

CENTENNIAL SCHOOL DISTRICT 28JT
GOVERNING BOARD MEETING

Virtually via the Zoom App
Wednesday, November 14, 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 November 14, 2018
2. **INTRODUCTION OF GUESTS (Optional)**
3. **APPROVAL OF MINUTES**
 1. Board Meeting Minutes from October 24, 2018 2
4. **PUBLIC FORUM**
5. **REPORTS**
 1. Pleasant Valley Elementary School Report - Laura Nixon
 2. Student Representative's Report - Reyna Tapia-Herrera
 3. Superintendent's Report - Dr. Coakley
6. **CONFIRMATION ITEMS (Confirmed en masse)**
 1. **Site Council Minutes**
 1. Parklane Elementary School Site Council Minutes - Oct, 2018 30
 2. Patrick Lynch Site Council Minutes - September, 2018 32
 3. Pleasant Valley Site Council Minutes - October, 2018 35
 2. **Miscellaneous Items**
 3. **Financial Statements**
 4. **Enrollment Reports 37**
 5. **Human Resources**
 1. Approve Partial or Full Resignation of Extra Duty Assignments 43
 2. Approve Extra Duty Assignments for 2018-2019 School Year 44
 3. Approve Employment for the 2018-2019 School Year 45
 6. **Business/Operations**
 7. **Board Policies (Deletions/Legal Reference Changes Only)**
 8. **Student Services**
 9. **Student Travel**
7. **BOARD ACTION ITEMS**
 1. **OLD BUSINESS**
 2. **NEW BUSINESS**
 1. Consider Revised Policy GCBDC/GDBDC & AR Domestic Violence Policy & AR - James Owens 46
 2. Consider Revised Policy GCDA-GDDA & GCDA-GDDA R - Criminal Records Checks & Fingerprinting - James Owens 52
 3. Consider Revised Policy IICC-Volunteers - James Owens 61
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

October 24, 2018

REGULAR SESSION

The Centennial School District Governing Board met in regular session on Wednesday, October 24, 2018, in the Centennial Middle School library, 17650 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 and Claudia Andrews. Director Ronald “Jess” Hardin was absent.

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
Rise’ Hawley.....	Principal, Centennial Middle School
Sonja Nelson Carranza	Vice-Principal, Centennial Middle School
Carol Fenstermacher	Community Engagement Coordinator
Reyna Tapia Herrera.....	Student Representative
Pamela Jordan	Recording Secretary

OFFICIAL BUSINESS

1.1 Adoption of Agenda for October 10, 2018

Director Butenschoen moved and Director Etherly seconded a motion to adopt the agenda for October 24, 2018. The motion was approved by: Directors Hardin, Andrews, Butenschoen, Boettcher, Etherly, Vice-Chair Clark and Chair Shields.

2.0 INTRODUCTION OF GUESTS (Optional)

2.1

Dr. Coakley introduced Rita Ramstad. She is the Oregon Association of School Libraries District Library Teacher of the Year. She shared concerns about CSD libraries. She also commented on the importance of proper staff-to-student ratios regarding librarians to students. She also shared studies and data around how strong libraries impact student learning. Chair Shields congratulated Ms. Ramstad on receiving her award, and thanked her for her comments regarding the importance of libraries and teacher librarians.

2.2

3.0 APPROVAL OF MINUTES

3.1 Board Meeting Minutes of October 10, 2018

Director Boettcher moved and Director Butenschoen seconded a motion to adopt the minutes for October 10, 2018. The motion was approved by: Directors Hardin, Andrews, Butenschoen, Boettcher, Etherly, Vice-Chair Clark and Chair Shields.

4.0 PUBLIC FORUM

There were no comments from the public at this meeting.

REPORTS

5.1 Student Representative's Report – Reyna Tapia-Herrera

Ms. Tapia-Herrera gave the win-loss records of the high school's varsity teams. Both Boys' and Girls Soccer are going to playoffs. CHS held its annual Eagle Expo Thursday, October 18th, which is a showcase of activities and classes at the high school. Food for Families, a student-created and run community food pantry, distributed food October 10th. The pantry is open on the second and fourth Wednesday of each month. CHS is also preparing for its Fall Play, *Shakespeare in Hollywood*, which will open in November 1st and run through the 10th. The CHS Talent Show on November 15th. The school's recognition assembly is November 13th.

