

CENTENNIAL SCHOOL DISTRICT 28JT
GOVERNING BOARD MEETING

Virtually via the Zoom App
Wednesday, August 1, 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 August 1, 2018
2. **INTRODUCTION OF GUESTS (Optional)**
3. **APPROVAL OF MINUTES**
 1. Board Minutes from July 11, 2018 3
4. **PUBLIC FORUM**
5. **REPORTS**
 1. Superintendent's Report - Dr. Coakley
 2. High School Success (M98) Report - Angela Hubbs 10
6. **CONFIRMATION ITEMS (Confirmed en masse)**
 1. **Site Council Minutes**
 2. **Miscellaneous Items**
 3. **Financial Statements**
 4. **Enrollment Reports**
 5. **Human Resources**
 1. Approve Resignations of Licensed Staff 22
 2. Unpaid Leave of Absence **(Added 7/30/18 3:50 p.m.)** 23
 3. Confirm Employment of Administrator **(Added 7/31/18/2:40 p.m.)** 24
 6. **Business/Operations**
 1. Announce Vacancies on the 2018/2019 Budget Committee 25
 2. Approve 2018/2019 Budget Calendar 26
 3. Consider Meal Price Increase for 2018/2019 28
 7. **Board Policies (Deletions/Legal Reference Changes Only)**
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 9. **Student Travel**
 10. **Organizational Business**
 1. Designate Asbestos Hazard Emergency Response Act (AHERA) Person to be Chris Stomps 29
7. **BOARD ACTION ITEMS**
 1. **OLD BUSINESS**
 1. Second Reading of New Policy EDDA, Energy and Resource Conservation and Sustainability - Greg Lecuyer and Julie Mack 30
 2. **NEW BUSINESS**
8. **BOARD WORK SESSION**
 1. Review of Board Policies and ARs from Section B 33
9. **FUTURE AGENDA ITEMS**
10. **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
July 11, 2018

REGULAR SESSION

The Centennial School District Governing Board met in regular session on Wednesday, July 11, 2018, in the board room of the district administration office, 18135 SE Brooklyn St, Portland, Oregon.

1.0 CALL TO ORDER

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

The following district administrative team members were in attendance:

Dr. Paul Coakley..... Superintendent
James Owens..... Assistant Superintendent & Human Resources Director
Denise Wright..... Director, Student Services
Greg Lecuyer..... Director, Business & Operations
Julie Mack..... CSD Wellness Coordinator
Lori Palmiter..... Board Secretary

Absent

Angela Hubbs..... Director, Curriculum & Student Learning

OFFICIAL BUSINESS

1.1 Oath of Office and Seating of Newly Appointed Board Members

Dr. Coakley administered the oath of office to Claudia Andrews, Ernie Butenschoen, and Jess Hardin who were appointed to serve on the Centennial School District Governing Board of Directors at the June 6, 2018 board meeting.

1.2 Adoption of Agenda for July 11, 2018

With no additions to the agenda, it was moved by Director Boettcher, and seconded by Director Butenschoen, that the agenda be approved as presented. The motion to adopt the July 11, 2018, agenda as presented was approved by: Director Andrews, Director Boettcher, Director Butenschoen, Director Etherly, Director Hardin, and Vice-Chair Shields.

1.3 Elect Chair and Vice-Chair for 2018/2019

Vice-Chair Shields opened the floor for nominations for Board chair for 2018/2019.

Director Clark nominated Vice-Chair Shields to serve as the 2018/2019 Board chair. Director Boettcher seconded the nomination. With no further nominations for Board chair, Vice-Chair Shields call for the vote. Those supporting the motion that Vice-Chair Shields serve as 2018/2019 Board Chair were: Vice-Chair Shields, Director Clark, Director Andrews, Director Boettcher, Director Butenschoen, Director Etherly, and Director Hardin.

Chair Shields opened the floor for nominations for Board Vice-Chair for 2018/2019.

Director Boettcher nominated Brenda Clark to serve as the 2018/2019 Board Vice-Chair. Director Butenschoen seconded the nomination. Board Chair Shields called for the vote. Board members voting in favor of Director Clark serving as Board Vice-Chair for 2018/2019 were: Chair Shields, Vice-Chair Clark, Director Andrews, Director Boettcher, Director Butenschoen, Director Etherly, and Director Hardin,

Agenda Item: 3.1

2.0 INTRODUCTION OF GUESTS (Optional)

2.1 Introduction of Staff Members in Audience to Give Reports

Chair Shields asked staff and community members to introduce themselves, and share brief information about their positions with the district. In addition, Board members and Superintendent Coakley introduced themselves, and shared brief information about their backgrounds. Chair Shields also introduced Jeff Cerveny, new Patrick Lynch Elementary School principal. Principal Cerveny.

APPROVAL OF MINUTE

3.1 Regular Meeting Minutes of June 6, 2018

It was moved by Director Boettcher, and seconded by Vice-Chair Clark, that the regular meeting minutes of June 6, 2018, be approved as presented. Chair Shields called for a vote to approve the minutes of the June 6, 2018 meeting. The minutes were approved by: Chair Shields, Vice-Chair Clark, Director Andrews, Director Boettcher, Director Butenschoen, Director Etherly, and Director Hardin,

3.0 PUBLIC FORUM

Chair Shields explained to new Board members the process for the Public Forum portion of Board meetings. There were no Public Forum presenters at this meeting.

