

**CENTENNIAL SCHOOL DISTRICT 28JT
GOVERNING BOARD MEETING**

Virtually via the Zoom App
Wednesday, October 10, 2018

Regular Session at 7:00 PM

A G E N D A

1. **CALL TO ORDER - Board Chair, Pam Shields**
 1. Adoption of Agenda for October 10, 2018
2. **INTRODUCTION OF GUESTS (Optional)**
3. **APPROVAL OF MINUTES**
 1. Board Meeting Minutes from September 26, 2018 3
4. **PUBLIC FORUM**
5. **REPORTS**
 1. Student Representative's Report - Reyna Tapia-Herrera
 2. Superintendent's Report - Dr. Coakley
6. **CONFIRMATION ITEMS (Confirmed en masse)**
 1. **Site Council Minutes**
 1. Meadows SILT/SITE Council Minutes 9-13-18 7
 2. Patrick Lynch SITE Council 9-27-18 Minutes 10
 2. **Miscellaneous Items**
 3. **Financial Statements**
 1. Financial Statements as of July 31, 2018
 4. **Enrollment Reports**
 5. **Human Resources**
 1. Board Authorization for Superintendent to Offer Employment Contracts 12
 2. Approve Employment for the 2018-2019 School Year (**added 10/10/18 8:40 a.m.**) 14
 6. **Business/Operations**
 7. **Board Policies (Deletions/Legal Reference Changes Only)**
 8. **Student Services**
 9. **Student Travel**
 1. CHS Drama Students Trip to Salem, OR - April 4 - 6, 2019 15
 2. CHS V Softball Team to Rockaway Beach, OR - March 26-29, 2019 18
 3. CHS Choir to Estacada, OR - November 16-18, 2018 21
 4. CHS Dance Team to Portland, OR - March 14 - 15, 2019 25
 5. CHS Student Leadership to Government Camp, OR - 11/30/18 - 12/2/18 27
7. **BOARD ACTION ITEMS**
 1. **OLD BUSINESS**
 2. **NEW BUSINESS**
 1. Consider Revised Policy GBC - Staff Ethics - Dr. Paul Coakley 32
 2. Consider Revised Policy JHFF – Reporting Requirements Regarding Sexual Conduct with Students - James Owens 40
8. **FUTURE AGENDA ITEMS**
9. **ADJOURNMENT**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the Board Secretary, Pamela Jordan, 503-760-7990.

CENTENNIAL SCHOOL DISTRICT
GOVERNING BOARD MINUTES
September 26, 2018

REGULAR SESSION

The Centennial School District Governing Board met in regular session on Wednesday, September 26, 2018, in the boardroom of the district administration office, 18135 SE Brooklyn St, Portland, Oregon.

1.0 CALL TO ORDER

Board Chair, Pam Shields, called the meeting to order at 7:00 p.m. The following Board members were also in attendance: Rod Boettcher, Ernie Butenschoen, Brenda Clark, Rhonda Etherly, Claudia Andrews and Ronald “Jess” Hardin.

The following district administrative team members were in attendance:

| | |
|--------------------------|--|
| Dr. Paul Coakley..... | Superintendent |
| James Owens..... | Assistant Superintendent/Director, Human Resources |
| Greg Lecuyer | Director, Business & Operations |
| Angela Hubbs | Director, Curriculum & Student Learning |
| Denise Wright..... | Director, Student Services |
| Mairi Scott-Aguirre..... | Principal, Centennial High School |
| Carol Fenstermacher..... | Community Engagement Coordinator |
| Reyna Tapia Herrera..... | Student Representative |
| Pamela Jordan..... | Recording Secretary |

OFFICIAL BUSINESS

1.1 Adoption of Agenda for September 26, 2018

Director Butenschoen moved and Director Etherly seconded a motion to adopt the agenda for September 26, 2018. The motion was approved by: Directors Hardin, Andrews, Butenschoen, Boettcher, Etherly, Vice-Chair Clark and Chair Shields.

INTRODUCTION OF GUESTS (Optional)

2.1

No guests were present at this meeting

2.2

2.0 APPROVAL OF MINUTES

3.1 Board Meeting Minutes of September 12, 2018

Director Butenschoen moved and Director Etherly seconded a motion to adopt the minutes for September 26, 2018. The motion was approved by: Directors Hardin, Andrews, Butenschoen, Boettcher, Etherly, Vice-Chair Clark and Chair Shields.

3.0 PUBLIC FORUM

None at this meeting

5.0 REPORTS

5.1 Student Representative’s Report – Reyna Tapia-Herrera

Ms. Tapia-Herrera informed the Board of a number of activities taking place at Centennial High School (CHS) including the current win-loss records of the high school’s varsity athletic teams. She also said CHS held a Financial Aid Night on September 25th. In addition, she stated that Food for Families, a non-profit formed by CHS students that donates food to anyone who needs it, takes place every second and fourth Wednesday of the month from 4:30 – 6:30 p.m.

The school’s fall play, Shakespeare in Hollywood, is planned for November.

Chair Shields asked about possible additional financial aid events for students. CHS Principal, Mairi Scott-Aguirre stated that other financial aid and college preparation events are held throughout the school year. Mrs. Scott-Aguirre added that ninety-one students and more than 190 parents attended the Financial Aid night on September 25th.

Dr. Coakley also complemented Ms. Tapia-Herrera and her fellow students on organizing Homecoming events that took place during the previous week.

5.2 Superintendent’s Report – Dr. Paul Coakley

Dr. Coakley discussed meetings taking place on September 27, 2018 organized by Oregon State Senators and Representatives who are members of the Joint Committee for Student Success. Dr. Coakley will be attending a number of the meetings, including speaking at a roundtable with local leaders and superintendents from east Multnomah County, North Clackamas and Hillsboro school districts. These leaders will discuss the importance of fully funding K-12 education during the next biennium.

Two Centennial High School students will also participate in the Joint Committee on Student Success as part of a legislative listening session with students from other area high schools. The students will share information with lawmakers on their experiences in high school, and changes they would like to see in the education system. Assistant Superintendent Owens will accompany the CHS students to the event.

The superintendent also discussed the Confederation of Oregon School Administrators’ (COSA) first Statewide Equity Summit, also taking place on September 27th. Several Centennial School District administrators, including Dr. Coakley plan to attend the event.

Dr. Coakley also highlighted our current enrollment numbers and asked Greg Lecuyer, Director of Business and Operations to update the Board in more detail.

Mr. Lecuyer discussed elementary school class size targets for each school. He explained the district’s class size monitoring process called “cap and overflow.” When target numbers are reached, students are then enrolled in another school where numbers are lower. This is done in conjunction with the transportation department. As an example, Mr. Lecuyer pointed out that Kindergarten classes at Meadows Elementary School have reached the cap and now overflow to Parklane Elementary.

He also discussed the addition of new teacher hiring when enrollment numbers rise above a certain point. Currently, Mr. Lecuyer said he does not anticipate new teacher hiring at this time.

Board members asked clarifying questions regarding parental involvement when students are redirected to other schools due to cap and overflow numbers.

Dr. Coakley also explained that currently enrolled students are not moved, but new students who wish to enroll in a school that has reached the cap are redirected to another school.