5.2 Superintendent's Report – Dr. Paul Coakley

Dr. Coakley told the board about CSD's participation in All Hands Raised annual event, Principal for almost a Day last week. PFAD gives community members the opportunity to shadow principals and participate in some of the duties principals perform every day. Superintendent Coakley's guests were Mike Golub, President of Business for the Portland Timbers and Whitney Grubbs, Executive Director of the Chalkboard Project. Dr. Coakley also came to Centennial Middle School where Principal Hawley was shadowed by Maurice King, Director of Global Sales with Nike, and Michelle Reynolds, Program Officer with the Miller Foundation. He said all of the guests he interacted with had very positive feedback about the district. Those who were at the middle school sat in on a math class, watched a band practice and walked the halls. They shared with Principal Hawley and Dr. Coakley said they liked the school's culture and were very impressed with the overall feeling of the school.

Superintendent Coakley updated the board on CSD's facilities needs assessment process. DLR, the company performing the needs assessment started holding listening sessions today with staff members. DLR representatives will then attend staff meetings at every school to gather information regarding facilities needs from those who work in the buildings. Following those meetings, there will be a community forum at CHS on December 11th.

Dr. Coakley also gave an update on efforts taking place around possible later start times for CSD. The Transportation Department brought forward several options for later times that work within the district's current budget and current capacity for transporting students. A Start Times Committee has been identified, and committee meeting dates have been selected. Those dates are on the district's web site and are open to the public.

The Superintendent said as part of this process, a community-wide survey will be presented allowing the opportunity for feedback from all stakeholders. He also stated that Kristen Miles from the Oregon School Boards Association will facilitate community meetings on possible later start times. After reviewing the survey's results and facilitating community meetings, Ms. Miles will present her findings and recommendations to the Board sometime in January.

Multnomah County is holding a Legislative Summit at Gresham City Hall, December 10th. The event will be hosted by the Gresham-Barlow School District. All Multnomah County school board members and area legislators are invited to the event. Organizers of the event are also looking for two CSD board members to be a part of the group that is planning the meeting. K-12 funding and advocating for the Quality Education Model - \$10 billion - is a starting point for adequate school funding statewide.

Superintendent Coakley reminded Board members about the 72nd Annual Oregon School Boards Association Convention starting November 8th – 11th. Those who are interested in attending should contact the district's Board Secretary who will make sure they are registered.

Director Boettcher asked a question about an item in section 6.0 later in the meeting regarding CHS Site Council minutes. Specifically he wants to know about a comment regarding the district's strategic plan – Destination 2023 and student engagement in equity. He would like to see a culture that is immediately recognizable to anyone who enters the building that equity is integrated into the fabric of the school's culture. Director Boettcher then asked Miss Tapia-Herrera to share her thoughts on equity activities at the

high school. Miss Tapia-Herrera said there is a disconnect between how these efforts are perceived outside the high school and how they are actually implemented. She also talked about needs students have on the ground and their lived experiences compared to the Board's efforts to meet students' true needs.

Dr. Coakley pointed out that the process surrounding later start times grew out student feedback regarding chronic absenteeism and data students gathered showing how later start times could positively impact the issue. He also discussed other efforts taking place at the high school that he has personally participated in regarding race, ethnicity and inclusion. He added that efforts around equity will look different in each building within the district.

Miss Tapia-Herrera stated that efforts around later start times and improving graduation rates are good, but do not appear to help students on the ground with their day to day school experiences. She specifically mentioned students who work until midnight to help support their families who and then receiving truancy cards.

Chair Shields stated she appreciated Miss Tapia-Herrera's comments. She asked Miss Tapia-Herrera to be persistent in challenging the Board to provide students with what they really need.