5.0 REPORTS

5.1 Summary of Student Incidents Report for 2017/2018

Mr. Lecuyer presented the annual summary of student incidents report for 2017/2018. Mr. Lecuyer gave disaggregated numbers for the incidents, and explained how his department uses the data to address incidents.

School	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Butler Creek Elementary	36	28	41	21	36
Centennial High School	30	24	11	7	14
Centennial Middle School	14	8	17	5	11
Centennial Park School	0	0	2	3	1
Centennial Transition Center	N/A	1	N/A	N/A	N/A
Harold Oliver Elementary	10	46	89	36	32
Meadows Elementary	16	19	25	7	8
Patrick Lynch Elementary	6	2	7	1	5
Wood Elementary	21	36	42	38	81
Parklane Elementary	3	18	21	2	6
Pleasant Valley Elementary	7	6	2	2	2
Total	143	188	257	122	196

Mr. Lecuyer responded to clarifying questions from the Board, regarding the report and how the information is used to address incidents at the district’s schools.

5.2 Superintendent’s Report

Dr. Coakley said on June 18 he and Claudia Andrews attended the Equity Leadership Series at MESD, led by the Center for Educational Equity. It was an opportunity to collaborate with Board members from East Multnomah County school districts regarding hypothetical scenarios involving students. Director Andrews stated that it was a productive meeting.

Dr. Coakley also stated the CSD was well represented at the June COSA Conference. A number of district administrators attended. COSA has expanded its focus on equity work, with a number of workshops including sessions on eliminating disparities and culturally responsive practices.

In addition, Dr. Coakley reported that he has been very intentional in asking the district’s administrators to take time off in order to better pace themselves throughout the school year.

Dr. Coakley also told the Board that before the end of the school year the district reached an agreement with the OSEA and the Supervisor Non-Union Group. Both groups will be taking two furlough days during this school year. Administrators are taking 4.5 days, and district superintendents are taking 5 furlough days for the 2018/2019 school year.

Dr. Coakley shared that he held orientation sessions with new Board members Claudia Andrews and Jess Hardin to answer questions and provide them with additional information.

Director Andrews added to Dr. Coakley’s comments regarding the Equity Leadership Series meeting, stating that the meetings focused on the important role school boards play in equity. She strongly encouraged other Board members to attend the next meeting in the series, August 29.

6.0 CONFIRMATION ITEMS

It was moved by Director Hardin, and seconded by Director Boettcher, that the Board confirm en masse the 6.0 confirmation items. The motion to approve the confirmation items en masse was approved by: Chair Shields, Vice-Chair Clark, Director Andrews, Director Boettcher, Director Butenschoen, Director Etherly, and Director Hardin,

6.1 Site Council Minutes

6.1.1 Meadows Elementary School SILT/Site Council Minutes June 4, 2018

6.2 Miscellaneous Items

6.3 Financial Statements

6.4 Enrollment Report

6.5 Human Resources

6.5.1 Approve Resignation of Licensed Teacher

6.5.2 Approve Resignation of Licensed Teacher

6.5.3 Approve Unpaid Leave of Absence

6.5.4 Approve Partial Resignation of Licensed Teacher

6.6 Business/Operations

6.7 Board Policies (Deletions/Legal Reference Changes Only)

6.7.1 Approve Deletion of Policies ECF, Energy Conservation, and EDD, Resource Conservation

6.7.2 Approve Deletion of JHCC/GBEB-AR, Communicable Diseases (Version 1)

6.8 Student Services

6.8.1 Approve Annual Adoption of Board-Approved Alternative Programs

6.9 Student Travel

6.9.1 Approve Trip Request: CHS Drama Students to Sisters, OR, August 10-12, 2018

6.10 Organizational Business

6.10.1 Designate Appointed Officers

6.10.2 Authorize Superintendent to Sign Grant Applications

- 6.10.3 Designation of Newspaper for Publication of Legal Notices
- 6.10.4 Appoint Garrett, Hemann, Robertson, et al P.C., Hungerford Law Firm, and Jim Shannon of Mersereau Shannon LLP as District Legal Counsel
- 6.10.5 Designate U.S. Bank (160th & Division Branch) as the Depository for District Funds for 2018/2019
- 6.10.6 Resolution to Indemnify and Hold Harmless District Personnel and Directors for Any Asbestos Related Defense and Settlement Costs
- 6.10.7 Establish Non-Resident Student Tuition Rates for 2018/2019

7.0 BOARD ACTION ITEMS

7.1 OLD BUSINESS

None at this meeting

7.2 NEW BUSINESS

7.2.1 Consider Adoption of New Policy EDDA, Energy and Resource Conservation and Sustainability

Mr. Lecuyer and CSD Wellness Coordinator Julie Mack presented new policy EDDA, Energy and Resources Conservation and Sustainability to the Board for their consideration and adoption.