Board members also asked clarifying questions around class size relief for teachers who wind up with very high class sizes. Dr. Coakley stated that teachers are hired when class sizes become larger than optimal.

Dr. Coakley also discussed possibly adding a temporary classified behavior support position at Butler Creek Elementary due to enrollment numbers at the school.

Director Hardin asked questions about anticipated enrollment, particularly at the middle school, based on current elementary school enrollment numbers and how planning for it takes place.

Mr. Lecuyer said that issue would be considered during budgeting time this spring.

Dr. Coakley stated that at this point our enrollment is down approximately 150 students from this time last year. Neighboring east Multnomah County districts also have lower enrollment numbers this year.

Chair Shields said that a deeper discussion and analysis of future student enrollment should be a topic at a board meeting.

CONFIRMATION ITEMS

Director Butenschoen moved and Director Boettcher seconded a motion to approve the confirmation items in mass. The motion was approved by: Directors Hardin, Andrews, Butenschoen, Boettcher, Etherly, Vice-Chair Clark and Chair Shields.

6.1 Site Council Minutes

6.3 Financial Statements

6.5 Human Resources

6.5.1 Employment for the 2018 – 2019 School Year

6.5.2 Unpaid Leave of Absence

6.6 Business/Operations

6.7 Board Policies (Deletions/Legal Reference Changes Only)

6.8 Student Services

6.9 Student Travel

6.9.1 Centennial HS Varsity Soccer Retreat – Rockaway, OR 9/28 – 9/30/2018

6.0 BOARD ACTION ITEMS

7.1 OLD BUSINESS

7.1.1 Consider Superintendent’s Work Plan and Evaluation Criteria for 2018/2019 – Dr. Coakley

Director Shields stated Board Officers have been in conversation with Dr. Coakley regarding some wording choices and other small changes to the superintendent’s work plan and evaluation criteria.

Dr. Coakley stated that recommended evaluation criteria wording will be changed to make it more specific and measurable. The superintendent then recommended approval of the superintendent’s work plan goals and evaluation criteria with board suggested revisions.

Director Andrews moved and Director Butenschoen seconded a motion to accept the superintendent’s workplan and evaluation criteria for 2018 – 2019 with suggested changes. The motion was approved by: Directors Hardin, Andrews, Butenschoen, Boettcher, Etherly, Vice-Chair Clark and Chair Shields.

7.2 NEW BUSINESS

7.2.1 Transfer \$99,374 from Support Services to Other Uses – Greg Lecuyer

Mr. Lecuyer explained that this transfer is due to a coding error when Chromebooks were purchased for students.

Chair Shields clarified that this change is essentially moving the purchase to the correct line item in the budget. Mr. Lecuyer agreed.

Director Butenschoen moved and Director Etherly seconded a motion to approve agenda item 7.2.1. The motion was approved by: Directors Hardin, Andrews, Butenschoen, Boettcher, Etherly, Vice-Chair Clark and Chair Shields.

Following the vote Director Boettcher asked for additional information regarding which students received the Chromebooks purchased by these funds.

Mr. Lecuyer stated the Chromebooks purchased were part of a replacement cycle purchase and were distributed district-wide.

7.2.2 Consider Revised Policy ECACB – Unmanned Aircraft System a.k.a. Drone – Greg Lecuyer

Mr. Lecuyer stated that this policy revision adds the Oregon Department of Aviation as an agency that must approve drone use at schools.

Director Andrews moved and Director Etherly seconded a motion to approve Revised Policy ECACB. The motion was approved by: Directors Hardin, Andrews, Butenschoen, Boettcher, Etherly, Vice-Chair Clark and Chair Shields.

7.2.3 Consider Revised Policy IKF - Graduation Requirements - Angela Hubbs & Denise Wright

Mrs. Hubbs stated that typically policies involving graduation requirements fall under her purview, but because this policy deals with modified diplomas it also falls under Mrs. Wright's purview.

Mrs. Wright explained that legislation passed in Fall 2017 made modified diplomas similar to standard diplomas, but the change impacted transition services in a way that did not support students. Lawmakers then revised the legislation.

Director Boettcher asked clarifying questions regarding the policy's impact on federal student aid. Mrs. Wright stated at one point students who graduated with modified diplomas would not have access to federal student aid. That policy was changed.

Director Boettcher moved and Vice-Chair Clark seconded a motion to approve Revised Policy IKF. The motion was approved by: Directors Hardin, Andrews, Butenschoen, Boettcher, Etherly, Vice-Chair Clark and Chair Shields.

8.0 FUTURE AGENDA ITEMS

Further tentative agenda items for October 10, 2018 board meeting:

- Enrollment number analysis
- Summer Programs Report
- Student Representative's Report
- Superintendent's Report

9.0 MOTION TO ADJOURN

Chair Shields adjourned the meeting at 7:47 p.m.

Chair of the Governing Board

Recording Secretary

Next Regular Board Meeting: October 10, 2018

MEADOWS SILT/SITE COUNCIL MINUTES

Agenda for: 9/13/18

Attendance:

| | | | | | | | |
|----|---------------------------|---|----------------------------|----|--------------------------|---|---------------------------|
| x | #Karen Weinert | x | #Meagan Rouse (Coach) | x | Sally Gradwohl (Title) | x | Anne Sires (SUN) |
| x | Erin Buehler (K-2 Rep) | x | Dianne Reyes (3rd/4th Rep) | x | Holly Reed (5th/6th Rep) | x | Kendal Smith (ELL Rep) |
| ab | Kate Ahl (parent) | x | Cherisse Huff (parent) | ab | Jessica Bland (parent) | x | Lizzie Taylor (I'm here!) |
| ab | Elise Ferreira de Azevedo | | | | | | |

X Present AB Absent

Chairperson

We commit to the following **norms** while we work together as a team:

1. Give everyone equal opportunity to participate and contribute, share talk-time equally, and practice active listening.
2. Meetings will start at 2:40 and will end at 3:40, focus will be on the agenda, and discussions will remain on topic. (SILT members agree to be flexible if the meeting needs to be extended.)
3. We will have a consensus decision-making process where all points of view have been heard and the will of the group is evident or a decision is put to vote. Before a vote takes place, the decision to be made is restated clearly so that all members understand.
4. Decisions and items to be shared with staff will be clearly stated in the notes.
5. A flexible agenda will be set for the following meeting. Members need to email additional items for the agenda to Karen W.
6. The note taker for the day will share notes with Cathy for distribution.

