2019 at the School District Administration Office, 17789 Webster Road, Gladstone.

Agenda items for the next regular School Board meeting:
   Financial Report
   Board Policies – Section D – First Reading

Jay Schmidt, School Board Chair
Bob Stewart, Superintendent
| 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 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. |
SUPERINTENDENT'S REPORT

August 14, 2019

1. CALL MEETING TO ORDER
   a. Flag Salute

2. RECOGNITION OF STUDENTS, STAFF AND/OR PUBLIC

3. DISCUSSION REPORTS
   a. Property and Casualty Insurance

   The Gladstone School District's property and liability coverage is through Property and Casualty Coverage for Education (PACE). PACE is the largest insurance pool of school entities in Oregon. It combines the resources of more than two hundred schools and other government entities. Brown and Brown Northwest is the District insurance agent of record. For 2019-20 the premium total for Property, Liability, Automobile and Crime coverage is $143,409, an increase of only .84 percent over 2018-19. Ron Cutter, Agent of Record, through Brown and Brown Northwest, will be in attendance and share the current coverage and answer questions.

   Samantha Nelson, director of finance and operations, will also be available to answer questions.

   b. Annual Restraint and Seclusion Report

   As per ORS 326.051 which requires each school district in Oregon to annually report data regarding the use of restraint and seclusion in the district. This information is available on the District website and at the District office. A copy of the report is enclosed for your review.

   Kelly Welch, Director of Special Services, will be available to answer questions.

   c. School Climate Task Force Report

   As per an MOU with the Gladstone Teachers Association, a school climate task force was established and met throughout last year. The school climate task force included building vice principals, teacher representatives and Jeremiah Patterson, assistant superintendent. Jeremiah Patterson will give a brief report of their findings from the 2018-19 school year.

4. ACTION ITEMS
   a. Approval of Minutes

   (19-XX) BE IT RESOLVED, that the minutes of the following School Board meetings be and hereby are approved:

   July 10, 2019 – Regular School Board Meeting w/Executive Session
b. Approve Alternative Education Programs

The Gladstone School District contracts with specialized alternative programs if a student’s needs surpass the District’s ability to serve them. District policy requires annual evaluation of private alternative programs (see * below). The District may contract with the following programs for the 2019-2020 school year.

Clackamas Community College  
Clackamas Education Service District  
Columbia Regional Program  
Multnomah Education Service District  
Northwest Regional ESD  
Portland Community College  
Portland Youth Builders  
Serendipity Center*

The following resolution is recommended for approval:

(19-XX) BE IT RESOLVED, that the Gladstone School District Board of Directors authorizes the District administration to make application for placement of students at the alternative education programs, as presented in the August 14, 2019, superintendent’s report, for the 2019-2020 school year:

Kelly Welch, Director of Special Services, will be present to answer questions.

c. Approve Requests for Resignation/Release from Contracts

The staff listed below have written letters of resignation. It is recommended the Board release them from contract as requested.

Celeste Pellicci  Teacher, Health  WLK
Dan Myers  Teacher, Math  WLK
Emma Gowdy  Teacher, Math  WLK
Eric Peterson  Teacher, Science  GHS
Elise Hughes  Teacher, Math  WLK

The following resolution is recommended for approval:

(19-XX) BE IT RESOLVED, that the teachers listed above have submitted letters of resignation and who are herein recommended for release from contract, be accepted by the Gladstone School District Board of Directors, as submitted August 14, 2019.

Jeremiah Patterson, Assistant Superintendent, will be available to answer questions.
d. **Approve Licensed Elections**

New certified staff will be recommended for hire as follows:

(19-XX) **BE IT RESOLVED**, that the teacher listed below, who is herein recommended for teacher election, be accepted by the Gladstone School District Board of Directors, as submitted August 14, 2019.

**Probationary 1 Contract:**

- Amy Faulhaber Speech Language Pathologist 1.0
- Samuel Reeves Science Teacher 1.0
- James Wile Math Teacher 1.0

**2 Year Contract:**

- Ted Yates Math/Student Success Coach 1.0

Jeremiah Patterson, Assistant Superintendent, will be available to answer questions.

e. **Approve Change in Account Authorized Signers**

At last month’s board meeting the board approved the imprest bank accounts and the signers at each building, as well as several district bank accounts. These accounts require signers who are authorized by the Board of Directors. With the addition of the new principal at Kraxberger Middle School, it is recommended the board approve Kraxberger Middle School signers as follows:

- Kraxberger Middle School
  - Heather Bailey, Principal
  - Jennifer Bokenyi, Head Secretary
  - Samantha Nelson, Director of Finance and Operations

(19-XX) **BE IT RESOLVED** that the Gladstone School District Board of Directors authorizes signers as listed in the August 14, 2019 Superintendent report.

**BE IT FURTHER RESOLVED** that all checks will require two signers of those listed authorized signers.

Samantha Nelson, director of finance and operations will be available to answer questions.

f. **Approve Second Reading and Adoption – Section A/B & C**

The following policies were presented to the School Board on July 8, 2019 for first reading. The policy review committee with the assistance of OSBA is recommending the following policies for second reading and adoption.
A/B  BOARD GOVERNANCE & OPERATIONS

AB  The People and Their District
AC  Nondiscrimination
   AC-AR Discrimination Complaint/Grievance Procedure
ACA  Americans with Disabilities Act
   ACA-AR(1) Americans with Disabilities Act
   ACA-AR(2) ADA Grievance Procedure
BA  Board Goals
BB  Board Legal Status
BBS  Board Powers and Duties
BBAA  Individual Board Member’s Authority and Responsibilities
BBB  Board Elections
BBBA  Board Member Qualifications
BBBB  Board Member Oath of Office
BBC  Board Member Resignation
BBD  Board Member Removal from Office
BBE  Vacancies on the Board
BBF  Board Member Standards of Conduct
BBFA  Board Member Ethics and Conflicts of Interest
BBFB  Board Member Ethics and Nepotism
BC/BCA  Board Organization/Board Organizational Meeting
BCB  Board Officers
BCBA  Board-Student Communication
BCD  Board Superintendent Relationship
BCE  Board Committees
BCF  Advisory Committees to the Board
BD/BDA  Board Meetings
BDB  Special and Emergency Board Meetings
BDC  Executive Sessions
BDD  Board Meeting Procedures
BDDC  Board Meeting Agenda
BDDG  Minutes of the Board Meetings
BDDH  Public Participation in Board Meetings
   BDDH-AR Public Comment at Board Meetings
BF  Policy Development
BFC  Adoption and Revision of Policies
BFCA  Administrative Regulations (AR)
BFD  Board Policy Implementation
BFE  Administration in the Absence of Policy
BFF  Suspension of Policies
BFG  Board Policy Review
BG  Board-Staff Communications
BH/BHA  Orientation of New Board Members
BHB  Board Member Development
BHD  Board Member Compensation and Expense Reimbursement
BHE  Board Member Liability Insurance
BI  Board Legislative Program
BJ  Board Memberships
BK  Evaluation of Board Operational Procedures
5. 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.

6. INFORMATION FROM ADMINISTRATIVE STAFF

Each of the District’s administrators may report to the Board on matters of interest concerning his/her area of responsibility at this time.

7. SUPERINTENDENT’S REPORT

a. Financial Report

The financial report for the month ending July 31, 2019, will be presented to the School Board at this time. A copy of the financial report is enclosed for your review.

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

b. Student Handbook Revisions

Enclosed are the changes to the Kraxberger Middle School, Gladstone High School and Athletic Student Handbooks for 2019-20 school year. They are presented for the Board review as per board policy CHCA – Approval of Handbooks and Directives. No action is required. Principals and Jeremiah Patterson will be available to answer questions.
c. **Student Success Act (SSA)**

   This item was suspended from the August 7, 2019 Special Session. Bob Stewart, superintendent and Samantha Nelson, director of operations and facilities will provide information regarding the SSA.

d. **Personnel – Information Only**

   Mary Ann Rybel has written a letter of retirement. Mary Ann has been serving as an instructional assistant with the special service department since 1990. Rebecca Skreen has been hired as Athletic/Activities Secretary at GHS.

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. **Meeting with New Staff**

   Each year, a time is provided for the School Board to meet our new staff members. A possible time for this social time is just prior to the September 11, 2019, School Board meeting at 5:30 pm at Kraxberger Middle School.

   b. **Gladstone Business Owners Meeting Schedule and Committee Assignments**

   The Board will discuss the schedule for the Board’s attendance at the business owner’s monthly meetings and make changes if needed to the committee assignments.

9. **EXECUTIVE SESSION**

   The Board will meet in executive session under ORS.192.660(1).

10. **ADJOURNMENT**

    The next regular School Board meeting is scheduled at 6:30 pm on Wednesday, September 11, 2019, at the School District Administration Office, 17789 Webster Road, Gladstone, Oregon. The new staff meet and greet will be held prior to the September meeting at 5:30 pm at Kraxberger Middle School.
Summary of Insurance for

Gladstone School District 115

July 1, 2019 – July 1, 2020

Prepared on July 30, 2019
Gladstone School District 115

2018/2019 to 2019/2020 Premium and Rate Comparison

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Premium</td>
<td>Exposure</td>
<td>Rate</td>
</tr>
<tr>
<td>Property</td>
<td>$97,120</td>
<td>$124,157,501</td>
<td>7.82</td>
</tr>
<tr>
<td>Liability</td>
<td>$39,716</td>
<td>2,065</td>
<td>19.23</td>
</tr>
<tr>
<td>Automobile</td>
<td>$2,450</td>
<td>10</td>
<td>245.00</td>
</tr>
<tr>
<td>Crime</td>
<td>$2,924</td>
<td>3,070</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$142,210</td>
<td>$143,409</td>
<td></td>
</tr>
</tbody>
</table>

Liability Exposure = ADA for School Districts, Public Resources for Community Colleges and General Services Grant for Education Service Districts
Property Exposure = Total Insured Value (TIV)
Automobile Exposure = Automobile Count

This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.
This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>Description</th>
<th>Effective Date</th>
<th>Issuing Company</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>PFFD42223591001</td>
<td>Foreign Package</td>
<td>4/2/2019 – 4/2/2020</td>
<td>ACE American Insurance Company</td>
<td>$2,012.00</td>
</tr>
</tbody>
</table>
This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.
## ADDITIONAL COVERAGE

### Sublimits for Covered Property

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Sublimit</th>
<th>Special Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Property Away from Scheduled Premises</td>
<td>100,000</td>
<td></td>
</tr>
<tr>
<td>Personal Property of Others within your Care, Custody or Control (other than Mobile Equipment)</td>
<td>500,000</td>
<td></td>
</tr>
<tr>
<td>Property of Students/Employees/Volunteers</td>
<td>250,000</td>
<td>Subject to a $5,000 maximum per person</td>
</tr>
<tr>
<td>Mobile Equipment of Others that is within your Care, Custody, or Control</td>
<td>50,000</td>
<td></td>
</tr>
<tr>
<td>Unscheduled Fine Arts</td>
<td>10,000</td>
<td>May be specifically scheduled for higher limits</td>
</tr>
</tbody>
</table>

### Sublimits for Additional Coverages

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Sublimit</th>
<th>Special Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debris Removal</td>
<td>5,000,000</td>
<td>Lesser of Sublimit or 25% of loss</td>
</tr>
<tr>
<td>Pollutant Clean Up and Removal From Land or Water</td>
<td>100,000</td>
<td>Lesser of Sublimit or 20% of the scheduled location(s) value</td>
</tr>
<tr>
<td>Fungus as a Result of a “Covered Cause of Loss”</td>
<td>10,000</td>
<td>Lesser of Sublimit or 10% of the loss</td>
</tr>
<tr>
<td>Preservation of Undamaged Covered Property</td>
<td>10,000</td>
<td>Lesser of Sublimit or 10% of the covered portion of the loss</td>
</tr>
<tr>
<td>Professional Services</td>
<td>250,000</td>
<td>Lesser of Sublimit or 10% of the covered portion of the loss</td>
</tr>
<tr>
<td>Fire Department Service Charge</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>Recharging of Fire Extinguishing Equipment</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>Arson Reward</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>Increased Cost of Construction – Enforcement of Ordinance or Law</td>
<td>5,000,000</td>
<td>Lesser of Sublimit or 25% of loss</td>
</tr>
<tr>
<td>Increased Cost of Construction – Cost Resulting from Unforeseen Delay</td>
<td>500,000</td>
<td>Lesser of Sublimit or 25% of loss</td>
</tr>
<tr>
<td>Expenses for Restoration or Modification of Landscaping, Roadways, Paved Surfaces and Underground Utilities</td>
<td>500,000</td>
<td>Lesser of Sublimit or 25% of loss</td>
</tr>
</tbody>
</table>

### Sublimits for Additional Coverages – Business Income & Extra Expense

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Sublimit</th>
<th>Special Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Income</td>
<td>5,000,000</td>
<td></td>
</tr>
<tr>
<td>Extra Expense</td>
<td>5,000,000</td>
<td></td>
</tr>
<tr>
<td>Enforcement of Order by Governmental Agency or Authority</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>Business Income from Dependent Property</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>Interruption of Utility Services</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>Inability to Discharge Outgoing Sewage</td>
<td>25,000</td>
<td></td>
</tr>
</tbody>
</table>

### Sublimits for Coverage Extensions

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Sublimit</th>
<th>Special Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property in the Course of Construction</td>
<td>5,000,000</td>
<td>Per notification requirements in policy form</td>
</tr>
<tr>
<td>Newly Acquired or Property in the Course of Construction</td>
<td>500,000</td>
<td>Per notification requirements in policy form</td>
</tr>
<tr>
<td>Unscheduled Outdoor Property – Subject to Specified Causes of Loss</td>
<td>250,000</td>
<td></td>
</tr>
<tr>
<td>Malicious Mischief or Vandalism to Tracks and Artificial Turf Fields</td>
<td>250,000</td>
<td></td>
</tr>
</tbody>
</table>

This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.
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### Coverage

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Sublimit</th>
<th>Special Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property in Transit</td>
<td>500,000</td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>500,000</td>
<td></td>
</tr>
<tr>
<td>Covered Leasehold Interest</td>
<td>100,000</td>
<td>Lesser of sublimit or an amount pro-rated based on time between Loss and the earlier of: Lease Expiration, Re-occupancy of leased property; or lease of new property.</td>
</tr>
<tr>
<td>Valuable Papers &amp; Records</td>
<td>500,000</td>
<td>Lesser of Sublimit or Cost to research, replace, or restore the lost information; Actual Cash Value in blank state of paper, tape or other media if records are not actually researched, restored or replaced.</td>
</tr>
<tr>
<td>Property Damaged By Computer Virus</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Property Damaged by Specified Cause of Loss of Theft</td>
<td>250,000</td>
<td>Lesser of Sublimit or Appraised Value, Fair Market Value</td>
</tr>
</tbody>
</table>
**EQUIPMENT BREAKDOWN/ BOILER & MACHINERY**

<table>
<thead>
<tr>
<th>Loc #</th>
<th>Description</th>
<th>Per Property Statement of Values</th>
<th>Comprehensive Boiler, Pressure Vessel, Mechanical and Electrical Objects</th>
</tr>
</thead>
</table>

**SUBJECT OF INSURANCE**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Limit</th>
<th>Valuation*</th>
<th>Cause of Loss</th>
<th>Deductible Per Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment/Mechanical Breakdown</td>
<td>50,000,000</td>
<td>Replacement Cost</td>
<td>Accident</td>
<td>1,000 Motors less than 500 hp</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5,000 Motors greater than 500 hp</td>
</tr>
</tbody>
</table>

* “Covered Equipment” 25 years old or older will be valued at Actual Cash Value.

**ADDITIONAL COVERAGES**

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limit</th>
<th>Special Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Interruption/ Extra Expense – Actual Loss Sustained</td>
<td>5,000,000</td>
<td>24 Hour Waiting Period</td>
</tr>
<tr>
<td>Consequential Loss</td>
<td>1,000,000</td>
<td></td>
</tr>
<tr>
<td>Demolition &amp; Increased Cost of Construction – Ordinance and Law</td>
<td>5,000,000</td>
<td></td>
</tr>
<tr>
<td>Expediting Expense</td>
<td>2,500,000</td>
<td></td>
</tr>
<tr>
<td>Spoilage</td>
<td>2,500,000</td>
<td></td>
</tr>
<tr>
<td>Hazardous Substances</td>
<td>1,000,000</td>
<td></td>
</tr>
<tr>
<td>Ammonia Contamination</td>
<td>1,000,000</td>
<td></td>
</tr>
<tr>
<td>Water Damage</td>
<td>5,000,000</td>
<td></td>
</tr>
<tr>
<td>Utility Interruption</td>
<td>5,000,000</td>
<td>24 Hour Waiting Period</td>
</tr>
<tr>
<td>Media and Data</td>
<td>1,000,000</td>
<td></td>
</tr>
<tr>
<td>Newly Acquired Locations - 180 day reporting</td>
<td>1,000,000</td>
<td></td>
</tr>
<tr>
<td>CFC Refrigerants</td>
<td>Included</td>
<td></td>
</tr>
<tr>
<td>Computer Equipment</td>
<td>Included</td>
<td></td>
</tr>
</tbody>
</table>

This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.
GOVERNMENT CRIME POLICY
Limit 500,000
Deductible 5,000

FORGERY OR ALTERATION COVERAGE
Limit Included
Deductible 5,000

THEFT, DISAPPEARANCE & DESTRUCTION
Inside the Premises Limit Included
Inside Deductible 5,000
Outside the Premises Limit Included
Outside Deductible 5,000

COMPUTER FRAUD COVERAGE
Limit Included
Deductible 5,000

ADDITIONAL COVERAGES
Coverage Limit Deductible
Funds Transfer Fraud Included 5,000
Faithful Performance of Duty Included 5,000
Money Orders and Counterfeit Money Included 5,000
Loss Investigation Expense 25,000 5,000
Impersonation Fraud (Social Engineering Coverage) 250,000 25,000

ADDITIONAL COVERAGE MODIFICATIONS
Non Compensated Officers, Directors – includes Volunteer Workers and Students as “Employees”
Deletion of Bonded Employee Exclusion
Deletion of Treasurer or Tax Collector Exclusion

FORMS OR SPECIAL CONDITIONS, INCLUDING BUT NOT LIMITED TO:
Form Name
National Union Fire Insurance Company of Pittsburgh Crime Document

This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.
GENERAL COVERAGE INFORMATION

<table>
<thead>
<tr>
<th>Coverage Type</th>
<th>Cyber Liability Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occurrence/Claims Made</td>
<td>Occurrence</td>
</tr>
</tbody>
</table>

COVERAGE/LIMITS

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Coverage Period</td>
<td>1,000,000</td>
</tr>
<tr>
<td>Annual Aggregate for All Named Participants</td>
<td>5,000,000</td>
</tr>
<tr>
<td>Security and Privacy Coverage</td>
<td></td>
</tr>
<tr>
<td>Event Management Coverage</td>
<td></td>
</tr>
<tr>
<td>Media Content Coverage</td>
<td></td>
</tr>
<tr>
<td>Network Interruption Coverage</td>
<td></td>
</tr>
<tr>
<td>Cyber Extortion Coverage</td>
<td></td>
</tr>
</tbody>
</table>

Regardless of the number of Named Participants that experience loss; The most AIG will pay for this Cyber Liability Coverage in any one annual Coverage Period is 5,000,000.

FORMS OR SPECIAL CONDITIONS, INCLUDING BUT NOT LIMITED TO:

Form Name

Insurer: AIG Insurance
EDUCATORS LIABILITY

GENERAL COVERAGE INFORMATION
Coverage Type          Educators Liability
Occurrence/Claims Made Occurrence

COVERAGE/LIMITS

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limit</th>
<th>Deductible</th>
<th>Deductible Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educators Liability Each Occurrence</td>
<td>15,000,000</td>
<td>Per Occurrence</td>
<td></td>
</tr>
<tr>
<td>Educators Liability Per Wrongful Act</td>
<td>15,000,000</td>
<td>Per Occurrence</td>
<td></td>
</tr>
<tr>
<td>Educators Liability Annual Aggregate</td>
<td>30,000,000</td>
<td>Per Occurrence</td>
<td></td>
</tr>
<tr>
<td>Ethics Complaint Defense Costs</td>
<td>25,000</td>
<td>Per Occurrence</td>
<td></td>
</tr>
<tr>
<td>Premises Medical Expense</td>
<td>5,000</td>
<td>Per Occurrence</td>
<td></td>
</tr>
<tr>
<td>Limited Pollution Coverage</td>
<td>250,000</td>
<td>Per Occurrence</td>
<td></td>
</tr>
<tr>
<td>Applicators Pollution Coverage</td>
<td>50,000</td>
<td>Per Occurrence</td>
<td></td>
</tr>
<tr>
<td>Injunctive Relief Defense Costs</td>
<td>25,000</td>
<td>Per Occurrence</td>
<td></td>
</tr>
<tr>
<td>Fungal Pathogens (Mold) Defense Costs</td>
<td>100,000</td>
<td>Per Occurrence</td>
<td></td>
</tr>
<tr>
<td>OTSPC Defense Costs</td>
<td>25,000</td>
<td>Per Occurrence</td>
<td></td>
</tr>
<tr>
<td>Lead Sublimit Defense Costs</td>
<td>50,000</td>
<td>Per Occurrence</td>
<td></td>
</tr>
<tr>
<td>Violent Acts Crisis Expense</td>
<td>50,000</td>
<td>Per Occurrence</td>
<td></td>
</tr>
</tbody>
</table>

Note: $25,000 minimum deductible applies if PACE or approved legal counsel is not consulted prior to an employment termination. This now includes consultation prior to a demotion as well.

Definition of demotion: Compulsory reduction in an employee's rank or job title within the organizational hierarchy of a company, public service department, or other body, unless there is no reduction in pay.

PACE now requires a 72 hour notice prior to adverse termination of employment, demotion, non-renewal, or suspension without pay and benefits of any employee of the District. PACE Legal can be contacted at pacelegal@osba.org.