The Centennial Energy Team, in partnership with Energy Trust’s Strategic Energy Management (SEM) program, is recommending the adoption of policy EDDA, Energy and Resource Conservation and Sustainability. Using OSBA recommended language from their sustainability policy (EDDA), the Energy Team has incorporated language from policy ECF, Energy Conservation, and policy EDD, Resource Conservation into policy EDDA and changed the title to Energy and Resource Conservation and Sustainability. This new policy addresses and supports an updated energy and waste conservation plan that focuses on sustainability as a central message in our efforts to be good stewards of our schools, supports educational technology and be responsible stewards of public funds. Policy EDDA highlights that sustainability should be an effort across the district that helps support a better future for our students and community.

Centennial’s partnership with Energy Trust’s SEM program requires that we update our policy with the addition of a specific energy reduction goal. The Energy Team included a 2 % annual energy reduction that we believe will be within reach through our maintenance and behavior use efforts. The Energy Team will monitor energy consumption based on electric and gas use and energy bills. Energy trust has provided us with the tools and expertise supports to monitor how our efforts are impacting electric and gas consumption and suggested opportunities to conserve further. There is a small monetary incentive fund built into our SEM cohort; and, through our sustainability efforts we hope to demonstrate better stewardship of our buildings and public funds.

Chair Shields expressed concerns regarding the 2% energy goal being placed in policy, stating a more appropriate place for goals is in the Administrative Rule that accompanies the policy. Board also needs more of an opportunity to consider information in the proposed policy. She recommends that tonight’s presentation be considered a first reading, and the proposed policy be presented at an August or September meeting.

Director Boettcher explained to presenter the importance of placing goals and additional information into AR to give Board members an opportunity to review and make recommendations before being asked to vote. He also asked about costs involved in achieving energy savings, and how savings are ultimately quantified.

Chair Shields recommended directing Dr. Coakley to work with the board to relay additional questions regarding the policy to staff members in order to facilitate information gathering at second reading of policy at an upcoming Board meeting.

7.2.2 Consider Revised Policy JHCC and supporting JHCC-AR, Communicable Diseases - Students

Mrs. Wright said in working with the Oregon Health Authority (OHA) and the Oregon Department of Education (ODE), and with the revision of the *Communicable Disease Guide* published by OHA and ODE, OSBA revised policy JHCC, Communicable Disease – Students. In addition, they have separated the administrative regulation previously coded as JHCC/GBEB-AR (recommended for deletion) so there is one AR for students and one AR for staff. Please note the student policy and administrative regulation are now required by Oregon law.

Chair Shields asked Mrs. Wright to rewrite the first sentence in paragraph two of the policy to improve clarity.

The Directors asked clarifying questions regarding the words in brackets in the last paragraph of the AR regarding district personnel precautions pertaining to blood and body fluid exposure. He wanted to know if the training in question is provided by Safe Schools as opposed to a school nurse. Mrs. Wright stated that those words should be crossed out, and that Safe Schools does provide training.

Director Boettcher asked for clarification around the term *restrictable diseases* and if it is only applicable to schools. Mr. Owens explained the Oregon Health Authority and the Oregon Department of Education worked on revision to the Communicable Disease Guide and possibly adjusted terminology from communicable to restricted. Director Boettcher also asked if people in schools would understand new terminology. Chair Shields asked Mrs. Wright to footnote the new terminology. Mrs. Wright also stated that this AR should be drawn to the attention of building administrators, because there are specific actions that need to be taken regarding reporting of restrictable and reportable diseases.

It was moved by Director Clark and seconded by Director Boettcher, that the Board approve item 7.2.2 to adopt revised policy JHCC and the supporting JHCC-AR, Communicable Diseases - Students. The motion to approve item 7.2.2 was approved by: Chair Shields, Vice-Chair Clark, Director Andrews, Director Boettcher, Director Butenschoen, Director Etherly, and Director Hardin,

7.2.3 Consider Revised Policy GBEB – Communicable Diseases - Staff

Mr. Owens said in working with the Oregon Health Authority (OHA) and the Oregon Department of Education (ODE), and with the revision of the *Communicable Disease Guide* published by OHA and ODE, OSBA revised policy GBEB, Communicable Disease – Staff. This policy is highly recommended and requires Board adoption.

In addition, OSBA separated the administrative regulation previously coded as JHCC/GBEB-AR (recommended for deletion) so that there is one AR for students and one for staff.

The supporting AR for this policy does not require Board adoption, but is included for the Board's reference.

It was moved by Chair Shields, and seconded by Director Boettcher that the Board approve item 7.2.3 to adopt revised policy GBEB, Communicable Diseases - Staff. The motion to approve item 7.2.3 was adopted by: Chair Shields, Vice-Chair Clark, Director Andrews, Director Boettcher, Director Butenschoen, Director Etherly, and Director Hardin,

7.2.4 Consider New Policy CM – Compliance and Reporting on Standards

Dr. Coakley said the State Board of Education adopted a revision to OAR 581-022-2305, setting a new due date for the district's report to the Oregon Department of Education (ODE) on compliance with state

standards, and requiring the same report first be issued to the school board at a public meeting. The district is also now required to make this report available on the district’s web page.