| TOPIC | DISCUSSION | CONCLUSION |
|--|--|---|
| <p>2:40-2:50</p> <ul style="list-style-type: none"> • Norms | | |
| <p>2:50-3:00</p> <ul style="list-style-type: none"> • Review <u>staff norms</u> | <ul style="list-style-type: none"> • Will change start & end positive, | <ul style="list-style-type: none"> • Start and End meetings with a growth mindset. • Leave off the 4 Take Cares |
| <p>3:00-3:15</p> <ul style="list-style-type: none"> • <u>PD plan</u> | <ul style="list-style-type: none"> • Hard copies arrived today for CSC • EA's will get training for CSC on 3rd Wednesdays by Dianne • Will infuse ZONES into CSC PD • Segway PD time in October might be used for zones and CSC | <ul style="list-style-type: none"> • Dianne is emailing CSC regarding webinar being available same day. • Karen will share PD plan with rest of staff for feedback. • Karen will swap Sept. 25 DIBELS with Oct. 2 CSC. |
| <p>3:15-3:35</p> <ul style="list-style-type: none"> • Next steps CSC PD & Assessment | <ul style="list-style-type: none"> • CSC is more time consuming than originally thought. Trying to find balance. • Teachers haven't had time to look ahead, only current week. • Suggested use next PLC time for looking ahead in CSC • 1st has tried a couple of things, but not able to cover the entire lesson. CSC language is being used. • CSC has a lot of meetings-but correlates with things teachers are/would be already doing beginning of the year. • Teachers would like time on own to go through | <ul style="list-style-type: none"> • Karen will let staff know that they can use the next PLC time for looking ahead in CSC. • Provide common language to EAs to use with students • Will do CSC survey <ul style="list-style-type: none"> ◦ October 3 for baseline. ◦ Feb. 6 ◦ May 15th during PLC's. • Karen and Dianne need to pull out implementation assessments from CSC to use in classrooms. • |

| | | |
|--|---|---|
| | <p>CSC on PD days. Would also like opportunity to talk with grade level above and next time grade level below.</p> <ul style="list-style-type: none"> • While grade levels meet at beginning, specialists can go around and listen so are aware of what is happening. Then specialists can meet. • Collect Plus/Delta from each team on PD days between the CSC survey dates. • Dianne put CSC surveys on Google Forms - • Specialists and support staff can collect data when in classrooms. | |
| <p>Title Budget</p> | <ul style="list-style-type: none"> • Our budget increased. Title will pay for ALL of IXL, and not ask PTO. • Will replace 6 Title iPads and cases. Will wait to replace with Chromebooks until the new ones are rolled out. | <ul style="list-style-type: none"> • Karen and Meagan need to map out dates/times for PLC teams ½ days to meet regarding DIBELs data. • Meagan will bring a building level DIBEL report to next meeting. • Lizzie will bring a building level Attendance report to next meeting. |
| <p>3:35-3:40 NEXT AGENDA:</p> <ul style="list-style-type: none"> • Building level DIBEL reports and Attendance report • Strategic Planning and PETS | | <p>Meagan share notes with Cathy and post onto Meadows Staff Website. Meagan needs to add Elise to SILT invites.</p> |

Site Council
 September 27, 2018
 2:45-3:30 Library

| | | |
|---------------------------------|--|---|
| <p>Introductions</p> | <p>Jeff Cerveny - admin Caroline Curry - parent Jenn Gallagher - parent Shalon - parent Kim West - classified Stephanie Cereghino - licensed</p> | |
| <p>Purpose</p> | <p>Provide input and ideas around the comprehensive achievement plan (CAP)</p> | <p>Eventually, parents will be involved in the MTSS to give multiple perspectives and drive the work of the school and Site Council would be dissolved.</p> |
| <p>CAP</p> | <p>Look at school's 3 Priorities - DRAFT</p> <p>MATH - Professional Learning Communities create and give assessments, look at data to drive instruction. Common Diagnostic and Comprehensive Assessment</p> <p>Data is shared with Tier 1 team How is data used to drive instruction</p> <p>ELA - still in process. Dyslexia law - OR law for screening DIEBELs (current district assessment) assesses dyslexia</p> <p>MTSS - explanation of MTSS, Tier 1 looks at data to drive focus current focus is attendance and to meet the needs of all students, How do we help kids feel connected, Team to create a home visit program Families that aren't comfortable with homes visits</p> <p>ACE'S - trauma 1 individual in the school that a child trusts Build resilience within our students</p> <p>How do we build adult to student trust.</p> | <p>Affirmations from teachers Booster Club fund sensory spaces Centennial District received Attendance Grant from ODE, trainings for educators, Home visits, attendance liaison Create a time to meet outside of the home - park, coffee shop</p> <p>Teachers working to positive make adult to student connections.</p> |
| <p>Professional Development</p> | <p>6 - ½ day release for staff to work on instructional development. Title 1 Funds for substitutes</p> | |

| | | |
|--------|---|--|
| | | |
| Safety | Emergency protocols When will Lock-down drills occur? Do classrooms have what they need to be safe? | Drills will happen earlier in the year. Classrooms have what they need to meet emergency protocol. Centennial will have a bond next year to improve ay areas of Centennial |

CENTENNIAL SCHOOL DISTRICT

18135 SE Brooklyn Street

Portland, OR 97236

503-760-7990

CONFIRMATION

TO: Board of Directors

DATE: October 10, 2018

SUBJECT: **Board Authorization for Superintendent to Offer Employment Contracts**

It is recommended that the Board authorize the Superintendent to offer employment contracts to the following staff, with the terms and conditions to be established by Board policy and the applicable collective bargaining agreement, if any:

1. Extension to contracted administrators for the period July 1, 2018 to June 30, 2021

It is recommended that the Board authorize the Superintendent to offer employment contracts to the attached administrators.

Agenda Item 6.5.1

CENTENNIAL SCHOOL DISTRICT
ADMINISTRATOR RECOMMENDATIONS

Contract Administrator(s) Offered Extension for the Period July, 1, 2018 to June 30, 2021

Hubbs, Angela

Owens, James

Centennial School District
18135 SE Brooklyn ST
Portland, OR 97236-1049

CONFIRMATION

To: Board of Directors
Date: October 11, 2018
RE: **Approve Employment for the 2018-2019 School Year**

The following licensed staff member has been offered an employment contract to fill a vacant position within the Centennial School District for the 2018-2019 school year.

| Name | Position (FTE) | Degree/University | Experience | |
|--|-------------------------------------|--------------------------|-------------------|------------------------|
| <u>PATRICK LYNCH ELEMENTARY</u> | | | Yrs. | District |
| Ugarte, Eduardo | Teacher – Student Success Behavior | MA/Concordia University | 5 | Reynolds SD, OR |
| | Systems Coach & Instructional Coach | | 7 | Portland Public SD, OR |

It is recommended that the Board approve the employment for the licensed staff member listed above for the 2018-2019 school year.

CENTENNIAL SCHOOL DISTRICT
18135 SE Brooklyn
Portland, OR 97236
(503) 760-7990

CONFIRMATION

To: Board of Directors
Date: October 10, 2018
Subject: **Approve Trip Request: CHS Drama Students to Salem, Oregon.**

A request has been received from Centennial High School Drama members, 25 students (male and female), 1 instructor (female) and 2 chaperones (male and female) to attend the State Thespian Competition in Salem, Oregon April 4-6, 2019.

The instructor (Kellie McCarty) and chaperones (Darren McCarty and Emily Aleman) have been background checked as required by board policy.

Lodging will be at the Grand Hotel in Salem, OR. Students will be transported with a school bus. All expenses will be paid for by fundraising or by the students.

* * * * *

It is recommended that the Board approve the CHS Drama members to travel to Salem, Oregon.