May be Subject to Annual Audit

FORMS OR SPECIAL CONDITIONS, INCLUDING BUT NOT LIMITED TO:

Form Name
PACE School Violent Acts Coverage Document
PACE Educators Liability Coverage Document

This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.
This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.
This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.
## WORKERS COMPENSATION PREMIUM COMPARISON

<table>
<thead>
<tr>
<th>Code</th>
<th>Classification</th>
<th>Payroll</th>
<th>2018 Renewal Term</th>
<th>2019 Renewal Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>8868</td>
<td>School - Professional Employee &amp; Clerical</td>
<td>9,624,800</td>
<td>0.35</td>
<td>0.35</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>33,687</td>
<td>33,687</td>
</tr>
<tr>
<td>9101</td>
<td>School - All Other Employees</td>
<td>869,800</td>
<td>2.61</td>
<td>2.61</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>22,702</td>
<td>22,702</td>
</tr>
<tr>
<td>9349</td>
<td>School - Cafeteria/Kitchen Employees</td>
<td>292,125</td>
<td>2.46</td>
<td>2.61</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7,186</td>
<td>7,624</td>
</tr>
<tr>
<td>8868</td>
<td>Volunteer Board Member</td>
<td>11,250</td>
<td>0.35</td>
<td>0.35</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>39</td>
<td>39</td>
</tr>
<tr>
<td>8868</td>
<td>Volunteer Teacher Aids</td>
<td>29,125</td>
<td>0.35</td>
<td>0.35</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>102</td>
<td>102</td>
</tr>
<tr>
<td>8868</td>
<td>Volunteer Office Clerical</td>
<td>67,500</td>
<td>0.35</td>
<td>0.35</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>236</td>
<td>236</td>
</tr>
</tbody>
</table>

Payroll $10,894,600

- Manual Contribution: 63,952 / 64,391
- Experience Modification: 0.69 / 0.61
- Modified Contribution: 44,127 / 39,278
- Annual Prepay Discount (3.5%): (1,544) / (1,375)
- Standard Premium: 42,583 / 37,904
- Premium Discount: (5,601) / (4,830)
- Discounted Premium: 36,982 / 33,073
- Terrorism Premium: 0.005% / 0.005%
- Catastrophe Premium: 0.01% / 0.01%
- Total Premium: 38,616 / 34,708
- DCBS Assessment (Excludes Part Two & Federal Premium): 7.4% / 7.8%
- **Total Premium & Assessments:** $41,473 / $37,416

This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited; please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.
Total Incidents of Physical Restraint and Seclusion

- Total number of incidents involving physical restraint: 3
- Total number of incidents involving seclusion: 0
- Total number of seclusions in a locked room: 0
- Total number of students placed in physical restraint: 2
- Total number of students placed in seclusion: 0
- Total number of students placed in physical restraint or seclusion more than 10 times in the school year: 0

Demographic Information:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Race</td>
<td>White</td>
<td>2</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>Hispanic</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Non Hispanic</td>
<td>2</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Male</td>
<td>2</td>
</tr>
<tr>
<td>Disability Status</td>
<td>Identified as disabled under IDEA or Section 504</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Non-disabled</td>
<td>0</td>
</tr>
<tr>
<td>Migrant Status</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>English Proficiency</td>
<td>Receiving ELL Services</td>
<td>0</td>
</tr>
<tr>
<td>Status as Economically Disadvantaged</td>
<td>Students receiving free and reduced lunch</td>
<td>2</td>
</tr>
</tbody>
</table>

Steps taken to reduce the use of physical restraint for each student:
The 2 students involved had behavior support plans. For all 3 incidents, they were reviewed and modified to provide further support to the student. For one student the change provided the necessary support and there were no further incidents. For the second student, there was one more restraint and further changes were made which addressed the safety concern.

Number of incidents in which personnel administering physical restraint or seclusion were not trained:
Staff administering the restraint were trained.
The regular meeting of the Gladstone School District Board of Directors was held in the School District Administration Office on Wednesday, July 10, 2019.

1. CALL MEETING TO ORDER
   Board Chair Jay Schmidt called the meeting to order at 7:30 am.
   
   a. Flag Salute
      Jay Schmidt led the flag salute.

2. OATH OF OFFICE/ELECTION OF OFFICERS
   Jay Schmidt administered the oath of office to each newly elected member.
   
   a. Oath of Office for Positions 3, 4 & 5
      Steve Stewart, Position 3. Steve Stewart was elected to the Gladstone School District Board of Directors for the period of July 1, 2019, through June 30, 2023.

      I, Steve Stewart, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Oregon and the laws thereof, and the policies of the Gladstone School District. During my term, I will faithfully and impartially discharge the duties of the Office of School Board Member to the best of my ability.

      Stacie Moncrief, Position 4. Stacie Moncrief was elected to the Gladstone School District Board of Directors for the period of July 1, 2019, through June 30, 2023.

      I, Stacie Moncrief, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Oregon and the laws thereof, and the policies of the Gladstone School District. During my term, I will faithfully and impartially discharge the duties of the Office of School Board Member to the best of my ability.

      Erik Richter, Position 5. Erik Richter was elected to the Gladstone School District Board of Directors for the period of July 1, 2019, through June 30, 2023.
I, Erik Richter, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Oregon and the laws thereof, and the policies of the Gladstone School District. During my term, I will faithfully and impartially discharge the duties of the Office of School Board Member to the best of my ability.

b. Election of School Board Chair and Vice Chair, 2019-2020
Policy BC/BCA - School Board Organization, calls for the Board to elect one of its members as chair and vice chair at the regular meeting in July. Jay Schmidt led the election of school board chair and vice chair.

**Board Chair**
Steve Stewart moved first and Erik Richter seconded approval of the following resolution:

(19-63) BE IT RESOLVED, that Jay Schmidt is elected chairperson of the Gladstone School District Board of Directors for the term July 1, 2019, until the first scheduled meeting in July, 2020.

(19-63) Motion passed 6-0. Jay Schmidt abstained.

**Vice Chair**
Tracey Grant moved first and Greg Lind seconded approval of the following resolution:

(19-64) BE IT RESOLVED, that Steve Stewart is elected vice chairperson of the Gladstone School District Board of Directors for the term July 1, 2019, until the first scheduled meeting in July, 2020.

(19-64) Motion passed 6-0. Steve Stewart abstained.

3. RECOGNITION OF STUDENTS/STAFF AND/OR PUBLIC
There were no recognitions.

4. DISCUSSION/REPORTS
There were no discussion or reports.

5. ACTION ITEMS
a. Approval of Minutes
Stacie Moncrief moved first and Nicole Vera-Vera Couzens seconded approval of the following resolution:

(19-65) BE IT RESOLVED, that the minutes of the following School Board meetings be and hereby are approved:

June 5, 2019 - Budget Hearing/Regular School Board Meeting

(19-65) Motion passed unanimously 7-0.
b. Approve Football Overnight

Jon Jedrykowski (JJ), head football coach, requested authorization for the football team to participate in a senior retreat overnight in the Gladstone High School gym. Nineteen seniors and six football coaches would participate in the overnight on Friday, August 16, 2019. The overnight will include goal setting, bonding and planning. JJ Jedrykowski presented a tentative detailed schedule of the overnight.

Greg Lind moved first and Tracey Grant seconded approval of the following resolution:

(19-66) WHEREAS, the high school football team is requesting permission to participate in an overnight senior retreat in the Gladstone High School gym, August 16 through August 17, 2019, 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 overnight of the students, and coaches for a senior retreat in the Gladstone High School gym, August 16 through August 17, 2019, as outlined in the July 10, 2019 superintendent's report.

(19-66) Motion passed unanimously 7-0.

c. Authorize Applications for Federal/State Funds

Several state and federal grants require the School Board to provide authorization to the District administration before applications can be made for funding. Bob Stewart said these are annual renewals and must be approved by the Board for the district to receive and spend funds.

Steve Stewart moved first and Erik Richter seconded approval of the following resolution:

(19-67) BE IT RESOLVED, that the Gladstone School District Board of Directors authorizes the District administration to make application to receive funds from the following programs for the 2019-2020 fiscal year:

Vocational Education – Carl Perkins 84.048
Community Engagement Grants
Special Education – State Personnel Development (Effective Behavioral and Instructional Supports Grant 84.323)
Head Start
IASA Grant (Improving America’s Schools Act of 1994)
Individual and Disabilities Education Act (IDEA) Grant, including but not limited to:
Early Intervention Program 84.181
IDEA Part B Grants to States 84.027
IDEA Preschool 84.173
Local Education Agency Transfer Public Law 89-313
Elementary and Secondary Educational Block Grant including but not limited to:
  Title 1 – Grants to Local Education Agencies 84.010
  Title I-C, Migrant Education 84.011
  Title II-A, Improving Teacher and Principal Quality 84.367
  Title III, English Language Acquisition 84.365
  Youth Transition Program 84.126

(19-67) Motion passed unanimously 7-0.

d. **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. This year the district is adding an imprest bank account through Bank of the West for Community Schools.

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

  John Wetten Elementary
  Wendy Wilson, Principal,
  Linda Alberico, Head Secretary
  Samantha Nelson, Director of Finance and Operations

  Kraxberger Middle School
  Jennifer Bokenyi, Head Secretary
  Samantha Nelson, Director of Finance and Operations

  Gladstone High School
  Kevin Taylor, Principal,
  Debbie Poyser, Bookkeeper
  Samantha Nelson, Director of Finance and Operations

  Gladstone Community Schools
  Jennifer Ingram, Community Schools Coordinator
  Tammy Tracy, Director of Community Education
  Samantha Nelson, Director of Finance and Operations

  Gladstone School District
  Regular Checking Account
  Bob Stewart, Superintendent
  Samantha Nelson, Director of Finance and Operations

  Gladstone School District
  Clearing Account
  Bob Stewart, Superintendent
  Samantha Nelson, Director of Finance and Operations
Gladstone School District
Money Market Account
Bob Stewart, Superintendent
Samantha Nelson, Director of Finance and Operations

Steve Stewart moved first and Stacie Moncrief seconded approval of the following resolution:

(19-68) BE IT RESOLVED that the Gladstone School District Board of Directors approves the additional checking account for Community School and authorized signers as listed in the July 10, 2019 Superintendent report.

BE IT FURTHER RESOLVED that all checks will require two signers of those listed authorized signers.

(19-68) Motion passed unanimously 7-0.

e. Approve the Extension for the 2019-20 Food Products & Non-Food Supplies RFP

The Gladstone School District is a member of the Oregon Child Nutrition Coalition (OCNC). On April 26, 2017 OCNC issued a Food and Supplies RFP #53017 for the 2017-2018 school year. It was due on May 30, 2017. This was a sole vendor award. The successful bidder was Sysco, Portland.

This RFP includes optional renewals for four additional school years with the change in the fixed price for each product being at or below the Bureau of Labor Statistics CPI Inflation Calculator each March for the next school year. The inflation amount for the 2019-20 school year comes to 1.86%.

The OCNC Board offered and Sysco Portland accepted a total increase on the fixed fees of 1%.

Nicole Vera-Vera Couzens moved first and Erik Richter seconded approval of the following resolution:

(19-69) BE IT RESOLVED that the Gladstone School District Board of Directors extend the Food Products and non-food supplies RFP award to SYSCO Portland for the 2019-2020 school year.

(19-69) Motion passed unanimously 7-0.

f. Approve Student Fees, 2019-20 School Year

Enclosed are the student fees for the 2019-20 compared to 2018-19. It was recommended the Board approve an increase to the 2019-20 student fees as presented. There was a question about the outdoor school costs not being covered by the state. Bob Stewart reported the funds do not balance out yet. Scholarships are available for qualifying families.

WLK: Outdoor School decrease to $50
GHS: Construction Class added - $25
Steve Stewart moved first and Tracey Grant seconded approval of the following resolution:

(19-70) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the student fees as presented in the July 10, 2019, superintendent’s report, for the 2019-2020 school year:

(19-70) Motion passed unanimously 7-0.

g. Approve Request for Resignation/Release from Contracts
Jeremiah Patterson, assistant superintendent, presented requests for resignation/release from contracts.

Steve Stewart moved first and Greg Lind seconded approval of the following resolution:

(19-71) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the resignations and releases employees from contracts, as submitted in the Superintendent report, July 10, 2019.

Lori Chambers  WLK  Language Arts/Leadership (1.0)
Leena Divecha  DO   SLP          (1.0)
Lenichtka Reed  WLK  Principal                      (1.0)
Jeff Waters  WLK  Vice Principal         (1.0)

(19-71) Motion passed unanimously 7-0.

h. Approve Request for Administrator Retirement
On June 21, 2019, Patti Alexander submitted a letter of retirement effective June 30, 2019. It was recommended the board approve her retirement.

Stacie Moncrief moved first and Erik Richter seconded approval of the following resolution:

(19-72) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the retirement of Patti Alexander, vice principal at Gladstone High School, effective, June 30, 2019 as submitted July 10, 2019.

(19-72) Motion passed unanimously 7-0.

i. Approve Post-Retirement Contract
On June 21, 2019, Patti Alexander submitted a letter of interest for a post retirement contract for one year. It was recommended the board approve a post retirement contract for Patti Alexander, vice principal at Gladstone High School effective, July 1, 2019 through June 30, 2020.

Greg Lind moved first and Stacie Moncrief seconded approval of the following resolution:
(19-73) BE IT RESOLVED, that the Gladstone School District Board of Directors approves a post-retirement contract for Patti Alexander, vice principal at Gladstone High School, effective, July 1, 2019, through June 30, 2020 as submitted July 10, 2019.

(19-73) Motion passed unanimously 7-0.

j. Approve Licensed Elections
Jeremiah Patterson, assistant superintendent, presented requests for licensed elections.

Greg Lind moved first and Stacie Moncrief seconded approval of the following resolution:

(19-74) BE IT RESOLVED, that the teachers listed below, who are herein recommended for teacher elections, be accepted by the Gladstone School District Board of Directors, as submitted July 10, 2019.

Probationary 1 Contract:
Azure Akamay      WLK  6th Grade Teacher (1.0)
Tim Dyk           GHS  Learning Specialist (1.0)
Chris Healy       WLK  ELA Teacher 7/8 (1.0)
Kelly Kerrigan    JWE  Learning Specialist (1.0)

Probationary 2 Contract:
Erick Lopez       GHS  Social Studies Teacher (.5)

Probationary 3 Contract:
Jammie Landis     JWE  5th Grade Teacher (1.0)

(19-74) Motion passed unanimously 7-0.

5b. EXECUTIVE SESSION
At 7:51 am, Board chair, Jay Schmidt announced the Board will meet in executive session under ORS 192.660(1) and under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member, or individual agent.

At 8:35 am, Board chair, Jay Schmidt adjourned the executive session and returned to the regular session and to continue with action items.

k. Approve Contract Extension for Assistant Superintendent
Erik Richter moved first and Stacie Moncrief seconded approval of the following resolution:

(19-75) BE IT RESOLVED that the Gladstone School Board approves the employment contract for Jeremiah Patterson, assistant superintendent, for the period of July 1, 2019–June 30, 2021, increasing salary with a 2 percent COLA each year and $5,000 each year towards a tax sheltered annuity of the assistant superintendent’s choosing.

(19-75) Motion passed unanimously 7-0.
l. Approve Contract Extension for Director of Finance and Operations
Erik Richter moved first and Tracey Grant seconded approval of the following resolution:

(19-76) BE IT RESOLVED, that the Gladstone School District Board of Directors approves the contract for Samantha Nelson, Director of Finance and Operations, for the period of July 1, 2019 through June 30, 2021, increasing salary with a 2 percent COLA each year.

(19-76) Motion passed unanimously 7-0.

m. Approve Contract Extension for Superintendent
Greg Lind moved first and Erik Richter seconded approval of the following resolution:

(19-77) BE IT RESOLVED that the Gladstone School Board approves the employment contract for Bob Stewart, superintendent, for the period of July 1, 2019–June 30, 2022, to include 200 workdays in year one and 225 workdays in the last two years.

(19-77) Motion passed unanimously 7-0.

6. PUBLIC PARTICIPATION
There was no public participation.

7. INFORMATION FROM ADMINISTRATIVE STAFF
Kevin Taylor, principal at Gladstone High School thanked the Board for attending graduation.

Bob Stewart, superintendent announced the Gladstone Education Foundation Annual Golf Tournament was this afternoon at Stone Creek Golf Course. Twenty nine teams are signed up to play for our students. They hope to raise over $10,000.

8. SUPERINTENDENT'S REPORT

a. Financial Report
The financial report as of June 30, 2019 was presented to the School Board at this time. Samantha Nelson, director of finance and operations was not in attendance. Bob Stewart said if anyone has any questions, he would get them to Samantha Nelson. There were no questions.

b. Policy Rewrite, First Reading, Sections A/B & C
At the December 12, 2018, regular board meeting, the board approved a review of the existing board policy manual with the assistance of the Oregon School Board Association (OSBA). The policy review committee began meeting in May. No action is needed at this time. Greg Lind, Stacie Moncrief, Jeremiah Patterson and Bob Stewart serve on the committee and were available to answer questions.

There was a brief discussion regarding the process with OSBA. Erik Richter sent in some comments which will be reviewed by the committee prior to second reading and adoption next month.
The committee recommended the enclosed policies for first reading in sections:

A/B  BOARD GOVERNANCE & OPERATIONS

AB   The People and Their District
AC   Nondiscrimination
   AC-AR Discrimination Complaint/Grievance Procedure
ACA  Americans with Disabilities Act
   ACA-AR(1) Americans with Disabilities Act
   ACA-AR(2) ADA Grievance Procedure
BA   Board Goals
BB   Board Legal Status
BBS  Board Powers and Duties
BBAAA Individual Board Member’s Authority and Responsibilities
BBD  Board Elections
BBBA  Board Member Qualifications
BBBB  Board Member Oath of Office
BBC  Board Member Resignation
BBD  Board Member Removal from Office
BEE  Vacancies on the Board
BBF  Board Member Standards of Conduct
BBFA  Board Member Ethics and Conflicts of Interest
BBFB  Board Member Ethics and Nepotism
BC/BCA  Board Organization/Board Organizational Meeting
BCB  Board Officers
BCBA  Board-Student Communication
BCD  Board Superintendent Relationship
BCE  Board Committees
BCF  Advisory Committees to the Board
BD/BDA  Board Meetings
BDB  Special and Emergency Board Meetings
BDC  Executive Sessions
BDD  Board Meeting Procedures
BDDC  Board Meeting Agenda
BDDG  Minutes of the Board Meetings
BDDH  Public Participation in Board Meetings
   BDDH-AR Public Comment at Board Meetings
BF  Policy Development
BFC  Adoption and Revision of Policies
BFCA  Administrative Regulations (AR)
BFD  Board Policy Implementation
BFE  Administration in the Absence of Policy
BFF  Suspension of Policies
BFG  Board Policy Review
BG  Board-Staff Communications
BH/BHA  Orientation of New Board Members
BHB  Board Member Development
BHD  Board Member Compensation and Expense Reimbursement
BHE  Board Member Liability Insurance
BI  Board Legislative Program
BJ  Board Memberships
BK  Evaluation of Board Operational Procedures
C. GENERAL ADMINISTRATION

CB  Superintendent
CBA Qualifications and Duties of the Superintendent
CBB Recruitment and Appointment of the Superintendent
CBC Superintendent’s Contract
CBF Superintendent’s Consulting Activities
CBG Evaluation of the Superintendent
CC  Administrative Organization
CCB Line and Staff Relations
CCD Administrator Contracts
CCG Licensed Evaluation – Administrators
CH  Policy Implementation
CHA Development of Administrative Regulations
CHCA Approval of Handbooks and Directives
CK  Consultants to the Administrative Staff
CM  Compliance and Reporting on Standards
CPA Layoff/Recall – Licensed Administrative Personnel
    CPA-AR Layoff/Recall – Administrative Personnel

c. Personnel – Information Only
Robert Key has resigned his high school football assistant coach position. Jon Jedrykowski has been hired as the summer AMD coach. Shaun Southmayd has been hired as the head secretary at Gladstone High School. Jen Bokenyi, has been hired as the head secretary at Kraxberger Middle School. Allison Maddox has been hired as the counseling attendance secretary at Kraxberger Middle School. Cody Aker has been hired as the athletic director/dean of students at Gladstone High School.

9. PRESENTATIONS AND SUGGESTIONS FROM BOARD MEMBERS

Tracey Grant said everyone should watch Trinkets. It is really good.

Erik Richter said thank you for the warm welcome. He is glad to be part of a fantastic board and staff.

Greg Lind said it was a pleasure to participate in the middle school principal interviews.

Nicole Vera-Vera Couzens seconded that. She said there were a lot of really great candidates.

Jay Schmidt thanked the Board for trusting him with his leadership.

Bob Stewart said Erik Richter and Greg Lind are both attending the OSBA Summer Board Workshop in Bend later this month.

a. August Board Work Session
The Board discussed availability for an August Work Session and choose August 7, 2019 at 5:30 pm. Bob Stewart will contact council to be present for members roles and responsibilities focus.
b. **2019 OSBA Annual Fall Regional Meeting**
   Save the date for Tuesday, October 22, 2019 OSBA Annual Fall Regional Meeting/Dinner. Meeting begins at 6:00 pm at the Clackamas ESD. Please plan on attending an equity training work session prior to the meeting/dinner. Time for the work session is still being arranged. A formal invitation will be sent. Stacie Moncrief and Erik Richer said they would attend.

10. **ADJOURNMENT**
    The next regular School Board meeting is scheduled at 6:30 pm on Wednesday, August 14, 2019 at the School District Administration Office, 17789 Webster Road, Gladstone, Oregon.

    At 8:50 am, Board chair Jay Schmidt adjourned the regular session.

    **ATTEST:**

    ____________________________________________________________________________
    Jay Schmidt, Board Chair                                             Date

    ____________________________________________________________________________
    Bob Stewart, Superintendent                                           Date
Evaluation of Alternative Education Programs - District Summary
(for district use only)

The district’s alternative education programs evaluator should complete the following and file with materials submitted by the alternative program coordinator.

Program Name Serendipity Center Date 6/1/19

Program Coordinator Contact - Jelena Donley

Staff

1. □ Meets criteria □ Does not meet criteria
   Comments: All teachers are TSPC licensed or in the process of being licensed. All Case Managers are Master's level clinicians. Program assistants and skills trainers are hired based on a combination of education, experience and their ability to understand the therapeutic school model. Interventionists are staffs who have shown skills in de-escalation and maintaining safety. While they do not have highly qualified teachers by definition as an alternative education placement, they are not required to have highly qualified teachers and can give credit and diplomas.

Curriculum

1. □ Meets criteria □ Does not meet criteria
   Comments: The program serves students in grades K-12 and has a transition program for students between 17 and 21 years old. The Common Core Standards serve as scope and sequence for the instructional team. Students are awarded high school credits based on a combination of seat time and assignment completion.

2. □ Meets criteria □ Does not meet criteria
   Comments: All students are provided the opportunity to participate in the Oregon Statewide Assessments. Serendipity incorporates targeted methods for including essential skills in each student's educational plan. A portfolio is kept of student scores on the state assessment, along with writing samples completed every year. Serendipity currently uses several instruments to demonstrate career-related knowledge including Life Centered Career Education, Career Information System, and Skills Streaming.

3. □ Meets criteria □ Does not meet criteria
   Comments: Students on Individual Education Plans have proficiency/benchmark scores in the essential skills set by their IEP teams. They are offered opportunities throughout the year to participate, as allowed by the state, in the Oregon Assessments of Knowledge and Skills to earn these proficiency scores. If needed, opportunities are offered to demonstrate proficiency through graded work samples.
Discrimination

1. ✔ Meets criteria ☐ Does not meet criteria
   Comments: Nondiscrimination policy is stated on the website

Registration

1. ✔ Meets criteria ☐ Does not meet criteria
   Comments: Admission is by referral only and included an intake interview with the student and family. The admission timeline is generally within a week of receiving a referral and within 48 hours following the intake interview.

Site Evaluation

1. ✔ Meets criteria ☐ Does not meet criteria
   Comments: The program occupies a large school in southeast Portland. The building is divided into two separate sections; one for students K-8 and the other for students in grades 9-12. The transition program is located in a separate building across the parking lot. The school has an outside playground and recreation area.