Dr. Coakley explained to the board that this new policy refers to Measure 22 standards. The reason for the new policy is that the deadline for reporting to the state has moved to February 1. The previous date was April 1. A second change is that districts must now post the report in a prominent place on their web sites.

With the adoption of OAR 581-022-2305, OSBA is highly recommending adoption of policy CM as presented.

It was moved by Director Boettcher, and seconded by Director Butenschoen, that the Board approve item 7.2.4 to adopt new policy CM, Compliance and Reporting on Standards. The motion to approve item 7.2.4 was approved by: Chair Shields, Vice-Chair Clark, Director Andrews, Director Boettcher, Director Butenschoen, Director Etherly, and Director Hardin.

7.2.5 Consider Revised Policy JFCG/JFCH/JFCI – Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems

Dr. Coakley said on April 11, 2018, the Board approved the adoption of revised policies GBK/KGC and KGC/GBK to more clearly differentiate between policy related to the prohibition of use, distribution or sale of tobacco products and inhalant delivery systems by staff and community members. With the adoption of those policies, the required language to prohibit student use or possession of tobacco products alcohol, drugs and inhalant delivery systems remains in policy JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery systems. OSBA recommends the following required policy be adopted as presented.

Director Boettcher asked clarifying questions regarding the change of age from 18 to 21 in the revised policy.

It was moved by Director Clark, and seconded by Director Boettcher, that the Board approve item 7.2.5 to adopt revised policy JFCG/JFCH/JFCI, Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems. The motion to approve item 7.2.5 was approved by: Chair Shields, Vice-Chair Clark, Director Andrews, Director Boettcher, Director Butenschoen, Director Etherly, and Director Hardin,

7.2.6 Consider Revised 2018/2019 School-Year Calendar for CTC

Mr. Owens and Mrs. Wright explained that due to a conference schedule change, the Centennial Transition Center administration is proposing the following revisions to their 2018/2019 school year calendar. The requested revisions will allow for CTC staff to attend a conference without disrupting the instructional time. The changes are as follows:

Date	Approved Description	Proposed Description
March 1, 2019	NS – No School Day	Regular School Day
March 8, 2019	Regular School Day	NS – No School Day

It was moved by Director Boettcher, and seconded by Director Butenschoen, that the Board approve item 7.2.6 to adopt revised 2018/2019 school year calendar for CTC. The motion to approve item 7.2.6 was approved by: Chair Shields, Vice-Chair Clark, Director Andrews, Director Boettcher, Director Butenschoen, Director Etherly, and Director Hardin.

FUTURE AGENDA ITEMS

Agenda items for Board retreat on August 1, 2018:

- Superintendent’s Report
- Announce Vacancies on the 2018/2019 Budget Committee

Minutes of Governing Board Meeting – July 11, 2018

- Approve 2018/2019 Budget Calendar
- Designate Asbestos Hazard Emergency Response Act (AHERA) Person to be Chris Stomps
- Second Reading of New Policy EDDA, Energy and Resource Conservation and Sustainability

Chair Shields added that the Board, in collaboration with the Cabinet will consider holding some future Board meetings at schools within the district.

8.0 MOTION TO ADJOURN

Chair Shields adjourned the board meeting at 9:25 p.m.

Chair of the Governing Board

Recording Secretary

Board Retreat: August 1, 2018



Measure 98/High School Success (HSS) Update

10

August, 2018

Measure 98/High School Success (HSS)

Overview: Where we've been

- Spring 2017: administrators brainstormed ideas around the three required categories:
 - CTE enhancement
 - Drop-Out Prevention
 - College Level Opportunities

Measure 98/High School Success (HSS)



12

Centennial has begun looking at spending categorically according to the defined areas, often referring to these categories as 'JARS'.

Measure 98/High School Success (HSS)

Timeline:

- July 2017: Final funding allocations shared with districts
- Fall 2017: Confirmation of ability to roll over funds within the biennium. This has allowed for more thoughtful planning
- District-level, expenditures in order to strengthen systems:
 - Early Warning Systems
 - Data Analysis
 - Strategic Planning
 - Equity
- January 2018: submitted district self-assessment
- April 2018: Written plan for 2018-19 year submitted reflecting ODE feedback from self-assessment
- 2018-19 will mark Implementation of plan

Measure 98/High School Success (HSS)

Planning Stakeholder groups included:

- District Cabinet members
- Secondary School Principals (multiple meetings during Curriculum Council)
- District-facilitated HSS Meeting including teacher representatives from CHS, CPS and CMS
- Building level instructor teams- (CHS/CPS)

Measure 98/High School Success (HSS)

What have we done thus far?

At a glance....

- Curriculum
- Systems Support
- CTE Enhancement



Measure 98/High School Success (HSS)

Curriculum & Related ...