Respectfully submitted,

Prepared by,

Dr. Paul Coakley
Superintendent of Schools

Mairi Scott-Aguirre
Principal

Centennial School District

Date: 9/20/18

To: The Governing Board
Centennial School District

From: _____, Principal

Via: Superintendent

Subject: **REQUEST FOR APPROVAL OF
OUT-OF-STATE/OVERNIGHT FIELD TRIP**

In accordance with Policy IIC/IICA, the following request is made for approval of student travel by

25 students and 1 instructors 2 chaperone(s)
from CHS SCHOOL to State Thespian Competition DESTINATION

Date of trip: April 4-6, 2019

Persons participating: 25 Drama Students, Drama Director, + 2
Chaperones

Destination: (conference, locale, etc.) Salem Conference, The Grand Hotel,
and Elsinore Theatre

Type of transportation: School Bus To + From, Walking when there

Lodging at: The Grand Hotel, Salem, OK

Financing: Trip will be a combination of student fundraising
and individual funding.

Substitute teacher required? Yes No If yes, number of days 2

Supervision: (Number of chaperones, names of supervising instructors. If this trip will have both male and female students participating, male and female chaperones are required.)
Kellie McCarty, Drama Director
Darren McCarty, Male Chaperone
Emily Aleman, Female Chaperone

Parent permission: Parent Permission form 425-013, from parents or guardians, must be received prior to departure. Anyone failing to return a permission slip will not be eligible to participate.

Justification: (purpose of the travel requested - field trip, participation in competitive event, etc.)
Compete in State Competition and participate in State Conference

Activity: (attach a brief itinerary of this trip) See attached

Endorsement: I endorse deny this request.
Maria Scott Aguirre PRINCIPAL Date: 9-21-18

Tentative Itinerary for CHS Drama State Trip 2019

THURSDAY, APRIL 4, 2019

9AM DEPART SCHOOL FOR SALEM

**10:30 AM ARRIVE IN SALEM FOR STATE THESPIAN
COMPETITION/EAT**

**NOON-5PM COMPETITION RUNS/CHECK IN TO HOTEL WHEN
FINISHED**

5-7PM DINNER

**7PM OPENING CEREMONIES FOR THE 2019 STATE THESPIAN
CONFERENCE/ STATE WINNERS ANNOUNCED**

8PM STATE SELECTED SHOW WILL PERFORM

10PM RETURN TO HOTEL FOR DANCE

MIDNIGHT LIGHTS OUT

FRIDAY, APRIL 5, 2019

**10AM-10PM STUDENTS WILL PARTICIPATE IN WORKSHOPS AND
A ONE-ACT PLAY MARATHON AND WATCH TWO STATE
SELECTED SHOWS**

10PM RETURN TO HOTEL FOR DANCE

MIDNIGHT LIGHTS OUT

SATURDAY, APRIL 6, 2019

**10AM-3PM STUDENTS WILL PARTICIPATE IN MORE
WORKSHOPS/ONE-ACTS/CHECK OUT OF HOTEL**

3PM STATE SHOWCASE (WINNERS OF STATE PERFORM)

6:30PM DEPART FOR CENTENNIAL

7:30PM ARRIVE AT CENTENNIAL HIGH SCHOOL

***THIS ITINERARY WILL BE FILLED IN MORE IN THE SPRING
WHEN WORKSHOPS AND PLAYS HAVE BEEN FINALIZED.**

Centennial School District
18135 SE Brooklyn ST
Portland, OR 97236-1049

NEW BUSINESS

To: Board of Directors
Date: October 10, 2018
RE: **Approval Trip Request: CHS Varsity Softball Team to Rockaway Beach, Oregon.**

A request has been received from Centennial High School's Varsity Softball Team, 12-15 students (female) and 2 instructors (male and female) to Rockaway Beach, Oregon to participate in a team retreat March 26-29, 2019.

The instructors (Steve Baker and Kelsey Birkhofer) have been background checked as required by board policy. The instructor (Steve Baker) has been cleared by DMV to transport students and is trained to use the district mini-bus as required by board policy.

Lodging will be at the Rockaway Beach Villa. The students will be transported on a district mini-bus. The students will pay all expenses individually and through fundraising.

It is recommended that the Board approve the CHS Varsity Softball Team to travel to Rockaway Beach, Oregon.

Centennial School District

Date: September 18, 2018

To: The Governing Board
Centennial School District

From: Mairi Scott-Aguirre, Principal

Via: Superintendent

Subject: **REQUEST FOR APPROVAL OF
OUT-OF-STATE/OVERNIGHT FIELD TRIP**

In accordance with Policy IIC/IICA, the following request is made for approval of student travel by

12-15 students and 2 instructors — chaperone(s)
from Centennial High School to Rockaway Beach, Oregon.
SCHOOL DESTINATION

Date of trip: March 26th - March 29th - Spring Break

Persons participating: Varsity Softball Team (12-15 players)

Destination: (conference, locale, etc.) Rockaway Beach, Oregon for a team retreat.

Type of transportation: Transported on a district mini-bus

Lodging at: Rockaway Beach Villa (TBA, where we stayed in 2018)

Financing: Individual and Team Fundraising.

Substitute teacher required? Yes No If yes, number of days _____

Supervision: (Number of chaperones, names of supervising instructors. If this trip will have both male and female students participating, male and female chaperones are required.)
Varsity Coaches, Steve Baker and Kelsey Birkhofer

Parent permission: Parent Permission form 425-013, from parents or guardians, must be received prior to departure. Anyone failing to return a permission slip will not be eligible to participate.

Justification: (purpose of the travel requested - field trip, participation in competitive event, etc.) Team practice and bonding retreat

Activity: (attach a brief itinerary of this trip) Attached (2018 Itinerary)

Endorsement: I endorse deny this request.
Mairi Scott-Aguirre Date: 9-21-18
PRINCIPAL

Eagles Softball 2018 Varsity Retreat

Monday, March 26th

6:30 am Bus departs from CHS to Hoodview Fields
7:30 Centennial vs. Milwaukee on Field #3
12:30 Centennial vs. Newberg on Field #2
2:30 Return to CHS

...Pack up your "bag" ...What to Bring:

- Practice softball equipment (mitt and bat) and workout gear
- A notebook (coach will bring)
- Spending money (3 lunch meals and any additional money needed for Outlet Mall(s), etc.)
- Attire for three days ONLY!!!! It will probably NOT be SUNNY or warm!
- Sweatshirts and warm sweats
- Personal hygiene and grooming supplies
- Cell Phone and Charger
- Your own pillow and night wear for lounging around

Tuesday, March 27th

6:30 am Bus departs from CHS to Hoodview Fields
7:30 Centennial vs. Madison on Field #3
12:30 Centennial vs. Forest Grove on Field #2
2:30 Return to CHS
3:00 Load up Small Bus & Kelsey's vehicle with player's bags
3:15 Leave for Lincoln City, 101 miles, will take 2 hours and 4 minutes (Map Quest).
5:30 Arrive at 2840-2898 NW Lee Avenue, Lincoln City Beach Retreat, unload bus and Kelsey's vehicle and set up our rooms
6:30 Go into Lincoln City for a team dinner (part of your \$125 cost for the trip) @ Gallucci's Pizzeria
8:00 Shopping for breakfast and dinner items for Wednesday, Thursday and Friday's meals
8:45 Return to house and watch motivational movie-Remember the Titans
12:00 Lights Out, all in rooms, quiet?? Probably not!!!!!!