Centennial Middle School Report – Rise' Hawley, Principal

Director Andrews introduced Mrs. Hawley and complimented her on her enthusiasm and passion for her work. She spoke of Mrs. Hawley's six years at the middle school and 40+ years of experience in education,

Mrs. Hawley stated that her exceptional teachers and staff deserve credit for the important work and successes taking place at her school every day. She then asked the CMS school teachers and staff who were in attendance to introduce themselves.

She also thanked the Board for their dedication to the Centennial School District.

Mrs. Hawley then presented a 30 minute, highly detailed PowerPoint presentation about her school, its demographics, student learning, its culture, its teachers and their collaborative professional development efforts and the school's needs going forward (presentation included with meeting minutes). Mrs. Hawley was assisted in this presentation by Sonia Nelson Carranza, CMS Assistant Principal. CMS math teachers also shared their experiences, and emphasized how they work together to exchange information and feedback on lessons and teaching techniques. This collaboration has had a positive impact on student learning.

Near the end of her presentation, Mrs. Hawley advocated for a 6th through 8th grade middle school as opposed to the current 7th through 8th grade school.

Director Boettcher and Butenschoen asked clarifying questions and spoke to the importance a sense of belonging students need to feel during middle school. That sense of belonging is something Mrs. Hawley touched on. She also discussed the addition of classes and programs that could foster a greater sense of belonging among students at the middle school.

Director Andrews was very appreciative of Mrs. Hawley's presentation and very complimentary.

Dr. Coakley emphasized the need for people from the middle school to join the facilities committee. He said her input and feedback will inform the community on district needs and have an influence on the bond and support for it from the community.

Chair Shields thanked Mrs. Hawley and CMS staff who spent time after work hours to attend the meeting.

(CMS report supporting documents included with meeting minutes.)

6.0 CONFIRMATION ITEMS

Chair Shields asked if there were any items within section 6.0 that needed to be flagged for further discussion before the vote to approve the Confirmation Items in masse.

Director Andrews asked clarifying questions around 6.3.1 – Financial Statements. She inquired if in section the board would be approving the June, July, August and September 2018 financial statements. Chair Shields said all four statements would be approved. She also emphasized that it be specifically recorded that four financial statements were being approved. She also instructed Board members to speak with Mr. Lecuyer if they have additional questions regarding the financial statements.

Director Boettcher asked questions regarding the two trips in section 6.9 – Student Travel. Dr. Coakley suggested that the trips be brought before the Board at a later meeting due to questions regarding the ratio of students to chaperones on the trips. Chair Shields stated that those items would be removed.

Director Boettcher moved and Director Butenschoen seconded a motion to approve Confirmation Items 6.1 through 6.8. The motion was approved by: Directors Butenschoen, Etherly, Andrews, Hardin, Boettcher, Vice-Chair Clark and Chair Shields.

7.0 BOARD ACTION ITEMS

7.1 OLD BUSINESS

7.1.1 Second Reading of Revised Policy – JHFF – Reporting Requirements Regarding Sexual Conduct with Students - James Owens

Mr. Owens stated that changes to the policy bring the language in line with state law and ESSA requirements. Mr. Owens told the board that he had reached out to OSBA regarding questions the Board asked at a previous meeting regarding the definition of the words “contractor” and “agent” which were added to the policy. OSBA stated that they do not have definitions for those words, but will be ask that the definitions be added during the 2019 legislative session, so a contractor working on a building and a contractor at a charter school working for the district would both fall under the language in the updated policy.

Mr. Owens also shared that OSBA said language around substantiation of reported sexual conduct with a student is directly from state statute, and that OSBA strongly recommends that the language is not modified.

Mr. Owens also addressed questions around the policy’s cross-referencing with policy JAFE – Reporting of Suspected Abuse of a Child. He stated that school district employees are mandatory reporters so the relationship of the suspected abuser to the district is not relevant. OSBA felt that Changing the language in that specific way would not be appropriate, so Mr. Owens recommended that the policy be approved as written.

Chair Shields asked that regardless of the fact that the legislative language doesn’t make much sense or is not well defined that the board needs to move forward with the policy?