Tuition and Fees

1. ✔ Meets criteria ☐ Does not meet criteria
   Comments: $55,950 – $81,850.00 depending on the needs of the student

Contract

1. ✔ Meets criteria ☐ Does not meet criteria
   Comments: There is a written contract that meets the legal requirements and is signed by a Serendipity representative and a Gladstone School District representation.

Expenditures

1. ✔ Meets criteria ☐ Does not meet criteria
   Comments: Expenditures are directed at hiring TSPC licensed teachers, staff development, provision of curriculum and technology equal to that provided by the district, and building/maintaining facilities.

Kelly Welch
District Evaluator Signature
Employee: Celeste Pellicci
Position: Health Teacher (1.0 FTE)
Kraxberger Middle School

On July 9, 2019, Celeste Pellicci, teacher, health at WLK, submitted a letter of resignation, effective July 9, 2019. Celeste Pellicci has been employed with the District since 2005. It is recommended the Board approve the resignation and release from contract effective July 9, 2019.

Employee: Dan Myers
Position: Math Teacher (1.0 FTE)
Kraxberger Middle School

On July 15, 2019, Dan Myers, teacher, math, at WLK submitted a letter of resignation, effective July 15, 2019. Dan Myers has been employed with the District since 2013. It is recommended the Board approve the resignation and release from contract effective July 15, 2019.

Employee: Emma Gowdy
Position: Math Teacher (1.0 FTE)
Kraxberger Middle School

Emma Gowdy submitted a letter of resignation, on July 16, 2019. Emma Gowdy has been employed with the District since 2018. It is recommended the Board approve the resignation and release from contract effective September 14, 2019 or upon the hire of a replacement.

Employee: Eric Peterson
Position: Science Teacher (1.0 FTE)
Gladstone High School

Eric Peterson submitted a letter of resignation, on July 16, 2019. Eric Peterson has been employed with the District since 2018. It is recommended the Board approve the resignation and release from contract effective September 14, 2019 or upon the hire of a replacement.

Employee: Elise Hughes
Position: Math Teacher (1.0 FTE)
Kraxberger Middle School

Elise Hughes submitted a letter of resignation, on August 5, 2019. Emma Gowdy has been employed with the District since 2018. It is recommended the Board approve the resignation and release from contract effective October 4, 2019 or upon the hire of a replacement.
Candidate: Amy Faulhaber

Position: Speech Language Pathologist (SLP) (1.0 FTE) District

Amy Faulhaber earned her speech language pathology masters in 2019 from Portland State University. She is recommended for a probationary one contract as a District Speech Language Pathologist beginning on August 26, 2019.

Candidate: Samuel Reeves

Position: Science Teacher (1.0 FTE) Gladstone High School

Samuel Reeves earned his masters in science in 2019 from Oregon State University. He is recommended for a probationary one contract at GHS as a Science Teacher beginning on August 26, 2019.

Candidate: James Wile

Position: Math Teacher (1.0 FTE) Kraxberger Middle School

James Wile earned his masters of education in 2012 from Westfield State University. He is recommended for a probationary one contract at GHS as a Math Teacher beginning on August 26, 2019.

Candidate: Ted Yates

Position: Math Teacher/Student Success Coach (1.0 FTE) Gladstone High School

Ted Yates decided not to retire and continue teaching math at Gladstone High School. In addition, he has been named .5 FTE Student Success Coach. Ted Yates is recommended for hire as a contract teacher on a two year contract at GHS as a Math/Student Success Coach Teacher beginning on August 26, 2019.
Gladstone School District 115 Corrections, Meetings, and Communications
Section A/B: Board Governance and Operations
May 2, 2019, June 6, 2019

AB — The People and Their District
5/02/19 Removed policy(ies)

AC — Nondiscrimination
5/02/19 No changes, keep proposed draft

AC-AR — Discrimination Complaint/Grievance Procedure
5/02/19 Page 1, step 2 1st sentence change he/she to ‘they’.

ACA — Americans with Disabilities Act
5/02/19 No changes, keep proposed draft

ACA-AR(1) — Americans with Disabilities Act
5/02/19 Throughout the 14 pages changes all references to gender neutral pro-nouns, otherwise No changes, keep proposed draft

ACA-AR(2) — ADA Grievance Procedure
5/02/19 No changes, keep proposed draft

BA — Board Goals
5/02/19 Removed policy(ies)

BB — Board Legal Status
5/02/19 No changes, keep proposed draft

BBA — Board Powers and Duties
5/02/19 No changes, keep proposed draft

BBAA — Individual Board Member’s Authority and Responsibilities
5/02/19 Page 1, item # 3 accepts bracketed language

BBB — Board Elections
5/02/19 No changes, keep proposed draft

BBBA — Board Member Qualifications
5/02/19 First sentence change he/she to ‘they’. Delete last sentence in 1st paragraph.

BBBB — Board Member Oath of Office
5/02/19 Replace New directors with ‘Any elected or appointed Board member’.

BBC — Board Member Resignation
5/02/19 No changes, keep proposed draft

BBD — Board Member Removal from Office
5/02/19 No changes, keep proposed draft

BBE — Vacancies on the Board
5/02/19 No changes, keep proposed draft

BBF — Board Member Standards of Conduct
5/02/19 No changes, keep proposed draft
BBFA — Board Member Ethics and Conflicts of Interest
5/02/19 First paragraph change gender pronouns to gender neutral pronouns.

BBFB — Board Member Ethics and Nepotism
5/02/19 No changes, keep proposed draft

BC/BCA — Board Organization/Board Organizational Meeting
5/02/19 No changes, keep proposed draft

BCB — Board Officers
5/02/19 No changes, keep proposed draft

BCBA — Board-Student Communication
5/02/19 No changes, keep proposed draft

BCD — Board-Superintendent Relationship
5/02/19 Second to the last paragraph replace him/her with ‘the superintendent’.

BCE — Board Committees
5/02/19 First paragraph chooses ‘may’, third paragraph accepts bracketed language.

BCF — Advisory Committees to the Board
5/02/19 No changes, keep proposed draft

BD/BDA — Board Meetings
5/02/19 No changes, keep proposed draft

BDB — Special and Emergency Board Meetings
5/02/19 Removed policy(ies)

BDC — Executive Sessions
5/02/19 No changes, keep proposed draft

BDD — Board Meeting Procedures
5/02/19 No changes, keep proposed draft

BDDC — Board Meeting Agenda
5/02/19 First paragraph change citizen to ‘patron’, sixth paragraph accepts bracketed language.

BDDG — Minutes of Board Meetings
5/02/19 No changes, keep proposed draft

BDDH — Public Participation in Board Meetings
5/02/19 In the policy title change Participation with ‘Comment’, under Audience replace are with ‘maybe’, same paragraph change participation with ‘comment’. In the subtitle starting ‘Procedures for Public….’ Change Participation with ‘Comment’. First paragraph under that subtitle change participation with ‘comment’. Change participate with ‘comment’. Page 2, first paragraph use gender neutral pronoun, second paragraph, second sentence remove ‘discussion or’.

BDDH-AR — Public Comment at Board Meetings
5/02/19 Third paragraph change to gender neutral pronoun.

BF — Policy Development
5/02/19 Second paragraph remove his/her.
BFC — Adoption and Revision of Policies
5/02/19 Second to last paragraph replace ‘When’ with “Recommendation of the superintendent”.

BFCA — Administrative Regulations (AR)
6/06/19 No changes, keep proposed draft

BFD — Board Policy Implementation
6/06/19 No changes, keep proposed draft

BFE — Administration in the Absence of Policy
6/06/19 Removed policy(ies)

BFF — Suspension of Policies
6/06/19 No changes, keep proposed draft

BFG — Board Policy Review
6/06/19 No changes, keep proposed draft

BG — Board-Staff Communications
6/06/19 Page 1 under Visits to Schools, replace Board with ‘superintendent’, same sentence remove ‘including the superintendent’.

BH/BHA — Orientation of New Board Members
6/06/19 No changes, keep proposed draft

BHB — Board Member Development
6/06/19 Bottom of page 1 keep all original language in item #4.

BHD — Board Member Compensation and Expense Reimbursement
6/06/19 No changes, keep proposed draft

BHE — Board Member Liability Insurance
6/06/19 No changes, keep proposed draft

BI — Board Legislative Program
6/06/19 No changes, keep proposed draft

BJ — Board Memberships
6/06/19 No changes, keep proposed draft

BK — Evaluation of Board Operational Procedures
6/06/19 First sentence, 2nd reference to board needs to be lower case ‘b’.
# Table of Contents

## Section A/B: Board Governance and Operations

<table>
<thead>
<tr>
<th>The People and Their District</th>
<th>AB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nondiscrimination</td>
<td>AC</td>
</tr>
<tr>
<td>Discrimination Complaint/Grievance Procedure</td>
<td>AC-AR</td>
</tr>
<tr>
<td>Americans with Disabilities Act</td>
<td>ACA</td>
</tr>
<tr>
<td>Americans with Disabilities Act</td>
<td>ACA-AR(1)</td>
</tr>
<tr>
<td>ADA Grievance Procedure</td>
<td>ACA-AR(2)</td>
</tr>
<tr>
<td>Board Goals</td>
<td>BA</td>
</tr>
<tr>
<td>Board Legal Status</td>
<td>BB</td>
</tr>
<tr>
<td>Board Powers and Duties</td>
<td>BBA</td>
</tr>
<tr>
<td>Individual Board Member’s Authority and Responsibilities</td>
<td>BBAA</td>
</tr>
<tr>
<td>Board Elections</td>
<td>BBB</td>
</tr>
<tr>
<td>Board Member Qualifications</td>
<td>BBBA</td>
</tr>
<tr>
<td>Board Member Oath of Office</td>
<td>BBBB</td>
</tr>
<tr>
<td>Board Member Resignation</td>
<td>BBC</td>
</tr>
<tr>
<td>Board Member Removal from Office</td>
<td>BBD</td>
</tr>
<tr>
<td>Vacancies on the Board</td>
<td>BBE</td>
</tr>
<tr>
<td>Board Member Standards of Conduct</td>
<td>BBF</td>
</tr>
<tr>
<td>Board Member Ethics and Conflicts of Interest</td>
<td>BBFA</td>
</tr>
<tr>
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<td>BBFB</td>
</tr>
<tr>
<td>Board Organization/Board Organizational Meeting</td>
<td>BC/BCA</td>
</tr>
<tr>
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<td>BCB</td>
</tr>
<tr>
<td>Board-Student Communication</td>
<td>BCBA</td>
</tr>
<tr>
<td>Board-Superintendent Relationship</td>
<td>BCD</td>
</tr>
<tr>
<td>Board Committees</td>
<td>BCE</td>
</tr>
<tr>
<td>Advisory Committees to the Board</td>
<td>BCF</td>
</tr>
<tr>
<td>Board Meetings</td>
<td>BD/BDA</td>
</tr>
<tr>
<td>Special and Emergency Board Meetings</td>
<td>BDB</td>
</tr>
<tr>
<td>Executive Sessions</td>
<td>BDC</td>
</tr>
<tr>
<td>Board Meeting Procedures</td>
<td>BDD</td>
</tr>
<tr>
<td>Board Meeting Agenda</td>
<td>BDDC</td>
</tr>
<tr>
<td>Minutes of Board Meetings</td>
<td>BDDG</td>
</tr>
<tr>
<td>Public Participation in Board Meetings</td>
<td>BDDH</td>
</tr>
<tr>
<td>Public Comment at Board Meetings</td>
<td>BDDH-AR</td>
</tr>
<tr>
<td>Policy Development</td>
<td>BF</td>
</tr>
<tr>
<td>Adoption and Revision of Policies</td>
<td>BFC</td>
</tr>
<tr>
<td>Administrative Regulations (AR)</td>
<td>BFCA</td>
</tr>
<tr>
<td>Board Policy Implementation</td>
<td>BFD</td>
</tr>
<tr>
<td>Administration in the Absence of Policy</td>
<td>BFE</td>
</tr>
<tr>
<td>Suspension of Policies</td>
<td>BFF</td>
</tr>
</tbody>
</table>
Board Policy Review ................................................................. BFG
Board-Staff Communications .................................................. BG
Orientation of New Board Members ....................................... BH/BHA
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Board Member Compensation and Expense Reimbursement .... BHD
Board Member Liability Insurance ......................................... BHE
Board Legislative Program .................................................... BI
Board Memberships .............................................................. BJ
Evaluation of Board Operational Procedures ....................... BK

The following symbol is used on some policies:

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300-125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.
The People and Their District

(Entry and intent statements do not belong in policy.)

The Board believes: (a) the public schools belong to the people who created them by consent and who support them by taxation; (b) the schools are only as strong as the support received from an informed public; and (c) the support of the people must be based on knowledge and understanding of the aims and efforts of public schools.

The Board, therefore, reaffirms and declares its intent to:

1. Keep district citizens regularly and thoroughly informed through communication of school system policies, programs, concerns and planning, and to carry out this policy through the efforts of the Board and district staff;
2. Invite the advice and counsel of people in the district, especially at open Board meetings;
3. Support citizen advisory committees to consider concerns which affect the district.

END OF POLICY

Legal References

ORS 332.107

Corrected 5/02/19
Nondiscrimination

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual’s perceived or actual race, color, religion, sex, sexual orientation¹, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veterans’ status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status or veterans’ status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

The superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues². The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district’s administrative office and available on the home page of the district’s website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

END OF POLICY

¹“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behavior differs from that traditionally associated with the individual’s sex at birth.

²Districts are required to notify students and employees of the name, office address and telephone number of the employee or employees appointed.
Legal Reference(s):

<table>
<thead>
<tr>
<th>Code</th>
<th>Code</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORS 174.100</td>
<td>ORS 659A.006</td>
<td>ORS 659A.321</td>
</tr>
<tr>
<td>ORS 192.630</td>
<td>ORS 659A.009</td>
<td>ORS 659A.409</td>
</tr>
<tr>
<td>ORS 326.051(1)(e)</td>
<td>ORS 659A.029</td>
<td>OAR 581-021-0045</td>
</tr>
<tr>
<td>ORS 659.805</td>
<td>ORS 659A.030</td>
<td>OAR 581-021-0046</td>
</tr>
<tr>
<td>ORS 659.815</td>
<td>ORS 659A.040</td>
<td>OAR 581-021-0049</td>
</tr>
<tr>
<td>ORS 659.850 to -860</td>
<td>ORS 659A.103 to -145</td>
<td>OAR 581-022-2310</td>
</tr>
<tr>
<td>ORS 659.865</td>
<td>ORS 659A.230 to -233</td>
<td>OAR 581-022-2370</td>
</tr>
<tr>
<td>ORS 659.870</td>
<td>ORS 659A.236</td>
<td>OAR 839-003</td>
</tr>
<tr>
<td>ORS 659A.003</td>
<td>ORS 659A.309</td>
<td></td>
</tr>
</tbody>
</table>


Corrected 5/02/19
Discrimination Complaint/Grievance Procedure

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

Step 1: Complaints may be oral or in writing and must be filed with the superintendent or designee. The superintendent or designee shall investigate, and determine the action to be taken, if any, and reply, in writing, to the complainant within 15 school days of receipt of the complaint.

Any staff member that receives a written or oral complaint shall report the complaint to the superintendent or designee.

Step 2: If the complainant wishes to appeal the decision of the superintendent or designee, they may submit a written appeal to the superintendent within five school days after receipt of the superintendent or designee’s response to the complaint. The superintendent may review the designee’s decision and may meet with all parties involved. The superintendent will review the merits of the complaint and the designee’s decision and respond, in writing, to the complainant within 10 school days.

Step 3: If the complainant is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board within five school days of receipt of the superintendent’s response to Step 2. The Board may decide to hear or deny the request for appeal. The Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board’s decision will be final and will address each allegation in the complaint and contain reasons for the Board’s decision. A copy of the Board’s final decision shall be sent to the complainant in writing or electronic form within 10 days of this meeting.

If the designee is the subject of the complaint, the individual may start at step 2 and file a complaint with the superintendent. If the superintendent is the subject of the complaint, the complaint may start at step 3 and should be referred to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member, may start at step 3 and should be made to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at step 3 and be made directly to Board vice chair.

Timelines may be extended based upon mutual consent of both parties in writing.

If the complainant is a person who resides in the district, is a parent or guardian of a student who attends school in the district or is a student and is not satisfied after exhausting local complaint procedures or 90 days, whichever occurs first, he/she may appeal in writing to the Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-021-0049.
Discrimination Complaint Form

Name of Person Filing Complaint ________________________________ Date ________________________________ School or Activity ________________________________

Student/Parent □  Employee □  Nonemployee □ (Job applicant)  Other □ __________________________

Type of discrimination:  □ Race  □ Color  □ Religion  □ Sex  □ National Origin  □ Disability  □ Marital Status  □ Age  □ Sexual Orientation  □ Other __________________________

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of informal discussion.) __________________________________________

Who should we talk to and what evidence should we consider? __________________________________________

Suggested solution/resolution/outcome: __________________________________________

The complaint form should be mailed or taken submitted to the superintendent or designee.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Corrected 5/02/19
The district, in compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendment Act of 2008 (ADA), is committed to maintaining employment practices, services, programs and activities that provide equity to qualified individuals with disabilities.

The district will provide reasonable accommodations for the known disabilities of all applicants and current employees in all employment application procedures; hiring, advancement or discharge; employee compensation; job training; other terms, conditions and privileges of employment upon request and advance notice.

A reasonable accommodation must not present an undue hardship for the district, be unduly costly, extensive or disruptive; nor present a direct threat to the health or safety of the individual or others in the workplace.

District services, programs and activities will be accessible and usable by qualified individuals with disabilities, consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Accessibility may be achieved through nonstructural as well as structural methods.

In order to achieve equal access, the district will make available appropriate auxiliary aids and services that promote effective communications. Primary consideration will be given to the request of individuals with disabilities in the selection of appropriate aids and services. Final determination will be made by the Board. Auxiliary aids and services determinations will be based on availability, effectiveness and financial or administrative burden to the district.

The Board directs the superintendent to develop and implement an appropriate plan that provides for district compliance with the Americans with Disabilities Act, including the appointment of an ADA compliance officer and the establishment of a process for the investigation and prompt and equitable resolution of any complaint regarding noncompliance.

Retaliation is prohibited against anyone who files a complaint of discrimination, participates in an Office of Federal Contract Compliance Program proceeding or otherwise opposes discrimination under federal or state laws.

END OF POLICY

Legal Reference(s):
Gladstone School District 115

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA), the following procedures shall be followed:

Compliance Officer

1. The special services director shall be designated as the district’s ADA compliance officer. The compliance officer will:
   a. Coordinate the district’s ADA responsibilities and compliance efforts;
   b. Make available to all interested individuals the name, office address and telephone number of the district ADA compliance officer;
   c. Investigate any complaint alleging noncompliance or actions prohibited under the ADA;
   d. Administer the district’s ADA grievance procedure to provide for the prompt investigation and equitable resolution of complaints.

Self Evaluation

2. A self-evaluation study is periodically reviewed including:
   a. An evaluation of all current Board policies and practices to ensure district compliance with the requirements of the ADA;
   b. A description of areas examined and identification of any barriers to accessibility and usability by qualified individuals with disabilities;
   c. An opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities to participate in the self-evaluation study by submitting comments;
   d. A plan(s) for the removal of any identified barrier and/or modification of Board policies and practices necessary to ensure ADA compliance;
   e. A description of any modification made.

3. Self-evaluation records will be maintained and available for public inspection for at least three years. The records will include a list of interested persons consulted, a description of the areas examined, and the problems identified, and a description of any modifications made.

1If self-evaluation and/or transition plan requirements of Section 504 of the Rehabilitation Act of 1973 have been completed, these requirements apply only to the employment practices, services, programs and activities not included in the previous self-evaluation and/or transition plan.
Transition Plan

4. A transition plan\(^2\) has been developed to address any structural changes required to achieve employment practices, services, programs and activities accessibility to include:

   a. An opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities to participate in the development of the transition plan by submitting comments;
   b. An identification of physical obstacles in facilities that limit accessibility to individuals with disabilities;
   c. A description in detail of the methods that will be used in removing barriers and making facilities accessible and/or steps and schedule necessary to complete the identified changes;
   d. An identification of the official responsible for implementation of the plan;
   e. An identification of steps that will be taken during each year of the transition period if longer than one year. Structural changes required will be made as expeditiously as possible.

Services, Programs, Activities Accessibility

5. All district services, programs and activities shall be readily accessible to and usable by individuals with disabilities. In order to achieve accessibility, structural and nonstructural methods such as the acquisition or redesign of equipment, assignment of aides to beneficiaries and the provision of services at alternate accessible sites will be considered. Final decision of an appropriate method of providing program accessibility will be determined by the district in accordance with the provisions of the ADA:

   a. Physical changes to an existing building, acquisition or construction of additional facilities will be required only when there is no other feasible way to make the services, programs or activities accessible;
   b. Priority will be given to the method that results in the most integrated setting to encourage interaction among all users of the services, programs or activities, including individuals with disabilities;
   c. No action will be taken that would fundamentally alter the services, programs or activities or result in undue financial or administrative burden to the district. Any such determination will take place as follows:

   (1) The decision will be made by the superintendent or his/her designee;
   (2) All resources available for use in the funding and operation of the services, programs or activities will be considered;
   (3) A written statement of the reasons for reaching such decision will be maintained on file;
   (4) The district will take other action appropriate to ensure that individuals with disabilities receive the benefits of such services, programs and activities that would not result in such alteration or burden as determined by the district.

\(^2\)If self-evaluation and/or transition plan requirements of Section 504 of the Rehabilitation Act of 1973 have been completed, these requirements apply only to the employment practices, services, programs and activities not included in the previous self-evaluation and/or transition plan.
Job Descriptions

1. Job descriptions shall be maintained, provided, reviewed and revised annually as needed to include:
   a. All essential job functions. Essential job functions are those job duties that include, but are not limited to, the following:
      (1) The function is essential because the reason the position exists is to perform that function;
      (2) The function is essential because of the limited number of employees available among whom the performance of that job function can be distributed;
      (3) The function is so specialized that the incumbent is hired for his/her expertise or ability to perform the particular function.
   b. Physical, mental and emotional skills for each position as appropriate, and only to the extent such skills are in fact required and in practice;
   c. Vocational and/or educational preparation requirements;
   d. Attendance standards;
   e. A statement that new job descriptions supersede prior descriptions for the position. All past and present job descriptions that do not reflect current requirements of the position are rescinded;
   f. A statement on job descriptions, “I have read this job description and agree with its contents”;
   g. A provision for current employee signature and the date the job description was signed.

Job Posting

1. Job postings shall be reviewed to ensure:
   a. All postings contain appropriate notice of the district’s responsibilities under the ADA. For example:
      (1) “Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA). Individuals with disabilities may contact the personnel secretary at 503-655-2777 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900”.
   b. All postings eliminate any discriminatory references;
   c. All job advertisements provide, in addition to a telephone number to which applicants may apply for additional information, an address and/or TDD (telecommunications device for the deaf) or Oregon Telecommunication Relay Service phone number for the hearing impaired.