Wednesday, March 27th

7:30 am Team Workout and Conditioning
8:30 Breakfast preparation (Team 1), dining and cleanup (Team 2)
9:30 Team & Individual Goals Session
11:00 Cleanup/Showering
12:00 Drive to Lincoln City Outlet Mall shopping, wandering around and have lunch there (players on their own)
2:30 Shop for dinner supplies and any additional meals
3:30 Return to Lincoln City Beach Retreat
4:00 Team Building Games on the Beach
6:00 Dinner preparation (Team 3), dining and cleanup (Team 4)
7:00 Signals, Pregame preparation and pitch calling signs
8:30 Snacks
9:00 Watch motivational movie-Coach Carter
12:00 Lights Out

Thursday, March 28th

7:30 am Team Workout and Conditioning
8:30 Breakfast preparation (Team 4), dining and cleanup (Team 3)
9:30 Mental Training Video: To be determined
11:00 Cleanup/Showering
12:00 Drive to Newport, 28 miles (40 minutes)
1:00 Lunch in Newport at Mo's (players on their own)
2:00 Go down to the bay and walk along the harbor, stop in stores
4:00 Return to Lincoln City
4:30 Team Building Games on the Beach
6:00 Dinner preparation (Team 2), dining and cleanup (Team 1)
7:00 Individual Goals-Development and Discussion
8:30 Snacks
9:00 Watch motivational movie- A League of Their Own or Field of Dreams
12:00 Lights Out

Friday, March 29th

7:30 am Team Workout and Conditioning
8:30 Breakfast preparation (Coaches), dining and cleanup (Coaches)
9:15 Cleanup of rooms, organize vehicles, preparation for departure
11:00 Pictures on the Beach and departure
12:30 Stop for lunch ...players on their own
1:30 Arrive back at Centennial H.S.

CENTENNIAL SCHOOL DISTRICT
18135 SE Brooklyn
Portland, OR 97236
(503) 760-7990

CONFIRMATION

To: Board of Directors
Date: October 10, 2018
Subject: **Approve Trip Request: CHS Choir to Estacada, Oregon.**

A request has been received from Centennial High School's Choir members, 50 students (male and female), 1 instructor (male) and 4 chaperones (male and female) to travel to Estacada, Oregon to participate in a choir retreat November 16 – 18, 2018.

The instructor (Brice Cloyd) and chaperones (Danielle Cloyd, Andrew Hancock, Hailey Fischer, Ammie Fischer Carver and Maddie Berry-Sellers have been background checked as required by board policy.

Lodging will be in cabins at Eagle Fern Camp and students will be transported by school bus. All expenses will be paid with funds from the choir ASB account and students.

* * * * *

It is recommended that the Board approve the CHS Choir members to travel to Estacada, Oregon.

Respectfully submitted,

Prepared by,

Approved October 5, 2018

Dr. Paul Coakley
Superintendent of Schools

Mairi Scott-Aguirre
Principal

Centennial School District

Date: 10/2/18

To: The Governing Board
Centennial School District

From: _____, Principal

Via: Superintendent

Subject: **REQUEST FOR APPROVAL OF
OUT-OF-STATE/OVERNIGHT FIELD TRIP**

In accordance with Policy IIC/IICA, the following request is made for approval of student travel by

50 students and 1 instructors 4 chaperone(s)

from CHS SCHOOL to Eagle Fern Retreat DESTINATION

Date of trip: Nov 16-18, 2018

Persons participating: Concert Choir

Destination: (conference, locale, etc.) Friday evening rehearsal @ school, 6-9pm, morning rehearsal @ school 9am-11am, bus transfer to Greenham Station, then on to Eagle Fern.

Type of transportation: Eagle Fern

Lodging at: Choir ASB 156 - student's pay \$65 for food & lodging.

Financing: Choir ASB 156 - student's pay \$65 for food & lodging.

Substitute teacher required? Yes No If yes, number of days _____

Supervision: (Number of chaperones, names of supervising instructors. If this trip will have both male and female students participating, male and female chaperones are required.)
Danielle Clay, Andrew Hancock, Aimee Fisher, Marty Fisher, (I will also have a piano player join us - Maddie Barry-Sellers)

Parent permission: Parent Permission form 425-013, from parents or guardians, must be received prior to departure. Anyone failing to return a permission slip will not be eligible to participate.

Justification: (purpose of the travel requested - field trip, participation in competitive event, etc.) MUSIC prep, group bonding & community building

Activity: (attach a brief itinerary of this trip) rehearsals, games, lots & lots of singing.

Endorsement: endorse deny this request.

Marti Scott Aquino
PRINCIPAL

Date: 10-5-18

Attach: (additional travel information should be concise, typed in single-space, on one sheet.)

425-001 A R3-08

Returning to school on Sunday around 3pm.

Retreat Schedule!

2018!!

Friday

>>>Please arrive already fed!<<<

| | |
|--------------|---|
| 6:00 – 6:45 | Arrive at CHS - Large Group Activity (Riff Off) |
| 7:00 – 8:45 | Rehearsal #1 |
| 8:45 – 9:15 | Transition Time |
| 9:15 – 10:45 | Special Interest Sessions with Andrew and Danielle |
| 11pm | Go home and sleep – We start rehearsal tomorrow at 8am! |

Saturday

>>>Lunch on your own today!<<<

| | |
|---------------|--|
| 8:00 - 11:00 | Rehearsal #2 and sectionals |
| 11:00 – 11:30 | Bus to Gresham Station for lunch |
| 11:30 – 12:45 | Lunch (ON YOUR OWN) @ Gresham Station |
| 12:45pm | Leave for Camp |
| 1:45 – 2:15 | Cabin/Settle (cabin groups are pre-selected) |
| 2:30 | Initiation celebrations in the main lodge |
| 3:45 | Break |
| 4:00 – 5:15 | Rehearsal #3 |
| 5:15 – 6:15 | Dinner/ Break (food provided) |
| 6:30 – 8:00 | (Not) Talent Show |
| 8:15 – 10:30 | Small Groups Activities |
| 10:30-11:45 | Candles Activity and “I Have Had Singing” |
| 12:00 | Bed |

Sunday

| | |
|---------------|-------------------------------------|
| 8:00 – 9:00 | Breakfast provided by Choir |
| 9:00 – 10:00 | Ultimate Frisbee/Football/Free Time |
| 11:00 – 12:30 | Rehearsal #4 |
| 1:00 – 1:30 | Lunch (food provided) |
| 1:30 – 2:00 | Clean Up – Leave Eagle Fern |
| 3:00 | Return to CHS |

Suggested Packing List:

- Sleeping Bag or blankets
- Pillow
- Warm Cloths and Shoes or Slippers
 - Dress comfy all weekend
- Check the weather... is it raining?
 - We are camping in the woods, so dirt and rain are normal
- Bathroom stuff (toothbrush, shower stuff, towel, deodorant, etc)
 - There are showers onsite to use if you choose
- Lunch money for Saturday at Gresham Station or SACK LUNCH
- Items for talent show - if needed
 - Musical instruments, props, costumes, other items?
- Candle for Candle Ceremony
 - Must be in a container with lid so it will not leak wax
 - You will be giving this away
 - Dollar Tree candles are perfect
- Dark shirt and light shirt for ultimate Frisbee and/or Football if participating
 - If you play, you will likely get dirty!
- Ear plugs if you have trouble sleeping
- "Dance Clothes" or something that is easy to move around in
 - If you plan on participating in the dance workshop with Danielle
- Charger for your phone if you are bringing it
 - Note: there is no reception at Eagle Fern, so once we get there, you will be cut off from the rest of the modern world
 - There is a land-line on site if we need to make or receive calls
- Snacks if you are a hungry person
 - We will provide snacks, but maybe you are picky...?
- **Music and Pencil!!!**
- **Water Bottle with your name on it!!!**

CENTENNIAL SCHOOL DISTRICT
18135 SE Brooklyn
Portland, OR 97236
(503) 760-7990

CONFIRMATION

To: Board of Directors
Date: October 10, 2018
Subject: **Approve Trip Request: CHS Hi C Dance Team to Portland, OR.**

A request has been received from the Centennial High School's Hi C Dance Team, 23 students (female), 3 instructors (female) and 1 chaperones (female) to travel to Portland, Oregon to participate in the State Dance Team Competition March 14-15, 2019.