Mr. Owens stated “correct.”

Vice-Chair Clark moved and Director Andrews seconded a motion to approve policy JHFF. The motion was approved by Directors Etherly, Andrews, Boettcher, Vice-Chair Clark and Chair Shields. Director Butenschoen voted no.

7.3 NEW BUSINESS

7.3.1 Consider Revised Policy – JECA – Admission of Resident Student – Angela Hubbs & Denise Wright

Mrs. Hubbs stated that this is another policy that was revised in light of Senate Bill 1522, that fall under the purview of Mrs. Hubbs and the curriculum department, but most of the changes to language reflect changes in the student services department. The senate bill updated statutes to ensure that students who have received a modified diploma can continue receiving transition services through the age of 21, and allows the district to continue receiving funds from the state to continue providing the services. The adoption of this revised policy is highly recommended by OSBA.

Director Butenschoen, Andrews and Vice-Chair Clark asked questions regarding the quality of the print and how it impacted the ability to read the document. They also commented on typos within the document (which was provided by OSBA).

Director Boettcher asked clarifying questions regarding who is responsible for the decision to allow a student to return to school and receive services. Mrs. Wright gave detailed answers regarding the type of student who would be eligible for school services under this policy, and the government entities that would be involved in the students' placement in the district.

Director Butenschoen moved and Director Boettcher seconded a motion to approve policy JEFF. The motion was approved by Directors Butenschoen, Etherly, Andrews, Boettcher, Vice-Chair Clark and Chair Shields.

7.3.2. Consider Revised Policy – JHCD/JHCDA-AR – Medications – Denise Wright

Mrs. Wright pointed out to the board that there is only one word added to this policy. The word is *state*. Adoption of the policy is required by the state, so Mrs. Wright asks that it be adopted as written.

Director Boettcher stated he could not make sense of the policy without the addition of a number of commas.

Director Butenschoen moved and Vice-Chair Clark seconded a motion to approve policy JHCD/JACDA-AR. The motion was approved by Directors Butenschoen, Etherly, Andrews, Boettcher, Vice-Chair Clark and Chair Shields.

7.3.3. Consider Revised Policy – JBA/GBN – Sexual Harassment – Dr. Coakley

Dr. Coakley stated language in this policy was revised to reflect House Bill 4150 which protects students around sexual harassment. One of the main changes is the adding of the words *staff member* instead of employee throughout the policy. Superintendent Coakley added that there were questions around properties adjacent to the school grounds. The policy expands the area around schools where sexual harassment might take place but would still fall under the districts purview. Dr. Coakley stated that the mandatory reporter law requiring district employees to report harassment would apply regardless of location.

Chair Shields clarified that a student could not cross the road from school grounds and shout obscenities or harass in some other way and think could get away with it, because the student would be adjacent to school grounds.

Director Boettcher asked questions around students discussing their own sexuality, and if those students could be in violation of this policy. Superintendent Coakley pointed out that the language in question was not part of the revised language in the policy before the board.

Vice-Chair Clark said she believes the policy as written has nothing to do with discussing ones' own sexuality, but discussions of specific sexual acts and making others uncomfortable.

Superintendent Coakley stated that OSBA wanted to keep the policy as broad as possible.

Chair Shields said she was troubled by the way it reads and how it could be interpreted. She also stated that it helps to have a discussion around the meaning of the policy, but it serves no purpose to add examples or language to clarify the meaning of the policy.

Director Butenschoen and Vice-Chair Clark seconded to approve policy JBA/GBN. The motion was approved by Directors Butenschoen, Etherly, Andrews, Vice-Chair Clark and Chair Shields. Director Boettcher voted no.

8.0 FUTURE AGENDA ITEMS

Dr. Coakley stated that Pleasant Valley Elementary School's principal, Laura Nixon, would bring forward a report on her school. There will also be a student report and a superintendent's report. The cabinet will also identify policies to bring before the board at the next meeting.

9.0 MOTION TO ADJOURN

Chair Shields adjourned the meeting at 8:49 p.m.