Job Application Forms

1. Job application forms shall be reviewed and revised as appropriate to include:
   a. Notice of the district’s responsibilities under the ADA (see job posting notice);
b. A statement asking applicant whether he/she requires any reasonable accommodation for the hiring process. The hiring process may include, for example, an interview, a timed written test or job demonstration;
c. A request for applicant to provide documentation verifying the need for a reasonable accommodation, if deemed necessary by the district;
d. The elimination of any health questions such as:
   
   (1) Have you ever had or been treated for any of the following conditions or diseases (followed by a checklist)?
   
   (2) Please list any conditions or diseases for which you have been treated in the past three years.
   
   (3) Have you ever been hospitalized? If so, for what condition?
   
   (4) Have you ever been treated by a psychiatrist or a psychologist? If so, for what condition?
   
   (5) Have you ever been treated for any mental or emotional condition?
   
   (6) Is there any health-related reason that may prevent you from performing the job for which you are applying?
   
   (7) Have you had a major illness in the past five years?
   
   (8) Do you have any physical defects which prevent you from performing certain kinds of work? If yes, describe such defects and specific work limitations.
   
   (9) Do you have any disabilities or impairments which may affect your performance in the position for which you are applying?
   
   (10) Are you taking any prescribed drugs?
   
   (11) Have you ever been treated for drug addiction or alcoholism?
   
   (12) Have you ever filed for workers’ compensation benefits or had a work-related injury?

Reasonable Accommodations - General

1. The district will provide reasonable accommodations to qualified individuals with disabilities who are part-time, full-time or probationary employees or applicants for employment, unless to do so would cause undue hardship. Reasonable accommodations include:

   a. Modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position the qualified applicant desires; or
   
   b. Modifications or adjustments to the work environment or to the manner or circumstances under which the position held is customarily performed that enable a qualified individual with a disability to perform the essential functions of that position; or
   
   c. Modifications or adjustments that enable an employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated district employees without disabilities.

Reasonable Accommodations - Requests

1. A qualified individual with a disability should request a reasonable accommodation when he/she knows there is a workplace barrier that is preventing him/her from effectively competing for a position, performing a job or gaining equal access to a benefit of employment. Reasonable accommodation requests will be guided by the following provisions:

   a. To request a reasonable accommodation, an individual may use “plain English” and need not mention the ADA or use the phrase “reasonable accommodation”;
b. A request for a reasonable accommodation may be made on behalf of an individual with a disability by a family member, friend, health-care professional or other representative;

c. Requests will not be required to be in writing

d. When the disability and/or the need for an accommodation is not obvious, the district may request reasonable documentation from a health-care or rehabilitation professional. The documentation requested shall be related to the particular disability for which an accommodation is requested. In requesting documentation, the district will specify what types of information it is seeking regarding the disability, its functional limitations and the need for reasonable accommodation. The district recognizes it may not request an individual’s complete medical record;

e. Documentation shall not be requested when both the disability and the need for the accommodation are obvious or the individual has already provided the district with sufficient information to substantiate that he/she/they has/have an ADA disability and needs the reasonable accommodation requested;

f. The district may send an individual to a health-care professional of the district’s choosing, at district expense, for the purpose of documenting a disability and/or the need for accommodation, only if the individual has provided insufficient information from his/her/their treating provider to substantiate that the disability exists, or an accommodation is needed.

Job Interview Procedures

1. Job interview procedures shall be reviewed to ensure:

a. Physical and/or other barriers in the interview setting have been eliminated. The availability of accessible locations and accessible formats, such as a reader, Braille, audio recordings, written materials, sign language and interpreters for individuals with vision and hearing impairments and personal assistance for individuals with manual impairments have been considered as appropriate;

b. Questions relating to the health of the applicant, the applicant’s disabilities and work-related injuries and benefits have been eliminated;

c. Applicant’s previous work history will be ascertained without reference to the applicant’s disability. The specifics of prior job functions and the applicant’s ability to perform those specific functions may be discussed;

d. Requirements that an applicant describe or demonstrate how he/she/they would perform any or all job functions are required for all applicants in that job category. A particular applicant may be asked to describe or demonstrate how he/she/they would perform the job only when the district reasonably believes the applicant will not be able to perform a job function because of a known disability. The applicant’s disability would be “known” either because it is obvious or because the applicant has voluntarily disclosed that he/she/they has/have a hidden disability;

e. Questions related to the applicant’s need to leave work to receive treatment or how often leave may be necessary as a result of a disability have been eliminated. However, regular work hours, leave policies and attendance requirements may be explained and applicant asked if he/she/they will be able to meet those requirements. The district may ask about an applicant’s prior attendance record (for example, how many days the applicant was absent from his/her/their last job). The district may also ask questions designed to detect whether an applicant abused his/her/their leave (for example, “How many Mondays or Fridays were you absent last year on leave other than approved vacation leave?”) At the pre-offer stage, the district may not ask how many days an applicant was sick;
f. Questions relating to applicant’s current illegal use of drugs are not likely to elicit information about an applicant’s lawful drug use, unless the district administers a test for illegal use of drugs and the applicant tests positive for illegal drug use. In such cases, the district may validate the test results by asking about lawful drug use or possible explanations for the positive result other than the illegal use of drugs;

g. Questions relating to an applicant’s prior illegal drug use are not likely to elicit information about a disability. The district may ask, for example, whether the applicant has ever used illegal drugs, when was the last time he/she has used illegal drugs or if he/she has used illegal drugs in the last six months. The district will not ask questions about whether the applicant was a past drug addict. These questions are impermissible at the pre-offer stage;

h. Questions relating to an applicant’s drinking habits are not likely to elicit information related to how much alcohol an applicant drinks or whether he/she has participated in an alcohol rehabilitation program. The district may ask, for example, whether the applicant drinks alcohol or whether he/she has been arrested for driving under the influence;

i. Questions relating to an applicant’s arrest or conviction record have been included;

j. Selection and administration of employment tests will take place in a manner that leads to test results that accurately reflect the skills, aptitudes and whatever factors the tests purport to measure, rather than the impaired sensory, manual or speaking skills of the test subjects. Performance of any nonessential skills during any testing will not be allowed;

k. Physical agility/Physical fitness tests if required, will be specifically job related and administered to all applicants in a job category selected for interviews;

l. Applicant provides medical certification that he/she can safely perform a physical agility or physical fitness test when required by the district;

m. Applicant assumes responsibility and releases the district of liability for injuries incurred in performing physical agility/physical fitness test required by the district;

n. Applicant requests for reasonable accommodations in testing will be allowed for qualified individuals with a disability:

   (1) Tests or exercises will be postponed as needed so that a reasonable accommodation can be provided;

   (2) Modified tests or exercises will be provided unless such accommodation would change the measurement of the essential job function being tested (i.e., provide reader to assist with written test unless ability to read is essential job skill).

o. Drug screening tests, if required, will be administered to all applicants in a job category selected for interviews;

p. Pre-employment offer medical examinations shall not be conducted.

Reference Check Procedures

1. Reference check procedures shall be reviewed to ensure:

   a. Reference checks will be conducted on all applicants in a job category who meet the job requirements and are selected for interviews. Careful and complete notes will be taken and maintained. District officials conducting reference checks:

      (1) Before making a conditional offer of employment, may not ask previous employers or other sources about an applicant’s:
(a) Disability;
(b) Illness;
(c) Workers’ compensation history;
(d) Other questions that the district itself may not ask of the applicant.

(2) May ask a previous employer or other sources about the applicant’s:

(a) Job functions and tasks performed;
(b) The quality and quantity of work performed;
(c) How the job functions were performed;
(d) Other job related issues that do not relate to disability.

Job Offers

1. The process for all job offers shall be reviewed to ensure:

   a. Job offers will be made to the most qualified applicant who with or without a reasonable accommodation can perform the essential functions of the job. The district will adhere to the following job offer procedures:

   (1) After a conditional offer of employment is extended, the district may inquire as to whether the successful applicant will need a reasonable accommodation related to anything connected with the job (i.e., job performance or access to benefits/privileges of the job, etc.). If the district makes such an inquiry, it will consistently seek similar information from all other successful applicants in the same job category;

   (2) The successful applicant will be informed of medical examination and/or medical history requirements after an offer of employment has been made and before the applicant begins his/her employment duties. All entering employees in the same job category will be subjected to such medical examination and/or medical history requirements. An individual’s workers’ compensation history will be included in all such medical history inquiries;

   (3) The successful applicant will be informed that the job offer may be contingent upon disability-related questions, medical examination and/or medical history inquiries;

   (4) A completed medical history form and release for medical records with the successful applicant’s signature and date may be required;

   (5) Information obtained from medical examinations and/or medical history inquiries may be used for such purposes as:

      (a) The verification of employment history;
      (b) To screen out applicants with a history of fraudulent workers’ compensation claims;
      (c) To provide information to state officials as required by state laws regulating workers’ compensation and “second injury” funds;
      (d) To screen out individuals who would pose a direct threat to the health and safety of self or others in the workplace which could not be reduced to an acceptable level or eliminated by a reasonable accommodation.

   (6) Reasonable accommodations will be provided if the medical examination or medical history inquiry discloses the successful applicant is a qualified individual with a
disability as defined by the ADA. Reasonable accommodations will be provided by the district if such accommodation would enable the individual with a disability to perform the essential functions of the job or otherwise meet eligibility requirements. The reasonable accommodation will be established by the district. In determining the appropriate reasonable accommodation, the district will:

(a) Determine the essential functions of the job;
(b) Consult with the individual who has the disability to determine their precise limitations and how they may be overcome;
(c) Identify, with assistance of the individual with the disability, potential reasonable accommodations and assess their effectiveness;
(d) Consider the preference of the individual with the disability, and then implement the reasonable accommodation that is most appropriate for the employee and the employer. (In order to be reasonable, an accommodation must be effective. It is not required that the best accommodation be selected as long as the selected accommodation provides an equal opportunity to perform the job.)

(7) Reasonable accommodations considered may include:

(a) Job restructuring;
(b) Modified work schedules;
(c) Job reassignment;
(d) Making existing facilities used by employees accessible to and usable by individuals with disabilities;
(e) Acquisitions and/or modification of work policies including:
   (i) Modification of leave or attendance procedures or other such policies related to working conditions (i.e., modification of a policy prohibiting employees from eating or drinking for an employee with insulin-dependent diabetes, etc.)
   (ii) Qualified interpreters, note takers, transcription services, written materials, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDD’s), videotext displays or other effective methods of making aurally delivered materials available to individuals with hearing impairments;
   (iii) Qualified readers, taped texts, audio recordings, Brailed materials, large print materials or other effective methods of making visually delivered materials available to individuals with visual impairments;
   (iv) Acquisition or modification of equipment or devices;
   (v) Other similar services and actions for individuals with hearing, visual and/or manual impairments.

(8) A determination will be made whether an accommodation is reasonable or an undue burden by considering:

(a) Nature and cost of accommodation;
(b) Overall financial resources of facility;
(c) Number of persons employed;
(d) Impact on operation of facility;
(e) Effect on expenses and resources;
(f) Type of operation. Composition and functions of workforce. Geographic separation, fiscal or administrative relationship of facilities.

(9) The successful applicant who has been offered employment contingent on medical examination results and/or medical history inquiries will be rejected if the medical condition poses a direct threat to the health or safety of self or others in the workplace. The district shall consider whether the risk can be eliminated or reduced by a reasonable accommodation by considering the following:

(a) The nature and severity of the potential harm to applicant or others in the workplace;
(b) The likelihood that the potential harm will occur;
(c) Specific risk is identified and documented;
(d) Risk is current and not speculative or remote;
(e) Assessment of risk is based on objective medical or factual evidence;
(f) Medical condition is a direct threat.

(10) Should an offer of employment be withdrawn because of medical examination or medical history inquiry results, the exclusionary criteria must be job related and consistent with business necessity;

(11) Documentation will also include any determination that no reasonable accommodation was available that would enable the individual to perform the essential job functions or that accommodation would impose an undue hardship on the district;

(12) Medical information will be kept confidential:

(a) Medical information will be maintained in a file separate from the personnel file;
(b) Medical information will be released only to those with “need to know” and/or “need to reach in emergency situations” (i.e., immediate supervisors, etc.);
(c) Medical information records will be maintained a minimum of one year.

**Public Notice, Communications**

1. Notice of the district’s compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA) shall be displayed at each district facility and provided, as necessary, in appropriate accessible formats to applicants, participants, beneficiaries, professional organizations and other interested persons to include:

   a. Pertinent provisions, duties and requirements of the ADA and its applicability to the district’s employment practices, services, programs and activities, including the duty to reasonably accommodate upon request and with advance notice. In its effort to provide communications with individuals with disabilities that are as effective as communications with others, the district will also provide the following:

      (1) Individual to contact for services or questions, including office location and phone number;
(2) Notice of Equal Employment Opportunity Commission (EEOC) requirements displayed in conspicuous places for all job applicants and employees;
(3) Signage displayed at all inaccessible entrances to each of the district’s facilities directing users to accessible entrances or to location at which information can be obtained about accessible facilities;
(4) Signage displayed at all accessible entrances to the district’s facilities. The international symbol for accessibility shall be used;
(5) Appropriate auxiliary aids and services that may include:
   (a) Qualified interpreters, note takers, computer-aided transcription services, written materials, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, telecommunications devices for deaf persons (TDD’s), videotext displays and/or exchange of written notes for individuals with hearing impairments;
   (b) TDD’s, computer terminals and/or communications boards for individuals with speech impairments;
   (c) Qualified readers, taped texts, audio recordings, Brailed materials, large print materials and assistance in locating items for individuals with vision impairments;
   (d) Telephone accessibility to enable individuals to seek immediate assistance from police, fire, ambulance and other emergency services;
   (e) Other equally effective communications devices, services and actions.
(6) Consultation with the individual with a disability to determine the most appropriate auxiliary aid or service. Priority will be given to the auxiliary aid or service that results in the most integrated setting to encourage interaction among all users, including those with disabilities. Primary consideration will be given to the expressed request of the individual with a disability. The district may select an alternative auxiliary aid or service should it determine that another equally effective means of communication is available or that the means chosen by the individual with a disability would result in a fundamental alteration in the services, programs or activities or in undue financial and administrative burden to the district;
(7) Training to employees as needed on the acceptance and handling of telephone relay services for individuals with disabilities.
(8) Information to employees through different means, including computers, bulletin boards, mailboxes, posters and public address systems. The district will ensure that employees with disabilities have access to information that is provided to other similarly situated employees without disabilities, regardless of whether they need such information to perform their jobs.

New Construction/Alterations
1. All facilities designed, constructed or altered after January 26, 1992 shall be readily accessible and usable by individuals with disabilities. The district will ensure:
   a. Alterations to existing facilities will take place in a manner that results in the altered portion of the facility being readily accessible to persons with disabilities. Alterations must not decrease accessibility;
b. Alterations deemed necessary to the path of travel in existing facilities requiring extensive restructuring or burdensome expense will be made in a timely fashion. Priority will be given to the following (in order):
   (1) Entrances and routes to the altered area;
   (2) One accessible restroom;
   (3) Accessible drinking fountains;
   (4) Additional, accessible parking.

c. Appropriate requirements of either the Uniform Federal Accessibility Standards (UFAS) or Americans with Disabilities Act Accessibility Guidelines (ADAAG) will be met, including accessibility requirements related to work areas, parking, signs, entrances, water fountains, storage and shelves, telephones, assembly areas, bathrooms, detectable warnings, carpet and carpet tile, curb ramps and visual alarms.

Post Hires/Current Employees

1. All post hire and current employee Board policies and practices shall be reviewed to ensure:
   a. Medical examinations and/or medical history inquiries required by the district will be job related and consistent with business necessity. This will not prohibit the district from requiring proof of illness to substantiate a request for sick leave. Medical examinations and/or medical history inquiries may be administered by the district when:
      (1) An employee is having difficulty performing his/her the job effectively. The medical examination may be necessary to determine if the employee can perform essential job functions with or without a reasonable accommodation;
      (2) An employee becomes disabled. An employee injured on or off the job, who becomes ill or otherwise suffers any other condition that meets the requirements of a disability as defined by the ADA is protected by the Act if he/she they can perform the essential functions of the job with or without a reasonable accommodation. Such an examination or inquiry may also be required when the employee wishes to return to work after an illness or injury. The district will:
         (a) Determine if the employee meets the ADA definition of an individual with a disability if a reasonable accommodation has been requested;
         (b) Determine if the employee can perform the essential functions of the job currently held (or held before the injury or illness), with or without reasonable accommodation, and without posing a direct threat to the health or safety of self or others which could not be reduced or eliminated by a reasonable accommodation;
         (c) Identify an effective accommodation that would enable the employee to perform the essential job functions in the current (previous) job or in a vacant job for which the person is qualified with or without a reasonable accommodation;
      (3) An employee requests a reasonable accommodation on the basis of disability;
      (4) Administered as part of a voluntary employee “wellness” and health screening program.
   b. Procedures for reporting and investigating employee on the job injury or illness will be implemented. The district will:
(1) Require employees’ complete workers’ compensation form;
(2) Investigate, as necessary, documenting circumstances that led to injury and review all employee work related injury or illness on a case by case basis.

c. Procedures for communicating with health care providers regarding employees off-work due to any injury or illness will be implemented. The district, as necessary, and at its discretion will:

(1) Provide health care provider with detailed description of regular job activities, physical movement, duration of physical exertions and job description;
(2) Write detailed questions for the health care provider to answer that may assist the district in determining any reasonable accommodation that may be necessary;
(3) Ask for employee written release authorizing district representative to consult with the employee’s own health care provider.

d. Procedures for employees not able to perform essential job functions completely after illness or injury will be implemented. The district will:

(1) Determine whether temporary light duty assignment is possible. In accordance with the ADA, the district is not required to create a “light duty” position unless the “heavy duty” tasks an injured employee can no longer perform are marginal job functions which may be reallocated to co-workers as part of a reasonable accommodation;
(2) Determine whether job can be restructured, shifting or trading duties with other workers. Job restructuring as a reasonable accommodation may involve reallocating or redistributing the marginal functions of the job. Marginal functions of a job that cannot be performed by an individual with a disability may be exchanged for marginal job functions performed by one or more other employees. The district is not required to reallocate essential functions of a job as a reasonable accommodation;
(3) Determine whether a modified work schedule may be selected as a reasonable accommodation unless modifications would cause an undue hardship. A modified schedule may involve adjusting arrival or departure times, providing periodic breaks, altering the time when certain functions are performed, allowing the employee to use accrued paid leave or providing additional unpaid leave. If modifying an employee’s work schedule poses an undue hardship, the district shall consider reassignment to a vacant position that would enable the employee to work the hours requested. Requests for modified or part-time work schedules for an employee covered under both the ADA and Oregon Family Leave Act (OFLA) or Family Medical Leave Act (FMLA) will be considered separately. The district will determine the employee’s rights under each statute to determine the appropriate actions to take;
(4) Determine whether reassignment to a vacant position is possible. “Vacant” means that the position is available after the employee asks for a reasonable accommodation or that the district knows that it will become available within a reasonable amount of time. Reassignment is the reasonable accommodation of last resort and required only after it has been determined that there are no effective accommodations that will enable the employee to perform the essential functions of his/her current position or all other reasonable accommodations would impose undue hardship.
(a) The employee must be qualified for the position — satisfy the requisite skill, experience, education and other job-related requirements of the position — but need not be the best qualified person to fill the position.

(b) The employee must be able to perform the essential functions of the position with or without a reasonable accommodation.

(c) The district is not required to bump an employee from a job in order to create a vacancy, nor does it have to create a new position.

(5) Gather information from employee, health care provider(s), consultants, etc. as to needed modifications in policies, facilities, equipment, special aids and services that may be provided as a reasonable accommodation;

(6) Document all district efforts to provide reasonable accommodations.

e. Qualified individuals with a disability not fully recovered from injury will not be returned to work when:

   (1) The employee cannot perform the essential functions of the job he/she they hold or desires with or without a reasonable accommodation;
   (2) The return of the employee to work would pose a significant risk of substantial harm to self or others in the workplace and that could not be reduced to an acceptable level with a reasonable accommodation;
   (3) The return of the employee to a light duty position involves a totally different job from the job that the employee performed before the injury. A vacant light duty position already available for which an injured employee is qualified may be a reasonable accommodation;
   (4) It is demonstrated that the accommodation will cause an undue hardship or result in excessive financial and administrative burden as defined by the ADA, and as evidenced by the district.

f. Unpaid leaves will be provided to qualified individuals with a disability when a reasonable accommodation cannot be made in the employee’s current job. The district will comply with all workers’ compensation reinstatement rights to available and suitable employment;

g. Leave of absence or attendance policies will not discriminate against qualified individuals with disabilities. (Uniformly applied leave policies are not subject to challenge because they have a more severe effect on individuals due to their disability. “No leave” policies, such as those forbidding leave during the first six months of employment are also not subject to challenge because they may have a more severe impact upon individuals with disabilities. An employer with a “no-leave” policy, however, may have to consider providing leave as a reasonable accommodation unless doing so would impose an undue hardship on its operation.) The district will not provide additional paid leave, but accommodations may include leave flexibility and unpaid leave;

h. Drug and alcohol policies will meet the requirements of the ADA. Policies will state:

   (1) Illegal use of drugs and the use of alcohol at the workplace is prohibited by all employees;
   (2) Employees will be required to behave in conformance with the requirements of the Drug-Free Workplace Act of 1988;
   (3) Employees who engage in the illegal use of drugs or alcohol will be held to the same qualification standards for employment or job performance and behavior to which all
other employees are held, even if unsatisfactory performance or behavior is related to employee’s drug use or alcoholism;

(4) Employees taking drugs under the supervision of licensed health care professionals will be protected by the provisions of the ADA;

(5) Employees who are no longer illegally using drugs and who have been either rehabilitated successfully or are in the process of completing a rehabilitation program will be protected by the provisions of the ADA (i.e., in-patient or out-patient programs, employee assistance programs, professionally recognized self-help programs, such as Narcotics Anonymous, or other programs that provide professional assistance and counseling for individuals).

i. Health, life insurance, pension plans and other benefit plans offered by the district will not discriminate against qualified individuals with a disability (The ADA does not affect pre-existing condition clauses in health insurance plans as long as the clauses are not used as a means to avoid complying with the ADA, and such clauses do not require that additional coverage be purchased to cover expenses related to a disability.). Employees will not be denied coverage for illness or injuries unrelated to the pre-existing condition;

j. Contractual or other business arrangements and relationships entered into by the district will not discriminate against qualified individuals with a disability. The district will:

(1) Not do indirectly what it is prohibited by the ADA from doing directly;
(2) Provide reasonable accommodations to enable access by employees with disabilities to training programs provided by the district and/or third parties.
(3) Specify in contracts with outside entities providing training on behalf of the district, who have responsibility to fulfill the obligations of providing reasonable accommodations, as needed.

Corrected 5/02/19
ADA Grievance Procedure

The compliance officer is responsible for coordinating the district’s efforts to comply with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA). The compliance officer shall be a neutral party having had no involvement in the complaint presented.