The instructors (Annie Ellettt, Rhonda Wilson and Lynn McEachern) and chaperone (Lisa Wolf) have been background checked as required by board policy.

Lodging will be at the Oxford Suites at Jantzen Beach and the students will be transported by school bus. All expenses will be paid with money earned through fundraising.

It is recommended that the Board approve the CHS Hi C's Dance Team to travel to Portland, Oregon.

Respectfully submitted,

Prepared by,

Approved October 4, 2018

Dr. Paul Coakley
Superintendent of Schools

Mairi Scott-Aguirre
Principal

Centennial School District

Date: _____

To: The Governing Board
Centennial School District

From: _____, Principal

Via: Superintendent

Subject: **REQUEST FOR APPROVAL OF
OUT-OF-STATE/OVERNIGHT FIELD TRIP**

In accordance with Policy IIC/IICA, the following request is made for approval of student travel by

23 students and 3 instructors 1 chaperone(s)

from Centennial H.S. to Oxford Suites - Coliseum
SCHOOL DESTINATION

Date of trip: 3/14 - 3/15/2019

Persons participating: 23

Destination: (conference, locale, etc.) State Competition @ Coliseum

Type of transportation: Bus

Lodging at: Oxford Suites @ Jantzen Beach

Financing: Fundraised

Substitute teacher required? Yes No If yes, number of days —

Supervision: (Number of chaperones, names of supervising instructors. If this trip will have both male and female students participating, male and female chaperones are required.)
No males only females / Coaches Anne Ellet Rhonda Wilson, Lyane McEachern, Lisa Wolf

Parent permission: Parent Permission form 425-013, from parents or guardians, must be received prior to departure. Anyone failing to return a permission slip will not be eligible to participate.

Justification: (purpose of the travel requested – field trip, participation in competitive event, etc.) Compete a
SBAA STATE DANCE COMPETITION

Activity: (attach a brief itinerary of this trip) go to hotel on Thurs night,
Compete all day Friday

Endorsement: endorse deny this request.

Maria Scott Aquino
PRINCIPAL

Date: 10-4-18

Attach: (additional travel information should be concise, typed in single-space, on one sheet.)

425-001 A R3-08

CENTENNIAL SCHOOL DISTRICT
18135 SE Brooklyn
Portland, OR 97236
(503) 760-7990

CONFIRMATION

To: Board of Directors
Date: October 10, 2018
Subject: **Approve Trip Request: CHS Student Leadership to Government Camp, Oregon.**

A request has been received from Centennial High School's student leadership members, 30 students (male and female) and 3 instructors (male and female) to travel to Government Camp, Oregon to participate in a student leadership retreat November 30 to December 2, 2018.

The instructors (Jimmy Mei, Jennifer Morgan and Clarissa Buchholz) have been background checked as required by board policy.

Lodging will be in a rented home at Little Trail Lodge and students will be transported by school bus. All expenses will be paid with funds from the choir ASB account and students.

* * * * *

It is recommended that the Board approve the CHS student leadership members to travel to Government Camp, Oregon.

Respectfully submitted,

Prepared by,

Approved October 5, 2018

Dr. Paul Coakley
Superintendent of Schools

Mairi Scott-Aguirre
Principal

Centennial School District



Date: 10/3/18

To: The Governing Board
Centennial School District

From: _____, Principal

Via: Superintendent

Subject: **REQUEST FOR APPROVAL OF
OUT-OF-STATE/OVERNIGHT FIELD TRIP**

In accordance with Policy IIC/IICA, the following request is made for approval of student travel by

30 students and 3 instructors _____ chaperone(s)

from CHS SCHOOL to Government Camp DESTINATION

Date of trip: 11/30/18 - 12/2/18

Persons participating: Student Leadership

Destination: (conference, locale, etc.) Government Camp

Type of transportation: School Bus

Lodging at: Little Trail Lodge - Government Camp, OR

Financing: Lodging - \$1300, Bus - \$250 (trip is tied to a curriculum),
Food - \$600 (students provide)

Substitute teacher required? Yes No If yes, number of days _____

Supervision: (Number of chaperones, names of supervising instructors. If this trip will have both male and female students participating, male and female chaperones are required.)
Jimmy Mei, Jennifer Morgan, Clarissa Buchholz

Parent permission: Parent Permission form 425-013, from parents or guardians, must be received prior to departure. Anyone failing to return a permission slip will not be eligible to participate.

Justification: (purpose of the travel requested - field trip, participation in competitive event, etc.) Students will learn team building skills and develop closer bonding

Activity: (attach a brief itinerary of this trip) Please look at attached document.

Endorsement: endorse deny this request.

Maria Scott Aguirre
PRINCIPAL

Date: 10-5-18

Attach: (additional travel information should be concise, typed in single-space, on one sheet.)

Student Leadership Retreat Itinerary

Friday 11/30/18

| | |
|----------------|---|
| 3:00 – 4:30pm | Depart from CHS to Government Camp |
| 4:30 – 4:40pm | Arrive at Government Camp and check in to lodge |
| 4:40 – 5:00pm | Students and chaperones determine and settle into rooms |
| 5:00 – 6:00pm | Seniors prepare dinner. Freshmen, Sophomores and Juniors start prepping for first two team competition activities. |
| 6:00 – 6:45pm | Eat dinner |
| 6:45 – 7:00pm | Clean up dinner |
| 7:00 – 7:30pm | <i>Leaders You Admire: This activity involves participants divided into groups and discussing leaders they know or know of and why they admire them. Groups come back together for a larger discussion and communication session at the end. It's an activity that helps define desirable leadership characteristics and improves team bonding.</i> |
| 7:30 – 8:00pm | <i>Lego Building: Students will be broken into teams, and they have to work together to build a structure using a pre-existing model blueprint. Team members will each have specific roles. Only one person can touch the Lego pieces at a time. Only one member may be sent up to the front to look at the model at a time. Fastest team to finish with the most accuracy wins. We will debrief on how this activity translates to working as a team by finding each other's strengths and weaknesses, as well as communication.</i> |
| 8:00 – 8:30pm | <i>Spider Web: A few pieces of string will be taped to a door or entryway. Teams will go one by one. Each team has to work together to get everyone through the door without touching the strings. Fastest team to complete this task wins. This is another activity that helps students look at each other's strengths and weaknesses, as well as promoting communication.</i> |
| 8:30 – 8:45pm | Teams will meet and discuss what they learned about each other from the previous activities. They should relate each other's strengths to how they may be helpful when doing student council work at school. |
| 8:45 – 8:50pm | Whole group reconvenes and briefly go over the agenda for the next day |
| 8:50 – 10:30pm | Showers and free time. Snacks are available. |
| 10:30 - 11:00 | Get ready for bed. Lights out at 11:00. |