Curriculum and Texts: Cyber-Security, AP Human Geography. Coming: AP US History and AP Government

Added Coding Course (CHS), + Site License

Freshman Success: Major shift to meet the needs of incoming Freshman

Breaker Training (CHS) Stanford Design School

Added Maker/Design Space, with more additions in 2018-2019

College Possible

Nike Leadership Summit – Business Leadership Students

12 Chromebook Carts edging toward 1:1 Freshman CHS

Measure 98/High School Success (HSS)

Systems Support

Expansion of Duties - Multi-Tiered Systems of Support (DO)

Synergy SIS Support

Counselor (CPS)

Attendance Liaison (CPS)

REAP (CMS)

Strategic Planning 2017-2018

Overgrad College/Career Readiness 8-12

Equity PD

Measure 98/High School Success (HSS)

CTE: Improvements & Expansion

Computer Coding course offered (+ software) (CHS)

New Maker-Space – student driven

Nike Leadership Summit 17-18 (approx 30 Students)

CTE designation and expansion for Centennial Park Culinary program

EOU Tuition Reimbursement in association with Early Childhood Education

Planned CTE investments at CHS for 2018-19 school year:

- Culinary (CPS)
- Metals Manufacturing (CHS)
- Culinary (CHS)
- Business and Technology (CHS)

Measure 98/High School Success (HSS)

Momentum/Challenges:

- Measure 98/HSS and CHS Freshman Teaming (University of Chicago) work have both been supported by *Stand for Children*. This crossover in dealing with same folks at *Stand* related to both initiatives has been good publicity and increased respect for Centennial regionally and beyond. Additionally, our goal with *All Hands Raised* around 9th grade credit attainment has been connected in this work also!
- Future state funding around Measure 98/HSS is uncertain, including the next biennium. Brings caution in hiring personnel and providing structural support (Ex. how would we undo if needed?)
- State is learning how to implement to districts, districts learning how to implement to buildings and buildings working hard implement and effectively communicate to classroom instructors. All while feeling a sense of urgency to spend funds.

Measure 98/High School Success (HSS)

Where are we headed?

District:

Continued supports from 2018-19.

Overgrad – Grades 8-12. College and career readiness software

CHS:

Continued supports from 2018-19

Freshman Teaming FTE

MESA – Mathematics Engineering Science Achievement (STEM)

CTE Improvements in Metal Shop, Culinary and Business Courses.

New AP texts (History, Government)

CPS:

Continued supports from 2018-19

Culinary Program expansion

Latino Network partnership

Introduction of coding class.

CMS*

REAP Site Coordinator

*Max spending for middle schools is 15% of grant and must be 8th grade/8th grade transition specific. We enthusiastically have maxed our contribution to CMS in our planning.

Measure 98/High School Success (HSS)

QUESTIONS



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

CONFIRMATION

To: Board of Directors
Date: August 1, 2018
RE: **Approve Resignation of Licensed Teacher**

The following licensed staff members have submitted a resignation letter effective immediately.

<u>NAME</u>	<u>SUBJECT/FTE</u>	<u>EFFECTIVE</u>	<u>YEARS</u>
<u>CENTENNIAL HIGH SCHOOL</u>			
Nesbitt, Jeremy	Business / 1.00 FTE	06/15/2018	3 Years
<u>PARKLANE ELEMENTARY</u>			
Maciag, Chelsey	Title I Reading / 0.50 FTE	06/18/2018	15 Years

It is recommended that the Board approve the licensed staff resignations as listed above.

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

CONFIRMATION

To: Board of Directors
Date: August 1, 2018
RE: **Approve Unpaid Leave of Absence**

The following licensed staff members have submitted a request for an Unpaid Leave of Absence for the 2018-2019 school year.

<u>NAME</u>	<u>SUBJECT</u>	<u>REASON</u>	<u>REQUESTED LEAVE</u>
<u>PATRICK LYNCH ELEMENTARY</u>			
Prigodich, Karen	TOSA – Instructional Coach	Career Development	1.00 FTE
<u>PLEASANT VALLEY ELEMENTARY</u>			
Halter, Melissa	Grade 4	Health	1.00 FTE

It is recommended that the Board approve the Unpaid Leave of Absences as listed above.

CENTENNIAL SCHOOL DISTRICT
18135 S.E. Brooklyn St.
Portland, OR 97236
503-760-7990

CONFIRMATION

TO: Board of Directors

DATE: August 1, 2018

SUBJECT: Consider Increase of Meal Prices for 2018/2019

Regulations of the National School Lunch and Breakfast program require that the cost of paid meals be comparable to the Federal support for free meals. Oregon Department of Education provided school districts with an electronic worksheet to determine their compliance with the price comparability standard. As a result of this analysis, an increase of \$.10 per meal is required effective July 1, 2018.

Recommended Meal Prices 2018/2019

Meal	Elementary	Secondary
Paid Breakfast	\$1.20	\$1.20
Paid Lunch	\$2.40	\$2.60
Reduced Lunch	\$.40	\$.40
A la Carte Milk	\$.50	\$.50

It is recommended that the Board approve an increase of \$.10 per meal effective July 1, 2018.