Step 1 Any complaint shall be presented in writing to the compliance officer within 180 days from date of alleged discrimination. It must include the following:

a. Name and address of the individual or the representative filing the complaint;
b. Description of the alleged discriminatory action in sufficient detail to inform the district of the nature and date of the alleged violation;
c. Signature by the complainant or by someone authorized to do so on their behalf;
d. Identification (by name, if possible) of the alleged victims of the discrimination for any complaint filed on behalf of classes or third parties.

Step 2 The compliance officer shall thoroughly investigate the complaint, notify the person who has been accused of discriminating, permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within 10 working days after receipt of the written complaint, if deemed necessary. The compliance officer shall give a written answer to the complainant within 15 working days after receipt of the written complaint.

Step 3 If the complainant is not satisfied with the answer of the compliance officer, they may submit a written appeal to the superintendent or designee indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within 10 working days after receipt of the compliance officer’s answer. The superintendent or designee shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The superintendent or designee shall give a written answer to the complainant’s appeal within 10 working days.

Step 4 If the complainant is not satisfied with the answer, an appeal to the Board may be filed within 10 working days after receipt of the Step 3 answer. The Board shall, within 20 working days, conduct a hearing at which the complainant shall be given an opportunity to present the complaint. The Board shall give a written answer to the complainant within 10 working days following completion of the hearing.
Step 5 If the complainant is not satisfied with the decision of the Board, a complaint may be filed with the Coordination and Review Section, Civil Rights Division, U.S. Department of Justice (student complaints) or the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries (employment complaints).

Individuals may initiate complaint procedures and/or civil actions with or without first complying with local complaint procedures.

Corrected 5/02/19
Gladstone School District 115

Code: BA
Adopted: 6/03/09
Orig. Code: BA

Board Goals

(Usually goals are not policy. I recommend the board consider deleting this policy unless they feel the need to have in policy that the Board will adopt goals.)

The Board is responsible to the people for whose benefit the district has been established. Further, the Board’s current decisions will influence the future course of education in the district’s schools. By virtue of this responsibility, the Board and each of its members must look to the future and to the needs of all district citizens. This requires a comprehensive perspective and long-range plan in addition to addressing immediate problems.

The Board’s primary responsibility is to establish purposes, programs and procedures which will best produce educational achievement. The Board is charged with accomplishing this while also being responsible for wise management of available resources. The Board must fulfill these responsibilities by functioning primarily as a legislative body which formulates and adopts policy, by selecting an executive officer to implement policy and by evaluating the results. Further, it must carry out its functions openly and seek the involvement of students, staff and the public during its decision-making processes.

In accordance with these principles, the Board, through its operations, will seek to achieve the following review and vote to adopt Board goals to:

— Establish annual goals that focus and direct the district’s mission;
— Concentrate the Board’s collective effort on policy-making and planning responsibilities;
— Formulate Board policies that best serve the student’s educational interests;
— Provide the superintendent with sufficient and adequate guidelines for implementing Board policies;
— Maintain effective communication with the public, staff and students to maintain awareness of attitudes, opinions, desires and ideas;
— Conduct Board business openly, soliciting and encouraging broad-based involvement of the public, students and staff in the Board’s decision-making processes.

END OF POLICY

Legal Reference(s):

ORS 332.107

Corrected 5/02/19
Gladstone School District 115

Code: BB
Adopted: 6/03/09
Orig. Code: BB

Board Legal Status

The Constitution of the state of Oregon charges the Legislature with providing by statute for a uniform and general system of common schools. The Legislature enacts laws to delegate the immediate control of the schools by locally elected boards of directors. Thus, the Board is the governing body of the Gladstone School District.

Federal and state statutes and the State Board of Education rules define and outline the general powers and duties of the Board. The Oregon statutes authorize the Board to transact all business within the jurisdiction of the district, control the district schools and educate the children residing in the district. Oregon Administrative Rules establish further requirements and guidelines for districts in the district. The Board’s duty is to carry out those statutes that are mandatory e.g., “The Board shall...”; where the laws are permissive, e.g., “The Board may...”, the Board is empowered to exercise judgment and discretion.

This district will be known as the Gladstone School District 115.

The regular term of office for Board members will be four years. The terms of office will commence on the first day of July following a regular district election. The term of office for members appointed to fill a vacancy will be until June 30 following the next regular district election. The term of office for members elected to fill a vacancy will be the time remaining in the vacated Board position.

END OF POLICY

Legal Reference(s):

ORS 255.335
ORS 332.018(1)
ORS 332.030(4)
ORS 332.072
ORS 332.075
ORS 332.105
ORS 332.107
ORS 335.505
OR. CONST., art. VIII, § 3.

Corrected 5/02/19
Gladstone School District 115

Code: BBA
Adopted: 6/03/09
Orig. Code: BBA

Board Powers and Duties

The Legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of schools. The general powers granted to the Board are:

1. Legislative or Rule-Making Authority

   In regular or special public meetings, after open discussion and after members’ votes are recorded, the Board will establish rules or policy to govern the conduct of its members and the proceedings of the Board.

   The Board will establish rules/policies for governance of schools and student programs and services of the district consistent with State Board of Education rules and with local, state and federal laws.

   The Board is responsible for providing adequate and direct means for keeping informed about the needs and wishes of the public and for keeping local patrons informed about the schools.

2. Judicial Authority

   As provided by law, policy or contract, the Board acts as a fact-finding body or a court of appeal for staff members, students and the public when issues involve Board policies or agreements and their implementation, and when the Board must determine the rights, duties or obligations of those who address the Board.

3. Executive/Administrative Authority

   The Board will appoint a superintendent delegated to establish administrative regulations to implement Board policy and goals. The Board will evaluate the superintendent’s performance.

   The Board may establish academic and financial goals for the district and evaluate the superintendent’s implementation of those goals.

   The Board will oversee the district’s financial affairs by authorizing, appropriating and adopting budgets and by proposing tax levy/local options or bond elections, when appropriate and as allowed by law, to provide for program operation and maintenance of district property.

   The Board will authorize the superintendent to approve payment on all contracts and business transactions of the district in accordance with Board policies on purchasing and budget requirements. The Board will provide for an annual audit of the district’s assets.

   The Board will employ the staff necessary to carry out the educational program and will provide for regular evaluation of staff.
The Board will direct the collective bargaining process to establish collective bargaining agreements with the district’s personnel. The Board will establish, through the collective bargaining process where appropriate, salaries and salary schedules, other terms and conditions of employment, and personnel policies for district-wide application.

The Board will establish the days of the year and the hours of the day when school will be in session.

END OF POLICY

Legal Reference(s):

ORS 192.630
ORS 243.656
ORS Chapters 279A, 279B and 279C
ORS 294.305 to -294.565
ORS 328.205 to -328.304
ORS 332.072
ORS 332.075
ORS 332.105
ORS 332.107
ORS Chapter 339
ORS 342.805 to -342.937
ORS Chapter 343

Corrected 5/02/19
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

   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 appropriate complaint policy [Board policy KL- Public complaints]. Such information will be conveyed 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. **No individual Board member may direct the superintendent to action without Board authorization.** Board members will not intervene in the administration of the district or its schools.

5. Contracts or Agreements

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 332.057  ORS 332.057  ORS 332.075

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

Corrected 5/02/19
Gladstone School District 115

Code: BBB
Adopted: 6/03/09
Orig. Code: BBB

Board Elections

1. Number of Directors

The Board will consist of seven members elected at large and will be known as the district school board. The term of office shall be four years.

2. Designation of Board Positions

Board members’ positions and their respective successors in office will be designated by numbers as Position No. 1, No. 2, No. 3, No. 4, No. 5, No. 6 and No. 7. In all proceedings for the nomination or election of candidates for or to the office of Board member, every petition for nomination, declaration of candidacy, certificate of nomination, ballot or other document used in connection with the nomination or election will state the position number to which the candidate aspires.

Individuals may seek more than one elected position such as school board and education service district board. However, individuals may not seek more than one elected position in the same election. An exception would be if one of the districts has less than 10,000 registered voters. *(Does Gladstone of fewer than 10,000 registered voters? If not let’s delete the last sentence.)*

Terms of office and reelection for each board position is listed on the district web site.

**END OF POLICY**

Legal Reference(s):

<table>
<thead>
<tr>
<th>ORS 249.013</th>
<th>ORS 255.245</th>
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<tbody>
<tr>
<td>ORS 255.235</td>
<td>ORS 332.011</td>
</tr>
<tr>
<td>ORS 332.018</td>
<td>ORS 332.118 to -332.138</td>
</tr>
</tbody>
</table>

Corrected 5/02/19
Gladstone School District 115

Board Member Qualifications

A person is eligible to serve as a Board member if he/she is an elector of the district. An “elector” means an individual qualified to vote under Section 2, Article II of the Oregon Constitution. The individual must be 18 years of age or older, registered to vote at least 20 calendar days immediately preceding any election in the manner provided by law and must have been a resident within the district for one year immediately preceding the election or appointment. Additionally, if the district is zoned, the individual must meet the requirements of ORS 332.124–332.126. It does not appear that Gladstone is zoned therefore I recommend we delete the last sentence.

No person who is an employee of the district is eligible to serve as a Board member while so employed. A person who is an employee of a public charter school may not serve as a Board member of the district in which the public charter school that employs the person is located.

END OF POLICY

Legal Reference(s):

ORS 247.002  ORS 332.016  ORS 332.124
ORS 247.035  ORS 332.018  ORS 332.126
ORS 249.013  ORS 332.030
ORS 332.124
ORS 332.126

Oregon Constitution, Article II, Section 2.

Corrected 5/02/19
Board Member Oath of Office

New Directors: Any elected or appointed Board member must qualify by taking an oath of office before assuming the duties of office. The oath of office will be in the following form:

I, _______________________, do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the state of Oregon and the laws thereof, and the policies of the Gladstone School District. During my term, I will faithfully and impartially discharge the duties of the Office of School Board Member to the best of my ability.

END OF POLICY

Legal Reference(s):
ORS 332.005

Corrected 5/02/19
Gladstone School District 115

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 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. 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 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

Corrected 5/02/19
Board Member Removal from Office

The Board will declare the office of a director vacant upon any of the following:

1. The death or resignation of an incumbent;
2. When an incumbent ceases to be a resident of the district;
3. When an incumbent ceases to discharge the duties of office for two consecutive months unless prevented by sickness or unavoidable cause;
4. When an incumbent ceases to discharge the duties of office for four consecutive months for any reason;
5. When an incumbent is removed from office by judgment or decree of any competent court;
6. When an incumbent has been recalled from office by district voters.

Vacancies will be filled through appointment by the Board unless a majority of the positions are vacant at the same time. In that case, vacancies will be filled by the Clackamas Education Service District.

END OF POLICY

Legal Reference(s):

ORS 249.865 to -249.877  ORS 332.030  ORS 408.240

Corrected 5/02/19
Vacancies on the Board

Vacancies will be filled through Board appointment. The Board appointee must meet Board member qualifications as outlined in Board policy BBBA - Board Member Qualifications.

In the event of multiple vacancies, the position of the Board member who resigned first will be filled first.

Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.

If the offices of a majority of the Board are vacant at the same time, the directors of the Clackamas Education Service District shall appoint persons to fill the vacancies from qualified school district voters.

Board elections are held every odd-numbered year which for the purposes of this policy are termed “election” years. The appointee will:

1. Serve until June 30 following the next “election”, at which time the individual elected in March-May of that year will fill the remaining portion of an unexpired term or serve a full four year term; or

2. Serve until June 30 of a subsequent “election” year if the vacancy occurs after the filing date in an “election” year.

A Board member so elected as a replacement will serve the remaining year(s) of the term of office of the Board member being replaced.

In the event of multiple vacancies, the position of the Board member who resigned first will be filled first.

Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.

If the offices of a majority of the Board are vacant at the same time, the directors of the Clackamas Education Service District shall appoint persons to fill the vacancies from qualified school district voters.

END OF POLICY

Legal Reference(s):

ORS 249.865 to -249.877
ORS 255.245
ORS 255.335
ORS 332.030
ORS 332.122
ORS 332.124

Corrected 5/02/19
Gladstone School District 115

Code: BBF
Adopted: 7/21/10
Orig. Code: BBF

Board Member Standards of Conduct

A Board member should:

1. Comply with the Code of Ethics for public officials provided in state law;
2. Understand that the Board sets the standards for the district through Board policy. Board members do not manage the district on a day-to-day basis;
3. Understand that the Board makes decisions as a team. Individual Board members may not commit the Board to any action;
4. Respect the right of other Board members to have opinions and ideas which differ;
5. Recognize that decisions are made by a majority vote and should be supported by all Board members;
6. Make decisions only after the facts are presented and discussed;
7. Understand the chain of command and refer problems or complaints to the proper administrative office;
8. Recognize that the Board must comply with the Public Meetings Law and only has authority to make decisions at official Board meetings;
9. Insist that all Board and district business is ethical and honest;
10. Be open, fair and honest — no hidden agendas;
11. Understand that Board members will receive information that is confidential and cannot be shared;
12. Recognize that the superintendent is the Board’s advisor;
13. Take action only after hearing the superintendent’s recommendations;
14. Refuse to bring personal or family problems into Board considerations;
15. Give the staff the respect and consideration due skilled, professional employees;
16. Present personal criticism of district operations to the superintendent, when appropriate, not to district staff;
17. Respect the right of the public to attend and observe Board meetings;
18. Respect the right of the public to be informed about district decisions and school operations as allowed by law;

19. Remember that content discussed in executive session is confidential;

20. Notify Board secretary and/or Board chair as soon as possible if Board member is not able to attend a Board meeting;

21. Use social media Web sites judiciously in a manner that does not violate Oregon’s Public Meetings Laws;

22. When using social media Web sites, Board members will treat and refer to other Board members, staff, students and the public with respect;

23. Never post confidential information about students, staff or district business on any Web sites.

END OF POLICY

Legal Reference(s):

ORS 162.015 to -162.035
ORS 162.405 to -162.425
ORS 192.610 to -192.710
ORS 244.040
ORS Chapter 244
ORS 332.055

Corrected 5/02/19
Gladstone School District 115

Code: BBFA
Adopted: 6/08/16
Orig. Code: BBFA

Board Member Ethics and Conflicts of Interest

No Board member will use his/her official position or office to obtain personal financial benefit or to avoid financial detriment for themselves, relatives or household members, or for any business with which the Board member, a household member or a relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the annual $50 gift limit from one who has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. District-provided meals at board meetings are acceptable under the reimbursement of expenses exception.

I. Conflicts of Interest

“Business” means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual or any legal entity operated for economic gain. This definition excludes any income-producing tax exempt 501(c) not-for-profit corporation with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

“Business with which a Board member or relative is associated” means any private business or closely held corporation of which a Board member or relative is a director, officer, owner, employee or agent or any private business or closely held corporation in which a Board member or relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth $1,000 or more at any point in the preceding year; any publicly held corporation in which a Board member or relative owns or has owned $100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year; or any publicly held corporation of which a Board member or relative is a director or officer.

“Relative” means spouse1, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits2 to the Board member, or who receives any benefit from the Board member’s public employment.

“Member of the household” means any person who resides with the public official.

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1The term spouse includes domestic partner.

2Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.
No Board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member’s vote, official action or judgment would be thereby influenced.

No Board member will attempt to use or use for personal gain any confidential information gained through his/her their official position or association with the district. A Board member will respect individuals’ privacy rights when dealing with confidential information gained through association with the district.

If a Board member participates in the authorization of a public contract, the Board member may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

Individual Board members and the Board as a public entity are bound by the ethics laws for public officials as stated in Oregon law.

**Potential Conflict of Interest**

“Potential conflict of interest” means any action or any decision or recommendation by a Board member that could result in a financial benefit or detriment for self or relatives or for a business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare a potential conflict of interest. A Board member may, after declaring his/her their potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

**Actual Conflict of Interest**

“Actual conflict of interest” means any action or any decision or recommendation taken by a Board member that would result in a financial benefit or detriment to self or relatives or for any business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare an actual conflict of interest. The Board member may not vote lawfully if an actual conflict of interest exists unless a vote is needed to meet a minimum requirement of votes to take official action. Such a vote does not allow the Board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

**Class Exception**

It will not be a conflict of interest if the Board member’s action would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person’s relative or business with which the person or the person’s relative is associated, is a member or is engaged. For example, if a Board member’s spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member’s spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.
II. Gifts

Board members are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of $50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. All gift related provisions apply to the Board member, their relatives, and members of their household. The $50 gift limit applies separately to the Board member and to the Board member’s relatives or members of household, meaning that the Board member, each member of their household and relative can accept up to $50 each from the same source/gift giver. “Gift” means something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

“Relative” means: spouse\(^3\), parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits\(^4\) to the Board member, or who receives any benefit from the Board member’s public employment.

“Member of the household” means any person who resides with the Board member.

Determining the Source of Gifts

Board members should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the Board member’s personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of $50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the Board member need not keep track of it, although they are advised to do so anyway in case of a later dispute.

Determining Legislative and Administrative Interest

A “legislative or administrative interest” means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a Board member. For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative or administrative interest in the fire department that is distinct from the general public.

Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

“Fair market value” is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of

\(^3\)Ibid. p. 1

\(^4\)Ibid. p. 1
the gift if the Board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the Board member’s admission or meal will include all costs other than any amount donated to a charity. For example, a person with a legislative or administrative interest buys a table for a charitable dinner at $100 per person. If the cost of the meal was $25 and the amount donated to charity was $75, the benefit conferred on the Board member is $25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member’s meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
   a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
   b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
   c. The source calculates the actual amount spent on the Board member.

3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.

4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

**Value of Unsolicited Tokens or Awards: Resale Value**

Board members may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under $25 (even if the personalized item cost the source more than $50), unless the personalized item is made from gold or some other valuable material that would have value over $25 as a raw material.

**Entertainment**

Board members may not solicit or accept any gifts of entertainment over $50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member unless:

1. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or

2. The Board member is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when a Board member appears at an entertainment event for a “ceremonial purpose” at the invitation of the source of the entertainment who requests the presence of the Board member at a special occasion associated with the entertainment. Examples of an
appearance by a Board member at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts:

1. Campaign contributions are not considered gifts under the ethics rules;

2. Gifts from “relatives” and “members of the household” to the Board member are permitted in an unlimited amount; they are not considered gifts under the ethics rules;

3. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties;

4. Contributions made to a legal expense trust fund if certain requirements are met;

5. Food, lodging, and travel generally count toward the $50 aggregate amount per year from a single source with a legislative or administrative interest, with the following exceptions:

   a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member’s official capacity, for certain limited purposes:

      (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the $50 aggregate amount IF:

         (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND

            (i) The giver is a unit of a:

               1) Federal, state, or local government;
               2) An Oregon or federally recognized Native American Tribe; OR
               3) Nonprofit corporation.

         (b) The Board member is representing the district:

            (i) On an officially sanctioned trade-promotion or fact-finding mission; OR
            (ii) Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the Board.

      (2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.
6. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing the district. Again, this exception does not authorize private meals where the participants engage in discussion.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal;

7. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(I)(i);

8. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement;

9. A gift received by the Board member as part of the usual or customary practice of the Board member’s private business, employment or position as a volunteer that bears no relationship to the Board member’s holding of public office.

**Honoraria**

A Board member may not solicit or receive, whether directly or indirectly, honoraria for the Board member or any relative or member of the household of the Board member if the honoraria are solicited or received in connection with the official duties of the Board member.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of $50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the Board member or candidate.

**END OF POLICY**

**Legal Reference(s):**

ORS 162.015 to -162.035  
ORS 162.405 to -162.425  
ORS 244.010 to -244.400  
ORS 332.055  
OAR 199-005-0001 to -199-010-0150

38 OR. ATTY. GEN. OP. 1995 (1978)  
OR. ETHICS COMM’N, OR. GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Corrected 5/02/19
Board Member Ethics and Nepotism

In order to avoid both potential and actual conflicts of interests, Board members will abide by the following rules when a Board member’s relative or member of the household is seeking and/or holds a position with the district:

1. A Board member may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or member of the household, unless the Board member complies with the conflict of interest requirements of ORS Chapter 244.

   This policy does not apply to decisions regarding unpaid volunteer positions unless it is a Board member position or another Board-related unpaid volunteer position (i.e. a Board committee position).

2. A Board member may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or member of the household. A Board member may still serve as a reference or provide a recommendation.

For the purposes of this policy:

“Member of the household” means any person who resides with the Board member.

“Relative” means: the spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits² to the Board member, or who receives any benefit from the Board member’s public employment.

Class Exception

It will not be a conflict of interest if the Board member’s action would affect to the same degree a class including the Board member’s relative or household member. For example, if a Board member’s spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member’s spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential

¹The term spouse includes domestic partner.

²Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.
for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

END OF POLICY

Legal Reference(s):

ORS 244.010 to -244.400
ORS 659A, 309
OAR 199-005-0001 to -199-010-0150

OR, ETHICS COMM’N, OR, GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Corrected 5/02/19
Board Organization/Board Organizational Meeting

No later than the next regular meeting following July 1, the Board will organize itself for the year. In a Board election year, the Board organizational meeting must be no later than July 31st.

The organizational meeting will consist of, but not be limited to, the following actions:

1. Election of a Board chair;
2. Election of a vice chair;
3. Provision for a time and place for regular meetings;
4. Other organizational actions prescribed by law or by Board practice.

The incumbent Board chair will preside until a successor is elected, whereupon the successor will assume the chair. The term of office for the chair and vice chair shall be for 12 months – from July 1 through June 30. In the event no incumbent chair or vice chair remains on the Board, or neither is able to continue to serve as an officer, the Board will select a temporary chair to conduct the election.

END OF POLICY

Legal Reference(s):

ORS 255.335  
ORS 332.040 to -332.045  
ORS 332.057

Corrected 5/02/19
Board Officers

At its first scheduled meeting after July 1, the Board will elect one of its members as chair and one to serve as vice chair. No member of the Board may serve as chair more than four years in succession. The term of office for chair and vice chair shall be for 12 months from July 1 through June 30. If a Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer’s term until the following July.

The Board chair will:

1. Assist the superintendent in establishing the agenda for regular Board meetings;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the rules of order;
4. Sign the minutes and other official documents that require the signature of the chair;
5. Represent the district and the Board at official functions, unless this duty is delegated by the chair or the Board to another Board member;
6. Appoint all committees and will be an ex-officio member of all such committees unless otherwise ordered by the Board;
7. Have the right to discuss issues and may vote on any issue;
8. Assign additional duties to Board members as necessary.

In the absence, incapacitation or death of the chair, the vice chair will perform the duties of chair and, when so acting, will have the chair’s powers. The vice chair will perform other functions as designated by the Board.

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the Board chair. These duties will include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considered action;
2. Prepare and distribute minutes in advance for approval at the next Board meeting;
3. Maintain properly authenticated official copies of the minutes;
4. Maintain the official record of Board policies.
Board or District Spokesperson

The Board may appoint one of its members, usually the chair, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the district’s position should be articulated by a single voice. The spokesperson serves at the Board’s direction and may be removed or replaced at any time by action of the entire majority of the Board.