Chair of the Governing Board

Recording Secretary

Next Regular Board Meeting: November 14, 2018



Centennial Middle School- A Learning Community ⁸

Presentation to the Board of Education

Good News!



© Can Stock Photo - csp13060871

- Add back of Second Counselor
- Addition of Careers Elective (M98)
- REAP (Reaching and Empowering All People) M98
- TechSmart Grant
 - Chrome carts for all team teachers
 - Addition of STEM coach
 - Professional Development for Project Based Learning
 - Teachers in Cohort 1 planning two PBLs
- New Projectors and Doc. Cameras
- Multnomah County Mental Health- increase from 1.5 - 2.5
- Plan to install secure entrance

The WHAT, the WHY, and our HOPES



Our Mission

Cultivating Minds for Success

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Our Vision

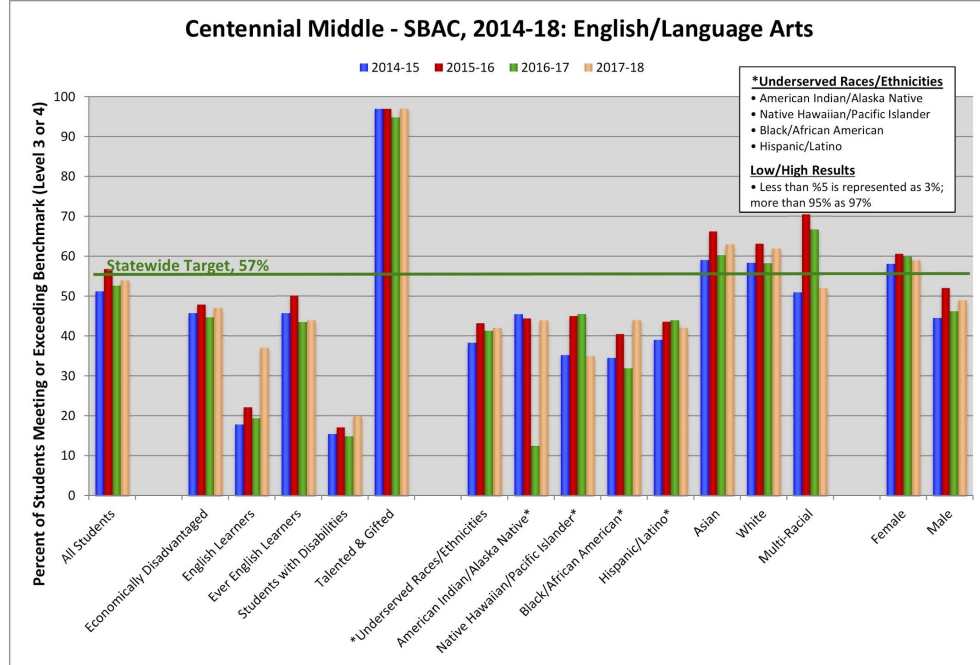
The mission of Centennial Middle School is to empower and inspire all students to apply the knowledge, skills, and attitudes necessary to become curious learners, creative problem solvers, to achieve personal success, and to become caring contributors to society.

CMS Demographic Trends



	14-15	15-16	16-17	17-18	18-19
Enrollment	962	914	928	948	905
F&R	68%	70%	66%	66%	55%
EL	15%	8%	8%	9%	12%
Non-white	50%	54%	56%	57%	59%
Hispanic	27%	27%	27%	28%	31%
Special Education	16%	13%	12%	15%	15%