Saturday 12/1/18

| | |
|-----------------|--|
| 7:00 – 8:00am | Wake up. Freshmen prepare breakfast. |
| 8:00 – 8:30am | Eat breakfast |
| 8:30 – 8:45am | Clean up breakfast |
| 8:45 – 9:15pm | Headphone Game: <i>Students will be split into teams. The goal is to read lips of team members while having headphones on with random music playing. The teams that get the most phrases correct wins.</i> |
| 9:15 – 11:15am | 7 Habits of Highly Effective Teens Session 1: <i>Students will be split up into 7 groups, and learn the 7 effective teen habits in stations. An ASB officer will lead each station. For this first session, we will only go through 4 habits. These lessons are based on Steven Covey's book.</i> |
| 11:15 – 12:15pm | Juniors prepare lunch. |
| 12:15 – 1:00pm | Eat lunch |
| 1:00 – 1:15pm | Clean up lunch |
| 1:15 – 2:45pm | 7 Habits of Highly Effective Teens Session 2: <i>We will go through the last three stations for learning the effective teen habits.</i> |
| 2:45 – 3:00pm | Debrief about the 7 lessons as a whole group. Consolidate the knowledge and translate it to how it can be applied to all aspects of life. |
| 3:00 – 3:15pm | Break time |
| 3:15 – 3:30pm | Human Knot: <i>Teams need to stand in a circle, shoulder to shoulder. Then place their right hand in the hand of someone standing across the circle from them. Then place their left hand in the hand of a different person (not standing directly next to them). The participants must then try to untangle themselves without breaking the chain, if broken they must start again.</i> |
| 3:30 – 4:00pm | Minefield: <i>The participants are asked to blindfold one team member and then create a 'minefield' of obstacles to negotiate around or over. Using only specified communication techniques, for example only being able to use the words left, right, forward, and backwards, the other participants must guide the blindfolded person through the 'minefield'. This activity is for enhancing communication skills and building trust.</i> |
| 4:00 – 5:30pm | Explore town |

| | |
|-----------------|--|
| 5:30 – 6:30pm | Dinner in town |
| 6:30 – 7:30pm | Walk back to lodge. Team Task Relay: <i>This activity requires five-six cards, each with a set of different tasks. The tasks have to have separate steps that can be delegated among participants. A team leader is selected per card, who can only communicate and delegate tasks. Each team is timed to see how long it takes to complete all the task cards. This is an activity that helps develop leadership and delegation skills.</i> |
| 7:30 – 7:45pm | Tally up wins and declare winning team for overall competition |
| 7:45 – 8:00pm | Debrief our retreat experience and the key points that were learned throughout the trip |
| 8:00 – 10:30pm | Showers and free time. Snacks are available. |
| 10:30 – 11:00pm | Get ready for bed. Lights out at 11:00. |

Sunday 12/2/18

| | |
|-----------------|--|
| 7:00 – 8:00am | Wake up. Sophomores prepare breakfast. |
| 8:00 – 8:30am | Eat breakfast |
| 8:30 – 8:45am | Clean up breakfast |
| 8:45 – 9:15pm | Pack up and clean lodge |
| 9:15 – 10:50am | Free time |
| 10:50 – 11:00am | Check out |
| 11:00 – 12:30pm | Depart for CHS |
| 12:30pm | Arrive at CHS and students go home |

CENTENNIAL SCHOOL DISTRICT
18135 SE Brooklyn
Portland, OR 97236
(503) 760-7990

NEW BUSINESS

To: Board of Directors
Date: October 10, 2018
Subject: **Consider Revised Policy GBC– Staff Ethics**

At OSBA’s request, the Oregon Government Ethics Commission (OGEC) completed a review of OSBA’s current model policy GBC – Staff Ethics, resulting in OSBA making some recommended edits to policy and its accompanying optional administrative regulation (AR).

Adoption of the revised policy is highly recommended.



Code: **GBC**
Adopted: 8/28/91
Revised/Readopted: 6/26/96; 5/13/09; 6/16/10;
4/09/14; 5/27/15; 6/15/16
Orig. Code(s): GBC

Staff Ethics

I. **Conflict of Interest Prohibited Use of Official Position or Financial Gain**

No district employee will attempt to use his/her their district position to obtain personal financial benefit gain or avoidance of financial detriment or financial gain or avoidance of financial detriment for themselves, relatives, household-members of household or for any business with which the employee, a household member or relative is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the district employee's employment with the district.

This prohibition does not apply to any part of an official compensation package as approved by the Board, 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 \$50 gift limit for one who has a legislative or administrative interest in any matter subject to the decision or vote of the district employee.

The employee may receive district or school logo apparel as part of the employee's official compensation package.

District employees will not engage in, or have a personal financial interest in, any activity that raises a reasonable question of conflict of interest regarding the use of their official position in regards to with their duties and responsibilities as staff members district employees. This would also apply to any personal financial benefit for the district employee's relative or member of household of the employee, or any business with which the district employee or a relative or member of the household of the district employee is associated.

This means that:

1. Employees, relatives or members of the district employee's household will not use their the employee's position to obtain financial gain or avoidance of financial detriment from students, parents or staff;
2. Any device, publication or any other item developed during the employee's paid time shall be district property;
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;
4. No district employee may serve as a Board or budget committee member in the district;

5. An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the position's responsibilities; nor will an employee use any district facilities, equipment or materials in performing outside work; and
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

If an **district** employee has a potential or actual conflicts of interests, the **district** employee must notify his/her supervisor in writing of the nature of the conflict and request that the supervisor dispose of the matter giving rise to the conflict. **This must be done on each occasion the district employee is met with a conflict of interest.**

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

"Actual conflict of interest" means any action or any decision or recommendation by a district employee that would result in a financial benefit or detriment for self or relatives or for any business with which the district employee or relatives are associated, unless otherwise provided by law.

In order to avoid ~~both potential and actual conflicts of interests~~ violation of nepotism provisions and district policy, district employees must abide by the following rules when an employee's relative or member of the household of the district employee is seeking and/or holds a position with the district:

1. A district employee may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or a member of the household, unless, he/she complies with the conflict of interest requirements or **Oregon Revised Statute (ORS) Chapter 244**. This rule does not apply to employment decisions regarding unpaid volunteer position, unless it is a Board-related position.
2. A district employee 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 a member of the household. An employee may still serve as a reference, provide a recommendation, or perform other acts that are part of the normal job functions of the employee.
3. More than one member of an employee's family may be hired as a regular district employee. In accordance with Oregon law, however, the district may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment, or grievance adjustment authority over another member of the same family. Employees who are members of the same family may not be assigned to work in the same building except by the superintendent's approval.

In the conflict of interest context:

"Member of household" means any person who resides with the employee.