END OF POLICY

Legal Reference(s):

ORS 255.335
ORS 332.040
ORS 332.045
ORS 332.057
ORS 332.057
OAR 166-400-0010(9)

Corrected 5/02/19
Gladstone School District 115

Code: BCBA
Adopted: 6/03/09
Orig. Code: BCBA

Board-Student Communication

The Board has provided for a formalized ongoing method of communication with the students of the high school by establishing a position of student representative to the Board.

The student representative will be provided a place at the Board table and shall have the opportunity to give student voice in board discussion. Board information shall be given to the student representative except confidential information concerning personnel, bargaining or legal matters. The student representatives shall not attend executive sessions. The student representative shall not be a voting member of the Board.

END OF POLICY

Legal Reference(s):
ORS 332.107

Corrected 5/02/19
Board-Superintendent Relationship

The Board and the superintendent will maintain a line of communication that encourages an efficient work environment.

The superintendent shall be the chief executive officer and shall be responsible for the professional leadership necessary to translate the will of the Board into administrative action.

The superintendent shall be responsible for all aspects of district operation and for such duties and powers pertaining thereto as directed or delegated by the Board, and to develop such procedures and regulations as he/she considers necessary to ensure efficient operation of the schools.

The Board expects the superintendent to be professionally able and to possess outstanding qualities of leadership, vision and administrative skill, and to implement all Board policies in good faith.

The superintendent expects the Board to respect the superintendent’s professional competence and extend full responsibility for implementation of Board policy decisions.

The Board holds the superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about district operation.

END OF POLICY

Legal Reference(s):

ORS 332.107  ORS 332.505  ORS 332.515

Corrected 5/02/19
Gladstone School District 115

Board Committees

(Would this policy be of assistance?)
The Board [may] [will not] [does] have standing committees. Special committees may be appointed by the Board for specific purposes to serve until their assignment is completed. The entire Board may meet as a committee-of-the-whole.

The function of special committees will be fact-finding, deliberative and advisory, rather than legislative or administrative. The committee will make recommendations directly to the Board as a whole, which alone may take action. Committee meetings may be called by the Board chair, the committee chair or any committee member.

Committee-of-the-whole meetings, called “work sessions,” may be held. Committee-of-the-whole meetings may be called by the Board chair or any [two] Board members.

All meetings of special committees and of committees-of-the-whole will follow the Public Meetings Law. The Board or its committees may sit in an executive session to discuss matters when such session is required or permitted by law.

All matters referred to a committee will be thoroughly investigated. A committee will not have the power to act for the Board except as the Board has specifically authorized, but will make recommendations to the Board. Committee recommendations and reports will become an official part of Board minutes.

A Board committee may appoint advisory members from the staff, student body or community with approval of the Board. Advisory members will be instructed in the committee’s functions and their status. Advisory members may not be included in considering whether a quorum of the committee is present, nor may they vote on recommendations to be made to the Board. Either an advisory member or an ex-officio member may present a written minority report to the Board.

END OF POLICY

Legal Reference(s):
ORS 192.610 to -192.690
ORS 332.045
ORS 332.105

Corrected 5/02/19
Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for citizen community involvement, the Board may appoint advisory committees which include community members to consider matters of districtwide importance. Such committees will not be appointed on a permanent basis, but will be appointed to assist in a particular area of activity.

Recommendations of such committees will be given careful consideration by the Board, but such recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters.

All meetings of advisory committees shall be considered open meetings follow the Public Meetings Law. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chair.

The composition of advisory committees to the Board will be broadly representative and will take into consideration the specific tasks assigned to the committee. The process for the appointment of community members to an advisory committee will be determined by the Board. When requested and approved by the Board, appointment of staff members, when appropriate, will be made by the superintendent.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee’s task, setting forth the service the Board wishes the committee to render and the extent and limitations of its responsibilities written charge which shall include, but not be limited to, a statement of purpose and responsibility;
2. The resources the Board will provide;
3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive the committee report(s).

Except as specifically provided by the Board, citizen advisory committees will cease to function when their reports have been received or when the purposes for which they were established have been accomplished.

The Board may be represented on lay and professional committees that serve the Board in an advisory capacity, with specific Board members appointed by the chair, but normally such Board members will function as ex-officio members of the committees.
The Board’s responsibility cannot be delegated or surrendered to others; therefore, all recommendations of an advisory committee must be submitted to the Board for action and must be recognized as advisory in nature.

END OF POLICY

Legal Reference(s):

<table>
<thead>
<tr>
<th>ORS 192.610</th>
<th>ORS 294.414</th>
<th>ORS 332.107</th>
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<tr>
<td>ORS 192.630</td>
<td>ORS 329.704</td>
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Corrected 5/02/19
The Board has the authority to act only when a quorum is present at a duly called regular, 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.

All regular, 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. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, 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.

1. Regular, Special and Emergency Meetings

Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the organizational meeting in July 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.

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

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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.
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. Communications Outside of Board Meetings

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. Electronic communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

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 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. 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. 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 during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC - Executive Sessions)

END OF POLICY

Legal Reference(s):

ORS 174.100
ORS 174.104
ORS Chapter 192
ORS Chapter 193
ORS 255.335
ORS 332.040 to -332.061
ORS 433.835 to -433.875
ORS 38 OR. ATTY. GEN. OP. 1995 (1978)
ORS 41 OR. ATTY. GEN. OP. 28 (1980)


Corrected 5/02/19
Gladstone School District 115

Code: BDB
Adopted: 6/03/09
Orig. Code: BDB

Special and Emergency Board Meetings
(covered in policy BD/BDA)

Special meetings may be convened by order of the chair, upon request of three Board members or by common consent of the Board members. The district clerk will post notice at least 24 hours before such a meeting is to be convened.

The purpose of special meetings is to give the Board an opportunity to gather information and to discuss and fully explore various aspects of an issue.

Local news media will receive written notice of the meeting at least 24 hours in advance.

Emergency meetings may be called only in the event of an actual emergency. Appropriate notice will be given to the public and the press. The minutes of the meeting will describe the nature of the emergency. No business other than that related to the emergency will be discussed at these meetings.

END OF POLICY

Legal References
ORS 192.640
ORS 332.045


Cross Reference(s):
BD/BDA - Board Meetings/Regular Board Meetings

Corrected 5/02/19
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.

An executive session may be convened by order of 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))

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

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. 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. 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.

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.

Minutes shall be kept 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

Corrected 5/02/19
Gladstone School District 115

Code: BDD
Adopted: 6/03/09
Orig. Code: BDD

Board Meeting Procedures

1. Quorum

A quorum will consist of the majority of the Board members. A majority quorum shall consist of four members of the Board.

2. Vote Needed for Exercise of Powers

The affirmative vote of a majority of Board members will be necessary for exercising any of the Board’s powers. A majority shall consist of four members of the Board.

3. Board Member Voting

Each member’s vote on all motions will be recorded in the minutes.

4. Abstaining From Vote

If a Board member chooses to abstain from voting, and the abstention is due to a conflict of interest, the Board member will state the reason for the abstention and such abstention will be recorded.

5. Parliamentary Procedure

Official Board business will be transacted by motion or resolution at duly called regular or special meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in Robert’s Rules of Order Newly Revised, “Procedure in Small Boards” will govern the Board in its deliberation. Modifications will include the following: Motions will be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

The Board chair will decide all questions relative to points of order, subject to an appeal to the entire Board.

END OF POLICY

Legal Reference(s):

ORS 192.650
ORS 244.120(2)
ORS 332.045
ORS 332.055
ORS 332.057
ORS 332.107

Board Meeting Agenda

The Board chair and the superintendent will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff member, student or citizen patron of the district by notifying the superintendent at least eight working days prior to the meeting.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. The removed item will then be placed on the regular agenda.

The agenda will follow a general order established by the Board. Opportunities for the audience to be heard will may be included on the agenda. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

Items of business not on the agenda may be discussed and acted upon if the majority of the Board agrees to consider them.

The agenda, together with supporting materials, will be distributed to Board members at least three full working days prior to the meeting. The agenda will be available to the press and to interested patrons through the superintendent’s office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members’ packets. Representatives from the associations shall receive agendas and Board packets in accordance with collective bargaining language.

A copy of the agenda will be posted in each district facility and on the district website on the day of the meeting. Members of the public may request a copy of the agenda at the superintendent’s office.

The district will ensure equally effective communications are provided to qualified persons with disabilities, upon request, as required by the Americans with Disabilities Act.

Appropriate auxiliary aids and services may include, but are not limited to, qualified interpreters, assistive listening systems, note takers, large print, Braille materials, audio recordings and readers. Primary consideration will be given to the requests of the person with a disability in the selection of the appropriate auxiliary aids and/or services.

Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in an undue financial and administrative burdens, an alternate, equally effective communications will be used.
Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY

Legal Reference(s):

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<tr>
<th>ORS 192.630</th>
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Corrected 5/02/19
Minutes of Board Meetings

The Board secretary will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter to include statements of persons appearing before committees or the Board; and
5. Any other information required by law.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon Public Meetings Law.

All minutes shall be available to the public within a reasonable time after the meeting. The public and patrons of the district may receive, upon request, copies of approved current minutes at from the administration office. However, minutes need not be approved by the Board prior to being available to the public.

A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

The district will maintain a hard copy of the meeting minutes and make them available to staff and other interested patrons an updated copy of the meeting minutes. Minutes are available in the district office.

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 a student’s confidential medical records and that student’s educational program; the discussion; and each Board member’s vote on the issue.

END OF POLICY

Legal Reference(s):

ORS 192.610 to -192.710
ORS 332.061

1 Oregon Administrative Rule 166-400-0010(9)
Gladstone School District 115

Code: BDDH
Adopted: 2/14/18
Orig. Code: BDDH

Public Participation Comment in Board Meetings

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites district patrons to attend Board meetings to become acquainted with the program and operation of the district. District patrons also are encouraged to share their ideas and opinions with the Board when appropriate.

It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids\(^1\) and services.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternative, equally effective means of communication will be used.

Audience

During an open session of a Board meeting, district patrons are may be specifically invited to present concerns during the designated portion of the agenda. At the discretion of the chair, further public participation comment may be allowed.

Request for an Item on the Agenda

District patrons may request the superintendent place an item of concern on the agenda of a regular Board meeting. This request should be made in writing and presented to the superintendent for consideration at least 10 working days prior to the scheduled meeting.

Procedures for Public Participation Comment in Meetings

The Board will establish procedures for public participation comment in open meetings. The purpose of these procedures will be to inform the public how to effectively participate comment in Board meetings for the best interests of the individual, the district and the patrons. The information will be easily accessible and available to all patrons attending a public Board meeting.

Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the chair.

A district patron speaking during the meeting may introduce a topic not on the published agenda. The Board, at its discretion, may require that a proposal, inquiry or request be submitted in writing, and reserves the right to refer the matter to the administration for action or study.

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\(^1\)Auxiliary aids include but are not limited to such services and devices as qualified interpreters, assistive listening systems, note takers, readers, taped texts, Brailled materials and large print.
Any district patron who is invited by the chair to speak to the Board during a meeting should state their name and address and, if speaking for an organization, the name and identity of the organization. A spokesperson should be designated to represent a group with a common purpose.

Statements by district patrons should be brief and concise. The Board chair may use discretion to establish a time limit on discussion or oral presentation by patrons.

Questions asked by district patrons, when possible, will be answered immediately by the Board chair or referred to superintendent for reply. Questions requiring investigation may, at the discretion of the chair, be referred to the superintendent for response at a later time.

At the discretion of the Board chair, district patrons 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 the Board secretary with a completed registration card or sign up on the sign in sheet with the Board secretary prior to the Board meeting in order to allow the chair to provide adequate time for each agenda item.

The Board chair should be alerted to see that all patrons have been acknowledged and thanked for their presence and especially for any contributed comments on agenda issues. Similar courtesy should be extended to members of staff who have been in attendance. Their return for future meetings should be welcomed.

**Petitions**

Petitions may be accepted at any Board meeting. No action will be taken in response to a petition before the next regular meeting. Petitions will be referred to the superintendent for consideration and recommendation.

**Comments Regarding Staff Members**

District patrons may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The chair will direct the patron to the appropriate means for Board consideration of a legitimate complaints involving individuals. A commendation involving a staff member should be sent to the superintendent.

**END OF POLICY**

**Legal Reference(s):**

<table>
<thead>
<tr>
<th>ORS 165.535</th>
<th>ORS 192.610 to -192.690</th>
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<td>ORS 165.540</td>
<td>ORS 332.057</td>
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Corrected 5/02/19
Public Comment at Board Meetings

The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the patron refrains from repeating a similar point.

To make a comment or present a topic during public comment, if the opportunity is available on the Board agenda, please complete the Intent to Speak card and submit it to the Board secretary prior to the start of the meeting. An individual that has submitted an Intent to Speak card and has been invited to speak by the Board chair, will be allowed three minutes.

Any person, who is invited by the Board chair to speak to the Board during a meeting, should state their name and address and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.

Please keep in mind that reference to a specific employee or group of employees, is prohibited as follows:

Board policy BDDH - Public Comment at Board Meetings:

Comments Regarding Staff Members -

Speakers may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for Board consideration of a legitimate complaints involving a staff member. A commendation involving a staff member should be sent to the superintendent.

**INTENT TO SPEAK**

The Board welcomes your input. Please submit this completed card to the Board secretary prior the start of the meeting.

Name: ________________________________________ Phone: __________________
Address: ___________________________________________
Email (optional): ___________________________________________
Topic or comment to be presented (brief description): ____________________________

A complaint brought before the Board shall be referred to the proper school authorities. A complaint shall be processed in accordance with Board policy KL - Public Complaints and KL-AR - Public Complaints Procedure. A hearing conducted before the Board regarding personnel shall take place in an executive session.

The Board requests that a topic or comment is limited to three minutes or less.
Policy Development

The Board has the authority and responsibility to establish policy. The Board accepts the definition of policy set forth by the National School Boards Association:

Board policies are statements which set forth the purposes and prescribe in general terms the organization and program of a school system. They create a framework within which the superintendent and his/her staff can discharge their assigned duties with positive direction. They tell what is wanted.

The formulation and adoption of policies, recorded in writing, will constitute the basic method by which the Board will exercise its leadership in the operation of the school system.

The policies shall be consistent with Oregon Revised Statutes, Oregon Administrative Rules and all federal laws and regulations.

The basic responsibility for initiating, reviewing and recommending new policies or policy modification will rest with the superintendent. However, new policies or changes in existing policy may be proposed by any Board member, group or organization, staff member, parent, student or other member of the community to the superintendent for the Board’s consideration. The superintendent, in developing these policies, may be guided by the recommendations of the staff and may seek parent and community input during the preparation and subsequent review of policy statements. Advice from legal counsel may be appropriate.

The superintendent will furnish necessary background information and make all final policy recommendations to the Board.

The final authority and responsibility for Board policy lies with the Board.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 332.505
ORS 339.240
OAR 581-022-2305
OAR 581-022-2405

Corrected 5/02/19
Adopting new policies and changing or repealing existing policies 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. First reading of a proposed policy (or policies): 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 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): 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.

Upon recommendation by the superintendent and 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 581-022-2305
OAR 581-022-2405

Adoption and Revision of Policies – BFC 1-2
Administrative Regulations (AR)

Administrative regulations are detailed directions governing the operation of the district and do not require Board approval but are subject to review if in the Board’s judgment, such regulation is not consistent with adopted policies.

The superintendent is directed to formulate such administrative regulations appropriate for the implementation of policies adopted by the Board and necessary for the consistent operation of the district.

When approved by the superintendent, administrative regulations shall be distributed to the Board and to the district administrators for implementation and communication to staff.

END OF POLICY

Legal Reference(s):

ORS 332.107

OAR 581-022-2305

OAR 581-022-2405

Corrected 6/06/19
Gladstone School District 115

Board Policy Implementation

Effective Date of Policies

All new or amended policies will become effective on the day after adoption by the Board, unless a specific date is included in the motion for adoption.

Policy Implementation

The superintendent and administrative staff will implement Board policies. The superintendent may formulate administrative regulations and procedures to assist policy implementation.

It will be the Board’s duty to evaluate the effectiveness of the policy and the effectiveness of the administration’s implementation of the policy.

Policy Dissemination

The written board policies that govern the district will be maintained in a policy manual to be updated by district staff as new policies are developed or existing policies are revised or repealed.

Each Board member will have access to a current policy manual.

Each employee will be specifically notified of the existence and availability of personnel policies.

Each school shall provide at least one copy of the Board’s policy manual in the school’s library and one copy in the business office make a copy of the Board’s policy manual available to the public and district employees. Each employee will be specifically notified of the existence and availability of personnel policies. The Board’s policy manual will be considered a public record and will be open for inspection at the district office during regular working hours.

The superintendent will provide channels for disseminating appropriate policies to the community.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 332.505

OAR 581-022-2305
OAR 581-022-2405

Corrected 6/06/19
Gladstone School District 115

Code: BFE
Adopted: 6/03/09
Orig. Code: BFE

Administration in the Absence of Policy

In cases where action must be taken within the school system and the Board has not provided guidelines for administrative action, the superintendent will have the power to act, but his/her decisions will be subject to Board review at the next regular meeting. It will be the superintendent’s responsibility to promptly inform the Board of such action.

END OF POLICY

Legal Reference(s):

ORS 332.107

OAR 581-022-2305

Corrected 6/06/19
Suspension of Policies

In the event of emergency or special circumstances, the operation of any individual policy, section or sections of Board policy, including those governing its own operational procedures, may be temporarily suspended by a majority of the Board members at any regular, special or emergency meeting. This suspension, however, does not apply to any section of Board policy that may be established by law, collective bargaining agreements, or contract.

END OF POLICY

Legal Reference(s):

ORS 332.107   OAR 581-022-2305

Corrected 6/06/19

1 Be sure to establish a time limit for the suspension, e.g., This policy is suspended for [.....].
Board Policy Review

To keep written policies current and relevant, the Board will annually review and update its board policies. The Board also will evaluate the implementation and effect of such policies. The superintendent or designee has continuing responsibility to alert the Board of all policies that may need revision.

END OF POLICY

Legal Reference(s):

ORS 332.107

OAR 581-022-2305

OAR 581-022-2405

Corrected 6/06/19
Board-Staff Communications

The Board desires to maintain open channels of communication between itself and the district staff. The formal line of communication will, however, be through the district superintendent.

Staff Communications to the Board

All communications or reports to the Board, or any Board committee, from principals, teachers or other staff members will be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district. In addition, this procedure does not restrict protected labor relations communications of bargaining unit members. Staff members are invited to Board meetings, which provide an opportunity to observe the Board’s deliberations on matters of staff concern, district operations.

Board Communications to Staff

All official Board communications, policies and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will provide appropriate communication to keep staff fully informed of the Board’s policies, priorities, concerns and actions.

Visits to Schools

Official visits by Board members will be conducted only under Board superintendent authorization and with the full knowledge of staff, including the superintendent, principals and other supervisors.

School visits by Board members will be regarded as informal expressions of interest in school affairs and not as “inspections” or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of staff, including the superintendent, principals and other supervisors.

END OF POLICY

Legal Reference(s):

ORS 332.107

OAR 581-022-2405

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

Corrected 6/06/19
Orientation of New Board Members

A new member is to be given the Board’s and staff’s fullest measure of courtesy and cooperation. The Board and designated staff will make every effort to assist the new member to become fully informed about the Board’s functions, policies, procedures and issues. In the interim between election and assuming office or following an appointment, the new Board member(s) will be assisted in the following ways:

1. The newly elected or appointed Board member will be given access to materials on the role of a school board member;
2. The newly elected or appointed Board member will be invited to attend Board meetings to observe the operation of the Board but will not be a voting member;
3. The newly elected or appointed Board member will be given access to a copy of Board policies, Board priorities, any long-range plans and the district-adopted budget;
4. The members of the Board will serve as mentors to a newly elected or appointed Board member(s);
5. The superintendent or designee will supply material pertinent to meetings and will explain its content;
6. The newly elected or appointed Board member will be invited to meet with the superintendent and other administrative personnel, by arrangement with the superintendent, to discuss services they perform for the district;
7. The newly elected or appointed Board member will be encouraged to attend Board development and leadership opportunities sponsored by professional associations such as the Summer Board Conference and the Leadership Academy sponsored by the Oregon School Boards Association;
8. Newly elected or appointed Board members will receive all materials, reports and communications normally sent to Board members.

END OF POLICY

Legal Reference(s):
ORS 332.107

Corrected 6/06/19
Board Member Development

In order for Board members to enhance leadership capabilities, become informed about current issues in education, and improve their skills as members of a policy-making body, Board members are encouraged to participate in opportunities for professional development that may include, but not be limited to, the following:

1. In-service professional development activities planned by the Board and planned by the administration for staff members, as appropriate;

2. Participation in conferences, workshops, and conventions and trainings held by state and national school boards associations and other educational organizations;

3. Subscriptions to publications addressing Board member concerns related topics.

Recognizing the need for continuing training and development of its members, the Board encourages the participation of all members at appropriate conferences, conventions and workshops. To control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. The superintendent will inform Board members, in a timely manner, of impending conferences, conventions, and workshops and trainings. The Board will decide which meetings appear to be most likely to produce the greatest benefit to the Board and the district;

2. Funds for participation at such meetings professional development will be budgeted included in the district budget. When funds are limited, the Board will designate which of its members will be most appropriate to will participate at a given meeting or training;

3. If authorized by the Board to attend, Board members will be reimbursed, upon request, for reasonable and necessary expenses actually incurred;

4. When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

END OF POLICY

Legal Reference(s):
ORS 332.018(3) ORS 332.107

OR. ETHICS COMM’N, OR. GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.
Gladstone School District 115

Code: BHD
Adopted: 6/03/09
Orig. Code: BHD

Board Member Compensation and Expense Reimbursement

No Board member will receive any compensation for services other than reimbursement for approved expenses actually incurred on district business. Such expenses may include the cost of attendance at meetings, conferences or visitations when such attendance has been approved by the Board.

Reimbursement includes, but is not limited to, communications, transportation, meals, lodging and miscellaneous expenses.

Board members may be reimbursed, when paid admission is required of the general public, for attending district athletic events and other district activities as part of their responsibilities of being informed about district operations. When paid admission is required of the public, Board members may be reimbursed for attending district events and other activities when their attendance is consistent with board responsibilities and district operations. (See Board policy DFEA - Admission to District Events). The district will establish accounting procedures consistent with this policy.

END OF POLICY

Legal Reference(s):

ORS 244.020  ORS 244.040  ORS 332.018(3)

OR. GOV’T STANDARDS AND PRACTICES COMM’N, STAFF OPINION 02S-015 (May 20, 2002).
OR. GOV’T STANDARDS AND PRACTICES COMM’N, STAFF OPINION 03S-015 (Sept. 11, 2003).

Corrected 6/06/19
Gladstone School District 115

Code: BHE
Adopted: 6/03/09
Orig. Code: BHE

Board Member Liability Insurance

The Board district will purchase liability insurance and errors-and-omissions insurance to protect its school board members individually and collectively from claims made against them as a result of official Board actions taken in the course of official duties.