CENTENNIAL SCHOOL DISTRICT

18135 S.E. Brooklyn
Portland, OR 97236
503-760-7990

CONFIRMATION

TO: Board of Directors

DATE: August 1, 2018

SUBJECT: Announce vacancies in positions 4 and 7 on the 2018-2019 Budget Committee

The 2017-2018 Budget Committee members are listed as follows:

	<u>Position</u>	<u>Expires</u>
Mary Lee Nissen	1	2019
John Clark	2	2019
Carmen Gelman	3	2020
Vacant	4	2018
Jeff Nelson	5	2019
Reginal Cole	6	2020
Anjanet Banuelos	7	2018

Positions 4 and 7 are vacant due to the term expirations on June 30, 2018. Appointments to positions 4 and 7 are for a three year term. Applications will be available from the business office, the Centennial web site and schools between August 2, 2018 and October 26, 2018. Candidates will be interviewed and final selections will be made at the board meeting on November 14, 2018.

Vacancies will be announced by news release, on the District web site, Facebook, announcements at back to school nights, and in parent newsletters at each building. Those interested in applying may contact the business office for an application form or download it from the Centennial web site. This form must be submitted no later than 3:00 p.m., October 26, 2018.

It is recommended that the Board announce vacancies in positions 4 and 7 on the 2018-2019 Budget Committee.

CENTENNIAL SCHOOL DISTRICT
18135 S.E. Brooklyn
Portland, OR 97236
503-760-7990

CONFIRMATION

TO: Board of Directors
DATE: August 1, 2018
SUBJECT: Approve 2018-2019 Budget Calendar

The attached budget calendar follows the legal time lines for the budgeting process. The board must adopt the budget for the 2019-2020 fiscal year prior to July 1, 2019.

The Budget Committee discussion of priorities for the 2019-2020 budget will be at 6:00 pm on December 12, 2018 at the District Office.

An organizational meeting of the Budget Committee is scheduled for April 10, 2019 at 7:00 pm. At this meeting, the budget committee elects officers and hears the budget message.

A second Budget Committee meeting is scheduled for May 8, 2019 at 7:00 pm. At the second meeting the Budget Committee must take public testimony and may approve the budget or schedule further deliberations.

It is recommended that the Board approve the 2018-2019 budget calendar as presented.

**CENTENNIAL SCHOOL DISTRICT
BUDGET CALENDAR
2018-2019**

DEADLINE	TASK
Wednesday, August 01, 2018	Adopt budget calendar Announce Budget Committee vacancies Position 4 - Brandi Hutchinson Position 7 - Anjanet Banuelos
Wednesday, October 24, 2018	Deadline to submit application for membership on Budget Committee, 3:00 pm
Wednesday, November 14, 2018	Board interviews applicants for Budget Committee Board appoints Budget Committee members
Wednesday, December 12, 2018	Budget Committee Discussion of Priorities for 2019-2020 budget, 6:00 pm District Office Board Room
Friday, March 15, 2019	Publish first notice in newspaper of organizational meeting 5-30 days prior to meeting, not less than seven days prior to second notice
Friday, March 29, 2019	Publish second notice on district website of organizational meeting at least 10 days prior to meeting, not less than seven days after first notice
Wednesday, April 10, 2019	Organizational Meeting Budget Committee/Budget Message, 7:00 pm District Office Board Room
Wednesday, May 08, 2019	Second Budget Committee meeting, 7:00 pm District Office Board Room (Public Forum)
Friday, May 24, 2019	Publish budget hearing notice and financial summary 5-30 days prior to budget hearing
Wednesday, June 05, 2019	Board conducts Budget Hearing, adopts budget, makes appropriations, levies taxes and categorizes the levy, 7:00 pm

CENTENNIAL SCHOOL DISTRICT
18135 S.E. Brooklyn St.
Portland, OR 97236
503-760-7990

CONFIRMATION

TO: Board of Directors

DATE: August 1, 2018

SUBJECT: Consider Increase of Meal Prices for 2018/2019

Regulations of the National School Lunch and Breakfast program require that the cost of paid meals be comparable to the Federal support for free meals. Oregon Department of Education provided school districts with an electronic worksheet to determine their compliance with the price comparability standard. As a result of this analysis, an increase of \$.10 per meal is required effective July 1, 2018.

Recommended Meal Prices 2018/2019

Meal	Elementary	Secondary
Paid Breakfast	\$1.20	\$1.20
Paid Lunch	\$2.40	\$2.60
Reduced Lunch	\$.40	\$.40
A la Carte Milk	\$.50	\$.50

It is recommended that the Board approve an increase of \$.10 per meal effective July 1, 2018.

CENTENNIAL SCHOOL DISTRICT
18135 S.E. Brooklyn
Portland, OR 97236
503-760-7990

CONFIRMATION

TO: Board of Directors

DATE: August 1, 2018

SUBJECT: Designate Asbestos Hazard Emergency Response Act (AHERA) person to be Chris Stomps

In order to comply with the federal register asbestos law 763.84 (g)(1) it is necessary to designate a person to ensure that the District follows the requirements necessary to be in compliance with the Asbestos Hazard Emergency Response Act (AHERA). This person will need to receive adequate training to perform the duties assigned to this responsibility. Such training shall provide, as necessary, basic knowledge of the health effects of asbestos, detection, identification, assessment of asbestos-containing material (ACM), options for controlling asbestos-programs and relevant federal and state regulations concerning asbestos. Chris Stomps has completed the required training and is licensed to perform this duty.