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

II. Gifts

District employees must comply with the following rules involving gifts:

Employees 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 district employee. All gift related provisions apply to the employee and their relatives and members of their household. The \$50 gift limit applies separately to the employee and to the employee’s relatives or members of household, meaning that the employee and each member of their household and relatives can accept up to \$50 each from the same source/gift giver. A gift may be received by the district employee from, but not limited to, another district employee, a student or parent of a student or a vendor within the \$50 gift limit. Except for exclusions in ORS 244.040(2), an item received by an employee from the district is prohibited.

“Gift” means something of economic value given to an employee 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 the spouse³, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits⁴ to the employee, or who receives any benefit from the employee’s public employment.

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

Determining the Source of Gifts

Employees, the employee’s relatives or members of the employee’s household 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 employee’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 district employee. If the giver does not have a legislative or administrative interest, the ~~ethics rules on gifts~~ \$50 limit does not apply and the employee need not keep track of it, although they are advised to do so anyway in case of a later dispute.

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.

³Ibid. p. 2

⁴Ibid. p. 2

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 official decision of an employee.

A “decision” means an act that commits the district to a particular course of action within the employee’s scope of authority and that is connected to the source of the gift’s economic interest. A decision is not a recommendation or work performed in an advisory capacity. If a supervisor delegates the decision to a subordinate but retains responsibility as the final decision maker, both the subordinate and the supervisor’s actions could be considered a “decision.”

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 the gift if the employee 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 employee’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 to the employee is \$25. This example requires that the employee 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 employee’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, beverages, 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 employee.

~~3-~~ Upon request by the employee, 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

Employees 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

Employees may not 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 of the employee 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 employee is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when an employee appears at an entertainment event for a “ceremonial purpose” at the invitation of the source of the entertainment who requests the presence of the employee as a special occasion associated with the entertainment. Examples of an appearance by an employee 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 that apply to employees.

1. Gifts from “relatives” and “members of the household” to the employee are permitted in an unlimited amount; they are not considered gifts under the ethics rules.
2. Informational or program material, publications or subscriptions related to the recipient’s performance of official duties.
3. Food, lodging and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:

~~a~~-Organized Planned Events – Employees are permitted to accept payment for travel conducted in the employee’s official capacity, for certain limited purposes:

- a. 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:
 - (1) The employee is scheduled to deliver a speech, make a presentation, participate on a panel or represent the district; AND
 - (a) The giver is a unit of a:

- (i) Federal, state or local government;
- (ii) An Oregon or federally recognized Native American Tribe; OR
- (iii) Nonprofit corporation.

(2) The employee is representing the district:

- (a) On an official sanctioned trade-promotion or fact-finding mission; OR
- (b) Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the superintendent.

~~(2)~~The purpose of ~~this~~ **the exception in a. above** is to allow employees 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.

- 4. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the employee is representing the district.
“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.
- 5. Food or beverage consumed by employee acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(5)(b)(I)(i).
- 6. Waiver or discount of registration expenses or materials provided to employee at a continuing education event that the employee may attend to satisfy a professional licensing requirement.
- 7. **An gift item** received by the employee as part of the usual or customary practice of the employee’s private business, employment or position as a volunteer that bears no relationship to the employee’s district employment.
- 8. Reasonable expenses paid to employee for accompanying students on educational trip.

Honoraria

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

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 employee.

END OF POLICY

Legal Reference(s):

[ORS 244.010 - 244.400](#)
[ORS 332.016](#)

[ORS 659A.309](#)

[OAR 199-005-0001 - 199-020-0020](#)
[OAR 584-020-0040](#)

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

Cross Reference(s):

GBI - Gifts and Solicitations
GCQA/GDQA - Nonschool Employment
GCQAB - Private Tutoring for Pay

CENTENNIAL SCHOOL DISTRICT
18135 SE Brooklyn
Portland, OR 97236
(503) 760-7990

NEW BUSINESS

To: Board of Directors
Date: October 10, 2018
Subject: **Consider Revised Policy JHFF – Reporting Requirements Regarding Sexual Conduct with Students**

The Every Student Succeeds Act (ESSA) added a new policy requirement very similar to the Oregon law regarding sexual conduct with students. The major difference is that ESSA also applies to contractors and agents of the district in addition to district/school employees. This policy has been revised to reflect the ESSA requirements.

* * * * *

Adoption of the revised policy is required.



Code: **JHFF**
Adopted: 4/28/10
Readopted: 1/12/11; 9/24/14
Orig. Code(s): JHFF

Reporting Requirements Regarding Sexual Conduct with Students

Sexual conduct by district/school employees, contractors or agents¹ of the district as defined by Oregon law will not be tolerated. All district/school employees, contractors and agents of the district are subject to this policy.

“Sexual conduct,” as defined by Oregon law, is any verbal or physical conduct by a district/school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; that unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and Board policy JHFE and JHFE-AR - Reporting of Suspected Child Abuse of a Child.

Any district/school employee, contractor or agent of the district [or volunteer] who has reasonable cause to believe that another district/school employee, contractor, agent of the district [or volunteer] has engaged in sexual conduct with a student immediately notify the Department of Human Services or a law enforcement agency, and must also his/her immediate supervisor and the district’s director of human resources by telephone and by delivering a copy of the report.

When the district receives a report of suspected sexual conduct by a district/school employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. When the district receives a report of suspected sexual conduct by a contractor^[2] or agent of the district, the district may decide to suspend services of that contractor or place the agent in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An investigation is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, and the district/school employee, the contractor, the agent of the district or the student who is the subject of the report. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of an employment contract or agreement.

If, following the investigation, the report is substantiated, the district will inform the district employee, contractor or agent of the district that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the district’s decision through the appeal process provided by the district’s collective bargaining agreement. A substantiated report is one that means a report of abuse or sexual conduct that:

¹An “agent” is a person authorized to act on behalf of another (called the principal) to create legal relations with a third party.

²[The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.]

1. An educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and
2. Involves conduct that the educational provider determines is sufficiently serious to be documented in the employee's personnel file, the student's education record or in the administrative file for the contractor or agent of the district.

If the district employee, contractor or agent of the district decides not to appeal the determination, or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee's personnel file or in the administrative file for the contractor or agent of the district. ~~Such records are confidential and are not public, but may be used as a basis for providing information required to be disclosed under state law.~~ The employee, contractor or agent of the district will be notified that this information may be disclosed to a potential employer. The district will not serve as a reference for a contractor or agent of the district that has a substantiated report.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as, the procedures the district's director of human resources will follow upon receipt of a report. In the event that the designated person is the suspected perpetrator, the director of human resources shall receive the report. If the superintendent is the alleged perpetrator, the Board chair shall receive the report. When the district's director of human resources takes action on the report, the person who initiated the report must be notified.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a district/school employee, a contractor or an agent of the district in good faith, the student will not be disciplined by the board or any district/school employee.

The district will provide annual training to district/school employees, parents, and students regarding the prevention and identification of sexual conduct. The district will provide to employees, contractor or agents of the district at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.

Educational providers shall follow hiring and reporting procedures as outlined in Oregon Revised Statute (ORS) 339.374 for all district/school employees.

END OF POLICY

Legal Reference(s):

[ORS 339.370 - 339.400](#)

[ORS 418.746 - 418.751](#)

[ORS 419B.005 - 419B.045](#)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2012).

Cross Reference(s):

GCAB - Personal Communication Devices and Social Media - Staff
JHFE - Reporting of Suspected Abuse of a Child