END OF POLICY

Legal Reference(s):
ORS 30.260 to -30.300
ORS 332.072
ORS 332.435

Corrected 6/06/19
Gladstone School District 115

Board Legislative Program

The Board will represent the district’s interests in legislative action to promote the welfare of public education in the state of Oregon or will direct those interests to be represented through its executive officer, the superintendent or designee.

The Board will periodically study, discuss and weigh the merits of pending legislation for the purpose of determining its official position through Board action. If established, these official positions will be the stand of the district in the legislative process.

Board members, individually or as members of professional organizations, will not seek to represent any other positions on legislative matters unless it is made clear that such representation is not the official stand of the district.

END OF POLICY

Legal Reference(s):

ORS 332.107

Corrected 6/06/19
Board Memberships

The Board may maintain memberships in the national and state school boards associations and may take an active part in the activities of these groups.

It may also maintain institutional memberships in other educational organizations that the superintendent and Board find to be of benefit to members and district personnel.

The materials and benefits of any institutional memberships may be distributed and used to the best advantage of the Board and the staff.

END OF POLICY

Legal Reference(s):

ORS 332.105(2)  ORS 332.107

Corrected 6/06/19
Evaluation of Board Operational Procedures

The Board may plan an annual evaluation of its function as a board. This evaluation may be broadly based on relationships and activities or may focus on a particular activity or area.

Working with the superintendent, the Board chair and an ad hoc Board committee appointed by the chair may develop the evaluation plan. The Board may hire a consultant to assist with the evaluation.

END OF POLICY

Legal Reference(s):

ORS 332.107

Corrected 6/06/19
Gladstone School District 115 Corrections, Meetings, and Communications
Section C: General Administration
June 6, 2019

CB — Superintendent
6/06/19 No changes, keep proposed draft

CBA — Qualifications and Duties of the Superintendent
6/06/19 Replace all references to reflect gender neutral pronouns, page 1 item 2 insert ‘a’ in front of portion.

CBB — Recruitment and Appointment of the Superintendent
6/06/19 Second paragraph end with ‘.’

CBC — Superintendent’s Contract
6/06/19 No changes, keep proposed draft

CBF — Superintendent’s Consulting Activities
6/06/19 Removed policy(ies)

CBG — Evaluation of the Superintendent
6/06/19 No changes, keep proposed draft

CC — Administrative Organization
6/06/19 Removed policy(ies)

CCB — Line and Staff Relations
6/06/19 No changes, keep proposed draft

CCD — Administrator Contracts
6/06/19 No changes, keep proposed draft

CCG — Licensed Evaluation - Administrators
6/06/19 No changes, keep proposed draft

CH — Policy Implementation *
6/06/19 Second paragraph remove implementing. Second to last paragraph remove sentence that starts with ‘The Board’s….” replace with: The district shall make a copy of the board policy manual available to the public and district employees.

CHA — Development of Administrative Regulations *
6/06/19 Third paragraph add an ‘s’ to require otherwise No changes, keep proposed draft

CHCA — Approval of Handbooks and Directives
6/06/19 No changes, keep proposed draft

CK — Consultants to the Administrative Staff
6/06/19 Removed policy(ies)

CM — Compliance and Reporting on Standards
6/06/19 No changes, keep proposed draft

CPA — Layoff/Recall – Licensed Administrative Personnel
6/06/19 No changes, keep proposed draft
6/06/19 In the policy title add ‘Licensed’ behind Recall. Page 2, item 2 under ‘Section II’, accept bracketed language in first sentence. Same place, under ‘a’ Group 2 will read Early learning director, add Group 3 Assistant principals. Under ‘b’ change Group to be Group 4 and will read Directors (e.g. special service). Remove all other groups following. Bottom of page 3 change bracketed language to ‘14’. Page 4 accept #11’s bracketed language, remove #13.
Table of Contents

Section C: General Administration

Superintendent .................................................................................................................... CB
Qualifications and Duties of the Superintendent .............................................................. CBA
Recruitment and Appointment of the Superintendent ..................................................... CBB
Superintendent’s Contract ............................................................................................... CBC
Superintendent’s Consulting Activities ............................................................................ CBF
Evaluation of the Superintendent .................................................................................... CBG

Administrative Organization ............................................................................................. CC
Line and Staff Relations ..................................................................................................... CCB
Administrator Contracts ................................................................................................. CCD
Licensed Evaluation - Administrators .............................................................................. CCG

Policy Implementation * ................................................................................................... CH
Development of Administrative Regulations * ............................................................... CHA
Approval of Handbooks and Directives ........................................................................... CHCA

Consultants to the Administrative Staff .......................................................................... CK

Compliance and Reporting on Standards .......................................................................... CM

Layoff/Recall – Licensed Administrative Personnel ...................................................... CPA
   Layoff/Recall - Administrative Personnel ................................................................ CPA-AR

The following symbol is used on some policies:

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300-125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.
Superintendent

The superintendent is designated as the district’s chief executive officer and has, under the Board’s direction, general supervision of all district schools, personnel and departments. The superintendent is responsible for managing the schools under the Board’s policies and is accountable to the Board for that management.

The superintendent may delegate to other district personnel any powers and duties imposed upon the superintendent by Board policies or by vote of the Board. Delegation of power or duty, however, will not relieve the superintendent of responsibility for action taken under such delegation.

END OF POLICY

Legal Reference(s):

ORS 332.505
ORS 332.515
OAR 581-022-2405

Corrected 6/06/19
Gladstone School District 115

Qualifications and Duties of the Superintendent

Position

Superintendent of Schools

Qualifications

1. A Master's degree and a current Oregon Administrative license with an authorization for all levels, superintendent endorsement or a transitional administrator license.
2. Have at least five years experience in school administration, with all or a portion of the experience at the district level;
3. Exhibit strong leadership skills;
4. Exhibit competency in short and long-range educational planning;
5. Demonstrate good communication skills in working with Board, staff and community;
6. Demonstrate ability to understand and interpret the complexities of school finance;
7. Other criteria as determined by the Board after discussion, including public comment, in open session.

Reports to

Board of Directors

Supervises

Central office administrators and school principals; and through them, all district personnel.

Job Goal

Provide effective administration of all schools and departments, and educational leadership throughout the school system and community.

Performance Responsibilities

1. Serves as chief executive officer of the Board except as otherwise provided by law, makes rules not in conflict with law or with Board policies and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools;
2. Initiates and directs the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as deemed desirable;

3. Attends all meetings of the Board except those concerned with his/her contract status and takes part in the deliberations, but does not vote;

4. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve, places before the Board necessary and helpful facts, comparisons, investigations, information and reports and makes available the personal advice on special or technical matters by those persons who are qualified to furnish it;

5. Implements and interprets Board policies;

6. Recommends the appointment, renewal, contract extension, contract nonrenewal, contract nonextension or discharge of licensed employees as provided by law and Board policies and the employees’ collective bargaining agreements, as applicable, and with such recommendations reported to the Board for approval;

7. Assigns or transfers licensed employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable;

8. Appoints, assigns, transfers, promotes, demotes or discharges classified and non-represented employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable;

9. Directs the professional supervisory staff in visits to the schools under his/her charge; through this staff, directs, assigns and assists teachers and all other educational employees in the performance of their duties; classifies, assigns and controls the promotion of students; and performs other duties as the Board determines;

10. Directs the work of the professional staff in evaluating curriculum and instructional materials and, upon the basis of such study, makes recommendations to the Board;

11. Supervises the establishment or modification of attendance and transportation area boundaries subject to Board approval;

12. Directs the preparation of an annual budget showing the estimated receipts and disbursements necessary to cover the needs of the district for the ensuing fiscal year and submits this estimate to the Board in accordance with law;

13. Approves and directs, in accordance with law and Board regulations, purchases and expenditures, within the limits of the budget;

14. Exercises leadership in directing studies of sites and buildings, considering the population trend and the educational and cultural needs of the district, to ensure timely decisions by the Board and electorate regarding construction and renovation projects;

15. Represents the district in dealings with other school systems, social institutions, business firms, government agencies and the general public;
16. Builds good relations with the community and keeps the public informed about current educational practices, educational trends and the practices and problems in the district;

17. Gives general direction and resolve problem of operations and settle disputes referred to him/her/them;

18. Advises and assists the Board in salary negotiations with district employee groups;

19. Maintains good working relations with the media;

20. Be informed of new and promising developments in the field of education by visiting other school systems and attending educational conferences, seminars, workshops and other professional meetings;

21. Performs other duties as assigned by the Board.

The specific enumeration of the superintendent’s duties as detailed above will not act to limit the broad authority and responsibility of the office.

END OF POLICY

Legal Reference(s):

| ORS 332.075 | OAR 581-023-0006 to -0041 | OAR 584-036-0035(1) |
| ORS 342.143 | OAR 581-023-0104          | OAR 584-046-0003 to -0024 |
| ORS 342.173 | OAR 581-023-0112          | OAR 584-080-0151        |
| ORS 342.175 | OAR 581-023-0220 to -0240 | OAR 584-080-0152        |
| ORS 342.850 | OAR 584-020-0000 to -0045 | OAR 584-080-0161        |

Corrected 6/06/19
Recruitment and Appointment of the Superintendent

To provide the most capable leadership available for the district, the Board may engage in a nationwide search for the position of superintendent. Consultants may be engaged to assist in screening applicants to be interviewed by the Board. Input from staff and community is encouraged.

The Board shall develop and adopt the standards (e.g., candidate qualities and work experience), criteria (application, screening and hiring process) and policy directives (e.g., promote from within, state and/or national search) to be used in hiring the superintendent or interim superintendent at a meeting open to the public and at which the public has had an opportunity to comment.

Candidates may be interviewed and discussed in executive session as provided by ORS 192.660(1)(a) but the Board will take action to appoint by majority vote in open session for a meeting in which notice has been given of the intended action.

Final selection will rest with the Board after a thorough consideration of qualified applicants.

END OF POLICY

Legal Reference(s):

ORS 192.660(7)(d) ORS 332.505
Superintendent’s Contract

The superintendent, upon appointment by the Board, will receive a written contract which will state the terms of appointment such as compensation, benefits and other conditions. Contracts shall not be issued for more than three years at a time in duration. The contract shall automatically expire at the end of its term. The Board may, however, elect to issue a subsequent contract at any time for not more than an additional up to three years at any time.

The compensation and benefits for the position of superintendent will be fixed by the Board, and based upon the responsibilities required of the superintendent in performing his/her duties. The Board may not enter into an employment contract that contains provisions that expressly obligate the district to compensate the superintendent for work that is not performed.

Provisions for termination of the superintendent’s employment, either by the Board or the superintendent, will also be set forth in the superintendent’s employment contract.

The district may provide health benefits for a superintendent that is no longer employed by the district until the superintendent:

1. Reaches 65 years of age; or
2. Finds new employment that provides health benefits.

For a period of one year after termination of the contract, the superintendent may not:

1. Purchase property or surplus property owned by the district or school; or
2. Use property owned by the district or school in a manner other than the manner permitted for the general public.

The contract will meet any requirements of state law and will be mutually acceptable to the Board and superintendent.

END OF POLICY

Legal Reference(s):

ORS 332.432
ORS 332.505
ORS 342.549
ORS 342.815

Corrected 6/06/19
Superintendent’s Consulting Activities
(Should be negotiated in the Supt. contract not policy.)
The Board expects the superintendent to devote full attention and energy to the concerns of the district. The superintendent may not be engaged in any other employment nor in long-term consulting assignments. The Board, however, recognizes the superintendent’s obligation to contribute to the profession of school administration and to the field of public education in general. This policy, therefore, does not prohibit the superintendent from undertaking occasional consulting work that does not conflict with obligations to the district. Any such task that requires the superintendent’s absence for three or more consecutive days must have prior approval of the Board.

END OF POLICY

Legal References

ORS 332.505

Corrected 6/06/19
Gladstone School District 115

Code: CBG
Adopted: 7/08/09
Orig. Code: CBG

Evaluation of the Superintendent

The superintendent’s job performance will be formally evaluated by the Board at least annually. The evaluation will be based on the administrative job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public Board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board’s discussion and conferences with and about the superintendent and his/her performance will be in executive session, unless the superintendent requests an open session. However, such an executive session will not include a general evaluation of any district goal, objective or operation. Results of the evaluation will be written and placed in the superintendent’s personnel file.

Anytime the superintendent’s performance is deemed to be unsatisfactory, the superintendent will be notified in writing of specific areas to be remedied and will be given an opportunity to correct the problem(s). If performance continues to be unsatisfactory, the Board may dismiss the superintendent pursuant to Board policy, the employment contract with the superintendent and state law and rules. At the Board’s discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent’s performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent’s employment contract and state law and rules. In those situations where the superintendent’s employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedence over this policy.

END OF POLICY

Legal Reference(s):

ORS 192.660(2), (8)
ORS 332.107
ORS 332.505
ORS 342.513
ORS 342.815
OAR 581-022-2405

Hanson v. Culver Sch. Dist. (FDAB 1975).

Corrected 6/06/19
Administration Organization

(Not needed in policy.)

The legal authority of the Board is delegated through the superintendent along specific paths from person to person as shown by the organizational chart. The lines of authority in the chart represent direction of authority and responsibility. The superintendent may reorganize lines of authority and revise the organizational chart subject to Board approval of major changes and creation or elimination of positions. The Board expects the superintendent to keep the administrative structure current with the needs for supervision and accountability within the school system.

END OF POLICY

Legal References

ORS 332.505

Corrected 6/06/19
Line and Staff Relations

The Board expects the superintendent to establish a clear understanding of the working relationships in the school system with all staff.

Lines of direct authority will be those approved by the Board and shown on the district organization charts.

Staff members will be expected to refer matters requiring administrative action to the administrator to whom they are responsible report. That administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all staff are expected to keep the person to whom they are immediately responsible informed of their activities will inform their immediate supervisor of their activities by whatever means the supervisor considers appropriate by whatever means the person in charge deems appropriate.

Lines of authority should not restrict the cooperative, working relationship of all staff members in developing the best possible district programs and services. In addition, this policy does not restrict protected labor relations communications of bargaining unit members. The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the programs and operations of in the school system.

END OF POLICY

Legal Reference(s):

ORS 332.505  OAR 581-022-2405


Corrected 6/06/19
Administrator Contracts

(You have the policy for Superintendent, I recommend you also have the policy for administrators)

“Administrator” means a person who is employed as an administrator or is performing administrative duties, regardless of whether the person is required to have a license, and includes but is not limited to superintendents, assistant superintendents and business managers. Administrator does not include a person who is subject to Oregon Revised Statute (ORS) 342.805 to 342.937.

The district shall enter into an employment contract with each administrator, that has provisions that cover the duration of the contract, conditions for contract termination and extension and conditions of employee resignation. The contract shall be kept on file in the district office.

The district may not enter into an employment contract that contains provisions that expressly obligate the district or school to compensate the administrator for work that is not performed.

The district may provide health benefits for an administrator who is no longer employed by the district until the administrator:

1. Reaches 65 years of age; or
2. Finds new employment that provides health benefits.

For a period of one year after termination of the contract, the administrator may not:

1. Purchase property or surplus property owned by the district or school; or
2. Use property owned by the district or school in a manner other than the manner permitted for the general public.

END OF POLICY

Legal Reference(s):

ORS 342.549

Corrected 6/06/19
Licensed Evaluation - Administrators

The superintendent will implement and supervise an evaluation system for administrative personnel. The purpose of administrator evaluations is to assist an administrator with developing and strengthening their professional abilities, to improve the instructional program and management of the school system, and for supervisors to make recommendations regarding their employment and/or salary status.

The administrative evaluation system will also include provisions for initiating dismissal, contract nonextension, or demotion procedures if the need for such procedures is indicated.

Formal evaluations will be made at least once, annually for probationary administrators and biennially for contract administrators.

They evaluation shall be conducted according to the following guidelines:

1. Evaluative criteria for each position will be in written form and made available to the administrator;
2. Evaluations will be made by the superintendent and/or a qualified, licensed designee;
3. Evaluations will be in writing and discussed with the administrator by the person who conducts the evaluation;
4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation and right of appeal through established grievance procedures if applicable.

Administrators’ evaluations shall use the following educational leadership-administrator standards1 adopted by the State Board of Education.

1. Visionary leadership;
2. Instructional improvement;
3. Effective management;
4. Inclusive practice;
5. Ethical leadership;
6. Socio-political context.

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1These standards are aligned with the Interstate School Leaders Licensure Consortium (ISLLC) and the Educational Leadership Constituents Council (ELCC) standards for Education Leadership.
Administrator evaluations shall be based on the core administrator standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with the administrators and any exclusive bargaining representative of the administration.

Local evaluation and support systems established by the district for administrators must be designed to meet or exceed the requirements defined in the Oregon Framework for Teacher and Administrator Evaluation and Support Systems, including:

1. Four performance level ratings of effectiveness;

2. Consideration of multiple measures of administrator practice and responsibility which may include, but are not limited to:
   a. Classroom-based assessments including observations, lesson plans and assignments;
   b. Portfolios of evidence;
   c. Supervisor reports; and
   d. Self-reflections and assessments.

3. Consideration of evidence of student academic growth and learning based on multiple measures of student progress including performance data of students, schools and districts that is both formative and summative. Evidence may also include other indicators of student success;

4. A summative evaluation method for considering multiple measures of professional practice, professional responsibilities, and student learning and growth to determine the administrator’s professional growth path;

5. Customized by the district, which may include individualized weighting and application of the standards.

An evaluation using the administrator standards must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of administrators;

2. Refine the support, assistance and professional growth opportunities offered to an administrator, based on the individual needs of the administrator and the needs of the students, the school and the district;

3. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator, including other assignments of the administrator;

4. Establish a formative growth process for each administrator that supports professional learning and collaboration with other administrators; and

5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the administrator; and

6. Address ways to help all educators strengthen their culturally responsive practices.
Evaluation and support systems established by the district must evaluate administrators on a regular cycle. The superintendent shall regularly report to the Board on the implementation of the evaluation and support systems and educator effectiveness.

END OF POLICY

Legal Reference(s):

<table>
<thead>
<tr>
<th>ORS 192.660(2),(8)</th>
<th>ORS 342.815</th>
<th>OAR 581-022-2405</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORS 332.505</td>
<td>ORS 342.850</td>
<td>OAR 581-022-2410</td>
</tr>
<tr>
<td>ORS 342.513</td>
<td>ORS 342.856</td>
<td>OAR 581-022-2420</td>
</tr>
</tbody>
</table>

Hanson v. Culver Sch. Dist. (FDAB 1975).

Corrected 6/06/19
Policy Implementation *

The superintendent is responsible for implementing the Board’s policies and for interpreting them to staff, students and the public. Other administrators also share in this responsibility.

Many of the Board’s policies require implementing administrative regulations. Whenever appropriate, the superintendent will develop these regulations in consultation with central office administrators, principals, staff members and other persons and groups as appropriate and the superintendent will submit them to the Board for review or approval as appropriate.

Policies officially adopted by the Board and other administrative regulations formulated to implement adopted Board policies will be included in the Board policy manual and administrative regulations. Staff and student/parent handbooks also will be used for disseminating policies and administrative regulations to persons directly affected by them. Each school shall provide at least one copy of the Board’s policy manual in the school’s library and one copy in the business office. The district shall make a copy of the board policy manual available to the public and district employees. The Board’s policy manual will be available for inspection at the district office to any district employee or member of the public during regular office hours. Each employee will be specifically notified of the existence and availability of personnel policies.

Principals are authorized to establish rules and procedures for the staff and student bodies of their schools as long as these rules and procedures are consistent with board policies and administrative regulations established by the Board and superintendent.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 332.505
OAR 581-022-2305
OAR 581-022-2405

Corrected 6/06/19
Gladstone School District 115

Development of Administrative Regulations *

The Board delegates to the superintendent the function of specifying required actions and designing detailed arrangements to operate the district in accordance with Board policy. These detailed arrangements constitute the administrative regulations governing the district.

The superintendent will carefully weigh the counsel given by representatives of staff, student, parent and community organizations regarding those administrative regulations. He/She will inform the Board of such counsel in presenting administrative regulations.

The Board will adopt administrative regulations when a federal or state law requires the Board to do so. It may also adopt administrative regulations when the superintendent recommends Board action.

The Board reserves the right to review all administrative regulations and procedures, but it will revise them only when, in its judgment, they are inconsistent with its policies and other administrative regulations set by the Board.

Board members will receive copies of all new or revised district administrative regulations. The district will notify students and staff of all administrative regulations that affect them.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 332.505
OAR 581-022-2305
OAR 581-022-2405

Corrected 6/06/19
Approval of Handbooks and Directives

In order that pertinent Board policies, administrative regulations, school rules, and procedures may be known by all staff members, patrons, students and parents affected, district administrators and principals are granted authority to issue staff and student/parent handbooks.

It is essential that the contents of all handbooks must conform with district-wide board policies and administrative regulations. It is also important that all handbooks be of a quality that reflects favorably on the district. The Board, therefore, expects all handbooks to be approved by the superintendent or designee before publication with Board opportunity for review.

The district will make all published handbooks available to the Board for informational purposes.

END OF POLICY

Legal Reference(s):

ORS 332.107

Corrected 6/06/19
Consultants to the Administrative Staff

The superintendent may retain the services of consultants to study aspects of the district’s management, organization or operation, or to provide training to district staff.

All consultants will be approved by the superintendent or designee prior to the invitation and arrangement for visitation to the district by such person or persons. Proposed contracts with consultants will be submitted to the Board for approval, as per Board policy, and will be accompanied by figures showing the estimated cost to the district for the consulting project.

END OF POLICY

Legal References

ORS 294.311
ORS 332.075
ORS 332.505

Corrected 6/06/19
Compliance and Reporting on Standards

The superintendent will prepare an annual report that represents the district’s compliance with the standards adopted by the State Board of Education and submit that report to the Board.

The district’s annual report will be presented at a public Board meeting by February 1 of each school year. This report will be posted on the district’s web page by February 1 of each school year. The Board will acknowledge receipt of the report prior to its submission to the Oregon Department of Education (ODE).

The district will report on its compliance with state standards to ODE by February 15 each year on a form provided by ODE.

END OF POLICY

Legal Reference(s):

ORS 329.095
ORS 329.105
OAR 581-022-2260
OAR 581-022-2305

Corrected 6/06/19
Gladstone School District 115

Code: CPA
Adopted: 7/08/09
Orig. Code: CPA

Layoff/Recall – Licensed Administrative Personnel

This policy applies to all licensed administrators below the rank of assistant superintendent.

The Board retains the right to determine when a layoff is necessary. Layoffs shall be by position. A reduction in hours does not constitute a layoff.

The factors considered in the layoff process will be performance, license, seniority, qualifications, merit, and/or competence, special training, additional educational attainments, length of service and other factors deemed relevant by the Board. Competence includes recent experience, additional training and educational attainments. Merit includes the measurement of one administrator’s ability and effectiveness against the ability and effectiveness of another administrator.

The Board will expects administration to retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs of the district’s schools.

Prior to initial development of a recall procedure for administrators, the Board will consult with the employees or a designated representative of the employees covered by this policy.

The district will develop administrative regulations to implement this policy.