It is recommended that the Board designate Asbestos Hazard Emergency Response Act (AHERA) person to be Chris Stomps.

CENTENNIAL SCHOOL DISTRICT
18135 S.E. Brooklyn
Portland, OR 97236
(503) 760-7990

OLD BUSINESS

TO: Board of Directors

DATE: August 1, 2018

SUBJECT: **2nd Reading of Policy EDDA - Energy and Resource Conservation and Sustainability**

As requested by the Board, the energy reduction goal has been removed from proposed policy EDDA, Energy and Resource Conservation and Sustainability. The reference to the Safety Committee requirement representation on the Energy Team has also been struck as this may be is too restrictive.

The Centennial Energy Team, in partnership with Energy Trust’s Strategic Energy Management (SEM) program, recommends the adoption of policy EDDA, Energy and Resource Conservation and Sustainability. Using the OSBA recommended language from the Sustainability Policy, the Energy Team combined language from the Energy Conservation Policy and Resource Conservation policies that were deleted on July 11, 2018. This new policy addresses and supports an updated energy and waste conservation plan that focuses on sustainability as a central message in our efforts to be good stewards of our schools, support education technology, and as responsible stewards of public funds. The new policy also highlights that sustainability should be an effort across the district to help support a better future for our students and our community.

It is recommended that the Board adopt new policy EDDA, Energy and Resource Conservation and Sustainability as presented.



Code: **EDDA**
Adopted:

Energy and Resource Conservation and Sustainability

The district recognizes sustainability as a guiding principle and believes that our education system should lead the way in developing an ethic of sustainability in all of its practices. The district defines “sustainability” as meeting the educational, environmental, social and economic needs of present generations without compromising the ability of future generations to meet their own needs. Sustainability will be managed through efforts in balancing the mutually interdependent areas of education, environment, society and economy to ensure a healthy future for our students, staff, the district and the state of Oregon. The district believes that these actions are a natural extension of the district’s core mission and values. Sustainability may be demonstrated through:

1. Leadership in sustainable management – striving to balance educational, economic, social and environmental issues in our daily decision-making;
2. Leadership in student achievement – incorporating environmental, social and economic sustainability concepts in our education of students;
3. Leadership in fostering student health and well-being – providing a physical environment that promotes the health, productivity and safety of students and staff;
4. Continual improvement – seeking new, expanded and improved ways to create a sustainable and restorative future.

The district will make a concerted effort to conserve resources through the efficient utilization of resources and limited use of disposable, single-use materials.

~~The district shall give preference to recycled materials if the materials are available, can meet applicable standards, are comparable and do not exceed cost by more than five percent.~~

Conservation and sustainability will be the responsibility of each district employee and student to actively participate in conservation efforts in order to reduce consumption to levels prescribed by state and federal guidelines. However, every effort will be made to maintain program for the benefits of the students. It will be the responsibility of the superintendent to establish a district wide Energy Team with membership to include an Energy Champion, Director of Business and Operations, and Maintenance Department. Each school or building will identify one staff member ~~from the Safety Committee~~ to work with the District Energy Team. ~~The Energy Team will implement the Energy Management Plan with the first year goal of 2 percent energy reduction.~~ The evaluation of this program and individual building efforts shall be reported to the Board annually by the Energy Champion and Energy Team.

Legal Reference(s):

ORS 332.107



Code: **BBA**
Adopted: 1/23/85
Revised/Readopted: 10/10/90; 9/25/13
Orig. Code(s): 1100

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 policy to govern the conduct of its members and the proceedings of the Board.

The Board will establish policies and regulations for governing schools and students consistent with State Board of Education rules and with 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 citizens 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 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 and 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 labor contracts 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 districtwide 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 - 294.565](#)

[ORS 328.205-328.304](#)

[ORS 332.072](#)

[ORS 332.075](#)

[ORS 332.105](#)

[ORS 332.107](#)

[ORS Chapter 339](#)

[ORS 342.805-342.937](#)

[ORS Chapter 343](#)

Cross Reference(s):

DJ - District Purchasing



Code: **BBAA**
Adopted: 10/19/77
Revised/Readopted: 8/21/85; 10/10/90; 8/19/09;
9/25/13; 5/24/17
Orig. Code(s): 1150; 1150.1; 1160.1

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 an existing written report or survey prepared by the administrative staff will make such a request to the Board chair. If there is interest to the total Board, copies will be available to each member. Requests for reports or information, which require additional expense to the district, must be submitted to the Board for consideration. An effort will be made to provide each Board member with the same basic information.

2. Requests for Legal Opinions

A request for 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 member of the public, the Board members will direct the staff, students, or members of the public to the appropriate complaint policy Board policy KL-Public Complaints. Such information is to be conveyed to the superintendent.