END OF POLICY

Legal Reference(s):
ORS 332.107
ORS 342.934

Corrected 6/06/19
General

This administrative regulation applies to all licensed administrators below the rank of assistant superintendent.

The Board retains the right to determine when a layoff is necessary. Layoffs will occur by position. A reduction in hours does not constitute a layoff.

The superintendent or designee shall offer recommendations to the Board regarding transfers, both voluntary and involuntary, and the position(s) which will be eliminated. The factors considered in the layoff process will be license, seniority, qualifications, merit and/or competence. Competence includes recent experience, additional training and educational attainments. Merit includes the measure of one’s administrative ability and effectiveness against the ability and effectiveness of another administrator.

The Board desires/expects administration to retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs of the district’s schools.

The district determines that when a layoff of licensed administrators is necessary, the superintendent or designee will use the procedures described in Section II of this regulation. The superintendent or designee will make every reasonable effort to transfer a licensed and qualified administrator who will be laid off to a vacant administrative position for which the administrator is licensed and qualified, in accordance with the procedures described in Section III. The superintendent or designee may combine remaining positions, if it meets district curriculum needs, so that administrators continue to be licensed and qualified to perform available jobs.

Section I - Definitions

1. “Competence” means the ability to perform the essential functions of a job or assignment based on recent experience, additional training or educational attainments, or both, but not based solely on type of license and endorsements of an employee. The superintendent or designee may interpret “recent experience” as having performed the essential functions of the job or assignment within the last five school years. The superintendent or designee, as a guideline, may consider whether a person has held a position “directly above” or a position “directly below” the eliminated position. “Directly above” means a supervisory position. “Directly below” means a direct or indirect reporting relationship to the superintendent.

2. “Merit” means the measurement of one administrator’s ability and effectiveness against the ability and effectiveness of another administrator.
3. “Seniority” is calculated from the first day of actual continuous service as an administrator in the district inclusive of approved leaves of absence. If necessary, ties in length of service shall be broken by drawing lots.

4. “License” means a document or documents issued by Teacher Standards and Practices Commission permitting an individual to perform certain duties within a public district.

5. “Qualifications” mean training, experience, skill and other attributes in addition to the individual’s license.

Section II - Layoff Procedures

1. Administrative positions will be grouped by positions or assignments which the superintendent or designee determines are sufficiently comparable to use in the layoff process.

2. The superintendent or designee may use the following job groups as a guideline:
   a. School Administrators
      - Group 1: High school/Middle school/Elementary principals
      - Group 2: Early Learning director
      - Group 3: Assistant principals
   b. Central Office Administrators
      - Group 4: Directors (e.g., transportation, maintenance, special education, special services, etc.)
      - Group 5: Coordinators (e.g., talented and gifted (TAG), special education, curriculum, etc.)
      - Group 6: Others

3. If a new administrative position is created, it will be placed in one of the existing job groupings or in a new job grouping, as determined by the superintendent or designee.

4. Upon recommendation by the superintendent or designee, the Board may eliminate one or more administrative positions within a job group or groups.

5. The superintendent or designee may recommend layoffs within job groups based on license, seniority, qualifications, merit and/or competence.

6. After identification of the administrator(s) to be laid off from a particular job group, the superintendent or designee will reassign the remaining administrators in that group to the remaining positions as necessary.

7. The superintendent or designee will determine whether the administrators identified for layoff will be transferred to a vacant administrative position under the procedures of Section III below or as provided for in state law given the option of a classroom teaching assignment provided the administrator is licensed and determined by the district to be qualified based on merit and/or competence for the assignment.
Section III - Reassignments and Transfers

1. The superintendent or designee will review an administrator’s personnel file, and from consultation with the administrator’s supervisors, shall determine if an administrator who will be laid off under Section II can be transferred to a vacant administrative position. Each transfer may be based on license, seniority, qualifications, merit, competence and previous administrative positions held as determined by the superintendent or designee.

2. An administrator may voluntarily accept a classroom teaching assignment in lieu of a layoff.
   a. The administrator may accept a classroom teaching assignment which is currently vacant.
   b. If the administrator previously taught and was a contract teacher in the district, the administrator may displace (“bump”) a probationary or contract teacher with less seniority.
   c. If the administrator never taught in the district, the administrator may displace (“bump”) a probationary teacher with less seniority.

3. While an administrator retains his/her rights to recall to a vacant administrative position in accordance with Section IV below, an administrator who voluntarily accepts a classroom teacher assignment will also be covered by the layoff/recall and other provisions of the collective bargaining agreement governing regularly employed teachers for purposes of their rights as teachers.

Section IV - Recall

1. An administrator who is laid off under this procedure shall be placed in a recall pool. An administrator who resigns rather than accept layoff or reassignment under this procedure forfeits rights to be placed in the recall pool.

2. An administrator will be maintained in the recall pool for a period of not more than 27 calendar months from the effective date of layoff.

3. A laid-off administrator who rejects recall to a position offered by the district for which the administrator is licensed and qualified to perform and which is similar to the workday or work year of the person’s previous position, thereby waives any further recall rights, and the administrator’s employment terminates effective the date of rejection of the job offer.

4. Licensed and qualified administrators will be considered for recall based on proper licensure and qualifications to perform the essential functions of the job. The district retains the right to recall a less senior administrator to the position if that individual has more merit and/or competence.

5. Administrators will be recalled based on license, seniority, qualifications, merit, competence and other relevant factors.

6. Notification of recall will be delivered in person or deposited as certified mail, postage prepaid and addressed to the last known address of the laid-off employee. It is the responsibility of the administrator to ensure up-to-date mailing information is provided to the district. The individual shall be allowed [10] 14 calendar days from the date of personal delivery or postmark to accept the position in writing. If the individual declines the recall or fails to accept within the [10] 14-day period
or fails to report for duty on the date specified in the recall notice, the individual’s name will be removed from the recall pool. The individual will be considered to have resigned employment with the district and waived any further right of recall.

7. An administrator who wishes to remain eligible for recall to a position requiring a license must maintain a valid license.

8. Individuals who wish to waive recall rights prior to 27 months subsequent to the effective date of a layoff may do so by written notification to the district. Such notice will be considered a voluntary resignation and the individuals shall forfeit all employment rights with the district.

9. Employees returning from layoff shall be credited with all seniority and sick leave the employee earned prior to the effective date of the layoff, but the employee shall not accrue leave, benefits or seniority during the period of the layoff. If applicable, the district will apply any sick leave accrued from another school district employment during the recall time as allowed by state law.

10. An employee who has been laid off has the option of continuing the employee’s health insurance program at the employee’s expense for up to 18 months, subject to the approval and rules of the insurance carrier(s).

11. [An employee must have completed at least 135 contract days during 1 school year in order to be eligible for 1 vertical step advancement for the succeeding school year. If, because of layoff, an employee does not complete at least 135 contract days that school year, the employee will be placed on the same salary schedule step as the employee was on prior to layoff.]

12. Nothing in this regulation shall be construed so as to interfere with the district’s right to dismiss an administrator, not extend the contract of an administrator or dismiss or nonrenew the contract of a probationary administrator pursuant to state law.

13. [An individual who is no longer employed as an administrator in the district due to resignation, assignment to a nonadministrative position, expiration of the recall period or rejection of a position offered by the district shall receive salary for all unused vacation time following the termination of employment as an administrator.]

Section V - Announcements of Decisions

Public announcements of layoff decisions should occur only after prior notice to affected administrators. Certain circumstances may, in some cases, prevent prior notice and employees will be notified as soon as is practical.

Section VI - Appeal Procedure

An appeal from a layoff decision shall be by arbitration pursuant to the employee’s individual employment contract, administrator group contract (“employment agreements or meet and confer agreements”) or rules of the Employment Relations Board.
Section VII - Future Changes in Procedure

The district reserves the right to amend, revise or repeal all or any part of this procedure at any future time and no employee shall have any vested right in the continuation of this procedure or any amendment thereof, provided, however, that no amendment or repeal of this procedure shall prejudice the reinstatement rights of any individual who is in the “recall pool” at the time these procedures are amended, revised or repealed. The district will also consult with employees covered by this administrative regulation prior to making any decisions regarding changes to this procedure.

Corrected 6/09/19
<table>
<thead>
<tr>
<th>LINE</th>
<th>SOURCE</th>
<th>Adopted Budget</th>
<th>Y-T-D</th>
<th>Forecasted</th>
<th>Remaining</th>
<th>Remaining</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Current Year's Taxes</td>
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<td>$4,220,000</td>
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<td>Prior Years Taxes General Fund</td>
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<td>$60,000</td>
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<tr>
<td>3</td>
<td>Interest and Penalties on Tax Collections</td>
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<td>$350,000</td>
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<td>5</td>
<td>Common School Fund General Fund</td>
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<td>250,000</td>
<td>$250,000</td>
<td>$250,000</td>
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<tr>
<td>6</td>
<td>State School Support/Transportation/High Cost Fund</td>
<td>15,697,000</td>
<td>$2,632,884</td>
<td>15,697,000</td>
<td>$13,064,116</td>
<td>$13,064,116</td>
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<td>7</td>
<td>Federal Forest Fees General Fund</td>
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<td>$</td>
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<td>8</td>
<td>Outdoor School State Funding</td>
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<td>9</td>
<td>Total 2018-19 SSSF Sources (Line 2- Line 8)</td>
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<td>$20,664,000</td>
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**NON STATE SCHOOL SUPPORT FORMULA SOURCES**

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<tr>
<th>LOCAL SOURCES</th>
<th>SOURCE</th>
<th>Adopted Budget</th>
<th>Y-T-D</th>
<th>Forecasted</th>
<th>Remaining</th>
<th>Remaining</th>
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<tbody>
<tr>
<td>10</td>
<td>Interest Earned General Fund</td>
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<td>13</td>
<td>Hs Pay To Play General Fund</td>
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<td>$65,000</td>
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<td>14</td>
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<td>15</td>
<td>Lease Of Facilities General Fund</td>
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<tr>
<td>17</td>
<td>Other Misc. General Fund</td>
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<td>$19,672</td>
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<td>18</td>
<td>TOTAL LOCAL SOURCES (Line 10- Line 17)</td>
<td>$280,000</td>
<td>$9,390</td>
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<td>$270,610</td>
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**OTHER SOURCES**

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<tr>
<th>SOURCE</th>
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<th>Adopted Budget</th>
<th>Y-T-D</th>
<th>Forecasted</th>
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<tbody>
<tr>
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<td>Sale of Fixed Assets General Fund</td>
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<td>$2,400,000</td>
<td>$2,400,000</td>
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<tr>
<td>21</td>
<td>TOTAL OTHER SOURCES (Line 19- Line 20)</td>
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<td>$</td>
<td>2,400,000</td>
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<td>$2,400,000</td>
</tr>
</tbody>
</table>

| TOTAL NON SSSF SOURCES (Line 18 + Line 21) | $2,680,000 | $9,390 | $2,680,000 | $2,670,610 | $2,670,610 |

**TOTAL RESOURCES (Line 9 + Line 22)**

<table>
<thead>
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<th>Source</th>
<th>Source Name</th>
<th>Adopted Budget</th>
<th>Y-T-D</th>
<th>Forecasted</th>
<th>Remaining</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>TOTAL RESOURCES (Line 9 + Line 22)</td>
<td>$23,344,000</td>
<td>$2,642,274</td>
<td>$23,344,000</td>
<td>$20,701,726</td>
<td>$20,701,726</td>
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## General Fund
### Statement of Expenditures Compared to Budget
#### For the Fiscal Year 2019-20
##### As of July 31, 2019

<table>
<thead>
<tr>
<th>Description</th>
<th>Adopted Budget</th>
<th>Y-T-D</th>
<th>Encumbered</th>
<th>Total Expended/Committed</th>
<th>Budget Balance</th>
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<tbody>
<tr>
<td><strong>Instruction</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>1110 ELEMENTARY PROGRAM K</td>
<td>757,124$</td>
<td>2,055$</td>
<td>567,657$</td>
<td>569,712$</td>
<td>187,412$</td>
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<tr>
<td>1110 ELEMENTARY PROGRAM 1-5</td>
<td>3,466,307$</td>
<td>810$</td>
<td>2,895,406$</td>
<td>2,896,216$</td>
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</tr>
<tr>
<td>1120 MIDDLE SCHOOL PROGRAM 6-8</td>
<td>2,613,167$</td>
<td>(2,346)$</td>
<td>1,682,316$</td>
<td>1,679,970$</td>
<td>933,197$</td>
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<tr>
<td>1120 MIDDLE SCHOOL CO-CURRICULAR 6-8</td>
<td>30,773$</td>
<td>4,431$</td>
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<td>8,431$</td>
<td>22,342$</td>
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<tr>
<td>1130 HIGH SCHOOL PROGRAM 9-12</td>
<td>2,718,700$</td>
<td>(571)$</td>
<td>2,084,648$</td>
<td>2,084,077$</td>
<td>634,623$</td>
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<td>1130 HIGH SCHOOL CO-CURRICULAR 9-12</td>
<td>688,615$</td>
<td>17,705$</td>
<td>328,960$</td>
<td>346,665$</td>
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<td>1210 TALENTED AND GIFTED</td>
<td>17,840$</td>
<td>-</td>
<td>8,675$</td>
<td>8,675$</td>
<td>9,165$</td>
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<tr>
<td>1220 RESTRICTIVE PROGRAMS FOR STUDENTS WITH DISABILITIES</td>
<td>1,016,350$</td>
<td>-</td>
<td>5,920$</td>
<td>5,920$</td>
<td>1,010,430$</td>
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<tr>
<td>1250 RESOURCE ROOMS</td>
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<td>933$</td>
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<tr>
<td>1280 ALTERNATIVE EDUCATION PROGRAMS</td>
<td>80,335$</td>
<td>-</td>
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<td>1290 OTHER DESIGNATED PROGRAMS</td>
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<td>-</td>
<td>218,405$</td>
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<tr>
<td><strong>Total Instruction</strong></td>
<td>**$12,875,046$</td>
<td>**18,586$</td>
<td>**8,900,808$</td>
<td>**8,919,394$</td>
<td>**3,955,652$</td>
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<tr>
<td><strong>Support Services</strong></td>
<td></td>
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<tr>
<td><strong>Total Other Requirements</strong></td>
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<td>**3,292$</td>
<td>**35,609$</td>
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<td>**511,884$</td>
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## OTHER FUNDS SUMMARY
### STATEMENT OF EXPENDITURES COMPARED TO BUDGET
### OTHER FUNDS SUMMARY
### AS OF JULY 31, 2019

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### ASSOCIATED STUDENT BODY FUNDS GHS

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### PERS RESERVE

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### SELF INSURANCE

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### DEBT SERVICE FUNDS

#### CAPITAL DEBT SERVICE FUND

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#### PERS DEBT SERVICE FUND

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### CAPITAL PROJECT FUNDS

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#### CAPITAL BOND FUND

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#### SB1149

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#### TECHNOLOGY RESERVE- BETC

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## STATEMENT OF EXPENDITURES TO RESOURCES
### AS OF JULY 31, 2019

EXPENDITURES 2019-20

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<th>Fund</th>
<th>Grant</th>
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## STATEMENT OF EXPENDITURES TO RESOURCES
### AS OF JULY 31, 2019

### EXPENDITURES 2019-20

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**STATEMENT OF EXPENDITURES TO RESOURCES**

**AS OF JULY 31, 2019**

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### STATEMENT OF EXPENDITURES TO RESOURCES
#### AS OF JULY 31, 2019

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#### WENDY WILSON

- GEF - JWE SENSORY PATH 3/15/2020 210 1143 - - - - -
- GEF - JUNO AMP SYSTEM 3/15/2020 210 1147 - - - - -
- GEF-JWE AFTEHSCHOOL STEAM SCIENCE 4/1/2019 210 1161 - - - - -
- GEF - EXTENDED DAY MAKEOVER 3/15/2020 210 1163 527 - - - 527
- GEF- DYSLEXIA MATERIALS 11/30/2019 210 1142 - - - - -
- GEF- IMPROVING STUDENT WRITING 11/30/2019 210 1155 976 - - - 976
- GEF- LIBRARY RESTORATION 11/30/2019 210 1122 1,500 - - - 1,500
- GEF- SPHERO ROBOTS 11/30/2019 210 1121 5 - - - 5
- UNCLE BEN'S/ALBERTSON GRANT - 210 1206 2,000 - - - 2,000
### Statement of Expenditures to Resources

**As of July 31, 2019**

**Expenditures 2019-20**

<table>
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<tr>
<th>Contracting Agency/Grant</th>
<th>Grant Term</th>
<th>Fund</th>
<th>Grant</th>
<th>Estimated Available Amount for 2019-20 Year</th>
<th>GL Expenses</th>
<th>GL Encumbered</th>
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<td>STANDARD INS. CLASSROOM DONATION</td>
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<td>1,462,731</td>
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</table>
2019-2020 Kraxberger Handbook Updates

- Pg. 4 - Update staff list

- Pg. 5, Paragraph 3, Line 2, under School Hours - remove commas from “need to secure a hall pass, in advance, from the teacher.”

- Pg. 5, Paragraph 9, end of paragraph, under Tardy Policy - add sentence: “On time means prepared and in your seat.”

- Pg. 5, Paragraph 10, Line 1 - change “five” to “four”

- Pg. 10, bottom of page, under School Conferences
  - Line 1 - replace “parents” with “families”
  - Line 2 - replace “parent(s)” with “family”
  - Line 3 - replace “parent” with “family”
  - Line 4 - replace “parents” with “families”

- Pg. 11 - under Progress Reports - update dates

- Pg. 11 - under Report Cards - update dates

- Pg. 11 - under Program Exemption, paragraph 2, line 5 - replace “handicaps” with “needs”

- Pg. 11 - Under Find Out How Your Child is Doing, Line 3 - replace “Check Grades” with “ParentVUE”

- Pg. 11 - under Find Out How Your Child is Doing, number three - replace “The password is the student’s six digit student identification number” with “The password is the student’s legal first name with the first letter capitalized, followed by the student’s six digit student identification number.”

- Pg. 13, under Private Tutor, line 7 - replace “wished” with “wishes”

- Pg. 13, under Identification of Talented and Gifted Students, replace “such special populations as cultural and ethnic minorities, the disadvantaged, the underachieving gifted and disabled learners…” with “Historically Underserved student populations”
- Pg. 15, under **Excused Absences**, delete number 4 and renumber
- Pg. 15, under **Requesting Homework**, paragraph 2, line 1 - after “contacting” add “their student’s teachers or”
- Pg. 16, under **School Supplies**, line 1 - delete “(See lists in registration packets)"
- Pg. 16, under **Kraxberger Expenses** - delete section “**Sports Activities Fee**”
- Pg. 17, under **Cafeteria**, paragraph 3, lines 1-2 - Replace “Students are expected to talk in a quiet sound level” with “Students are expected to use quiet voices”
- Pg. 18, under **Illness and Injuries**, paragraph 1, line 3 - add a comma between “emergency” and “students”
- Pg. 18, under **Illness and Injuries**, paragraph 1, line 8 - replace “minor first aid given and/or the student returned to class” with “given minor first aid and/or returned to class.”
- Pg. 28, number 4 - replace with “Students should leave cell phones or electronic devices in their school lockers during PE or other activities that require the use of the gym locker rooms. All electronic devices with camera/video capabilities are never to be used in the locker room or bathrooms. Any form of image capturing in these locations may result in suspension and/or expulsion. Police reports may be filed for incidents that constitute a violation of law.”
- Pg. 28, after numeral IV, add paragraph - “Teachers are encouraged to develop and maintain expectations for minor technology violations, ie: confiscation for a period, parent contact, reminder to put it away/place on silent.”
- Pg. 28, under **Recordings**, line 2 - replace “Shating” with “Sharing”
- Pg. 30, under **Tobacco and Vapor Pens Prohibited**, paragraph 3, line 2 - change “18” to “21”
- Pg. 30, under **Tobacco and Vapor Pens Prohibited**, paragraph 4, line 2 - change “18” to “21”
- Pg. 42, update Bell Schedule
2019-2020 Changes to Student Handbook

Cover: Updated Athletic Director to Cody Aker

Pg. 1: Remove Kristin Eaton from School Board list and add Eric Richter

Pg. 2: Updated “Welcome” letter.

Pg. 3-4: Updated staff list

Pg. 6: Changed bell schedule to 2019-2020 (same bell schedule just changed the date)

General School Information:

Pg. 8: Building Hours - Bolded 7:30 AM – 4:00 PM
Pg. 9: Computer Use Policy – updated
Pg. 9: Daily Announcements – Removed “All student organizations and club announcements will only contain time and place of meetings. Any other pertinent student organization or club information will be posted on the “Student Organization/Club Information” board.
Pg. 16: Changed “Damage to School Property” (formerly pg. 9) to “Vandalism” and updated.
Pg. 10: Dress Code – Updated
Pg. 10: Electronic Devices/Personal Communication Devices/Phones – Removed “During class time, phones/electronic devices to be silenced and out of sight in backpack or purse. When using hall pass during class time, phones remain in class. During class means any area in building is phone free.” For (2) added “Phones” to beginning of sentence. For (7) changed last statement to “Earbud use is with teacher permission only”.
Pg. 11: Consequences for violating the phone use expectations – Removed “Student received a warning and the teacher will check with student as to clear expectations regarding policy.”
Pg. 13: Library/Student Center – Removed “drink” so now it says “no food is allowed….”
Pg. 13: Parking – updated parking so the parking lot is now first come, first served.
Pg. 18 (moved): Profanity – deleted
Pg. 15: Skateboards/Longboards/Scooters – changed “Storage of such items during the day is to be arranged with the campus monitor” to “Storage of such items during the day is to be in the rack outside gym entrance.”
Pg. 15: Student Fees – Removed “Parking Permit” fee and added “Construction Tech” and “Culture and History of Food” fee.
Pg. 16: Visitors – Moved “Non-Gladstone High School students should not be on campus during school hours” to the top.

Pg. 31-32: Updated coaches and club advisors.

Pg. 32: Updated ASB officers.

Pg. 33-35: Updated Important Dates.
Changes to Athletic/Activities Handbook

<table>
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<tr>
<th>Page</th>
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<th>New Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Ted Yates</td>
<td>Cody Aker</td>
</tr>
<tr>
<td>16</td>
<td>Description of Hate Speech</td>
<td>Added Language of “Intent”</td>
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### School Board Assignments
#### 2019-2020 School Year

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<th>Audit Committee</th>
<th>Jay</th>
<th>Steve</th>
<th>Erik</th>
<th>Greg</th>
<th>Nicole</th>
<th>Stacie</th>
<th>Tracey</th>
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<tbody>
<tr>
<td><strong>Gladstone Business Owners Meeting</strong></td>
<td>FOR MEETING LOCATION CHECK WEBSITE: <a href="http://www.gladstonebusinesses.com/events.html">http://www.gladstonebusinesses.com/events.html</a></td>
<td>Meetings: 5:00 to 7:00 PM 2nd Wednesday For Email Reminders sign up: <a href="http://www.gladstonebusinesses.com/B2Bemails.html">http://www.gladstonebusinesses.com/B2Bemails.html</a></td>
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