4. Board Member's Relationship to Administration

Individual Board members will be informed about the district's educational program. Board members are encouraged to visit schools or other facilities. When a Board member wishes to make a formal visit, such visitations will be by appointment made through the superintendent's office. 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 332.055](#)

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

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

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

Cross Reference(s):

BHD - Board Member Compensation and Expense Reimbursement

DFEA - Admissions to District Events



Code: **BBFB**
Adopted: 10/08/08
Revised/Readopted: 7/14/10; 9/25/13; 4/23/14;
8/13/14; 5/25/16
Orig. Code(s): BBFB

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 a member of the household. A Board member may still serve as a reference or provide a recommendation.

For the purpose 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 the 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.

Cross Reference(s):

BBFA - Board Member Ethics and Conflicts of Interest



Code: **BBF**
Adopted: 10/10/90
Revised/Readopted: 9/24/08; 4/28/10; 9/25/13
Orig. Code(s): BBF

Board Member Standards of Conduct

Individual Board members and the Board as a public entity must comply with ethics laws for public officials provided in state law.

Board members will treat other Board members, the superintendent, staff and the public with dignity and courtesy, and will provide an opportunity for all parties to be heard with due respect for their opinions.

Board members will recognize the superintendent as the executive officer to whom the Board has delegated administrative authority to establish regulations and oversee the implementation of Board policy.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member should clearly identify the opinions as personal.

A Board member will respect the privacy rights of individuals when dealing with confidential information gained through association with the district.

A Board member will keep information discussed in executive session confidential.

Individual Board members and the Board as a public entity subscribe to ethics laws for public officials provided in state law.

A Board member will utilize social media websites judiciously by not posting confidential information about students, staff or district business. Board members will treat fellow Board members, staff, students and the public with respect while posting to websites and will adhere to Oregon Public Meetings Laws when communicating with other Board members via websites or other electronic means.

END OF POLICY

Legal Reference(s):

[ORS 162.015 - 162.035](#)
[ORS 162.405 - 162.425](#)

[ORS 192.630](#)
[ORS 244.040](#)

[ORS 244.120](#)
[ORS 332.055](#)

Cross Reference(s):

BBFA - Board Member Ethics and Conflicts of Interest
GBI - Gifts and Solicitations



Code: **BBFA**
Adopted: 10/10/90
Revised/Readopted: 10/08/08; 7/14/10; 9/25/13;
4/23/14; 8/13/14; 5/25/16
Orig. Code(s): 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 him or herself, 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 Interests

“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 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.

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

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.

¹The term spouse include 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 attempt to use or use for personal gain any confidential information gained through his/her official position or association with the district. A Board member will respect the individual's 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 ethic laws for public official 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 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 the spouse³, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or the 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 benefits⁴ 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 or 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/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 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 of the 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.

³Ibid. p. 1

⁴Ibid. p. 1

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:

5. 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
6. 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.

7. Campaign contributions are not considered gifts under the ethics rules.
8. 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.
9. Information or program material, publications or subscriptions related to the recipient’s performance of official duties.
10. Contributions made to a legal expense trust fund if certain requirements are met.
11. 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: 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
 - 1) 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.



Code: **BD/BDA**
Adopted: 10/19/77
Revised/Readopted: 10/28/81; 10/10/90; 6/13/01;
4/28/10; 9/25/13; 4/12/17
Orig. Code(s): 1170; 1200; 1300; 1310; 1330;
1340

Board Meetings

“Meeting” means the convening of the Board as the district’s governing body to make a decision or to deliberate toward a decision on any matter. The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. 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 the district boundaries. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business.¹ No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation², age or national origin is practiced.

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

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

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

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

1. Regular, Special and Emergency Meetings

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

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

²As defined in ORS 174.100.

Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established each spring for the coming school year in order to allow Board members adequate time to plan personal schedules in conjunction with district commitments, but may be changed by the Board's officers in collaboration with the superintendent and with proper notice to the Board and the public. The purpose of each regular monthly meetings will be to conduct the regular Board business. The Board chair will conduct the meetings, or in his/her absence, the vice chair will conduct the meetings. If both are absent, the person with the longest period of service on the Board will conduct the meetings.

It will be the intent of the Board to make every attempt to adjourn no later than 10:00 p.m. If there are still items on the agenda, it will take a majority vote to adjourn the meeting and the remaining agenda items will be placed on the next meeting's agenda or a special meeting will be scheduled and noticed.

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 the 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.

3. Private or Social Meetings

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

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with the state law on public meetings, including notice and minutes. The Board may make official decisions during a work session.

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 332.040 to -332.061](#)
[ORS 433.835 to -433.875](#)

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

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

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

Americans with Disabilities Act Amendments Act of 2008.

OR. ATTY. GEN. Public Records and Meetings Manual (2014).

Cross Reference(s):

ACA - Americans with Disabilities Act

BDB - Special and Emergency Board Meetings

BDC - Executive Sessions



Code: **BDC**
Adopted: 10/19/77
Revised/Readopted: 10/10/90; 2/25/98; 9/25/13;
4/12/17
Orig. Code(s): 1330; 1330.3

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 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 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 school 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](#)