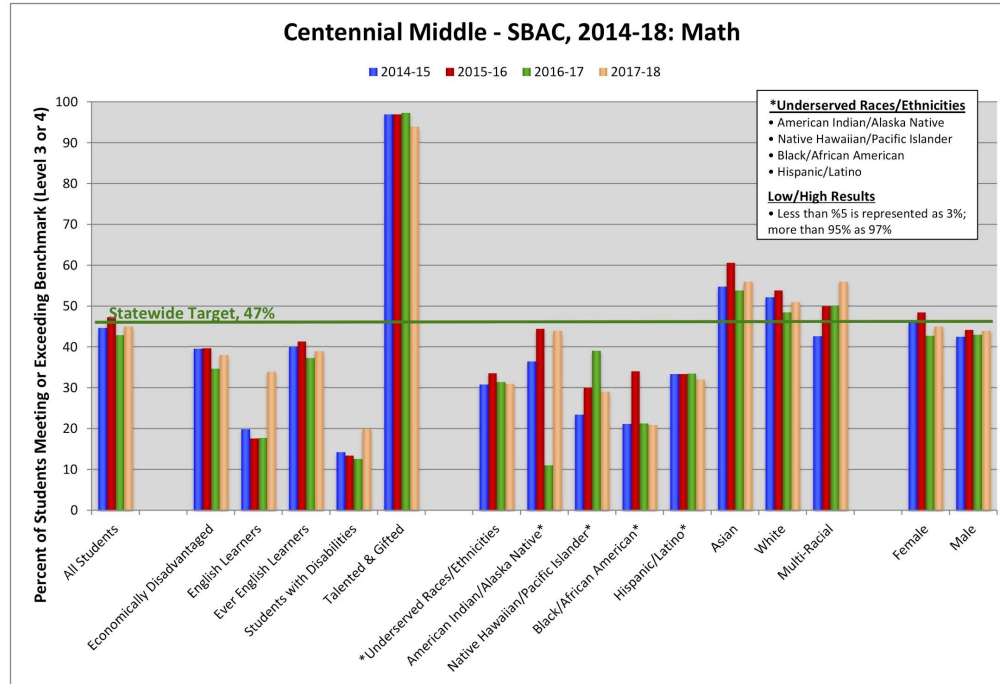
SBAC 2014-2018 ELA by subgroups



State Report Card

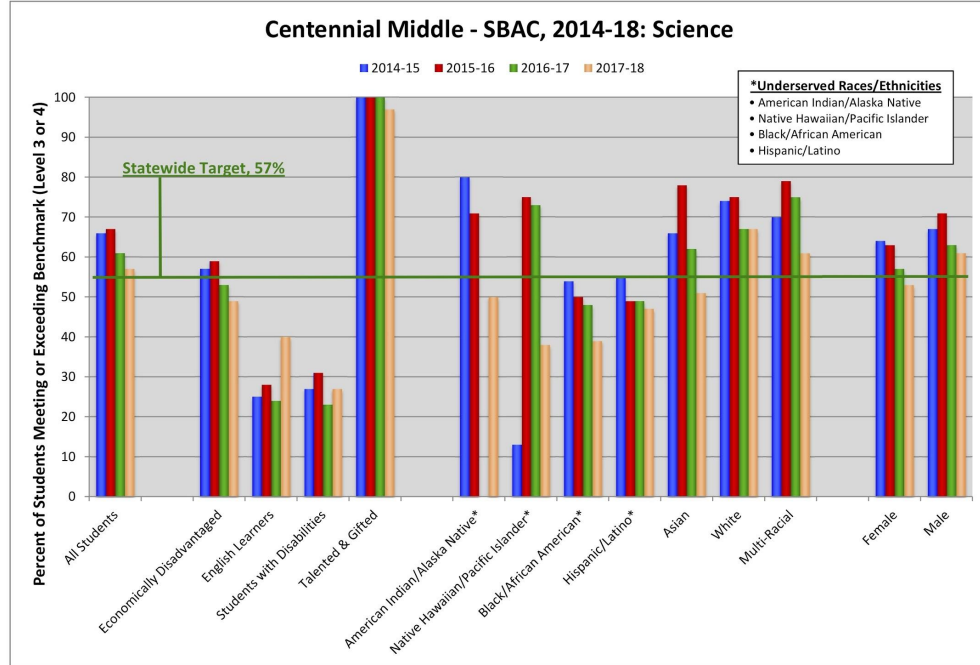
Student Group	ELA Achievement	ELA Growth
All students	3	4
Econ. Disadvan.	2	4
English Learners	2	4
Students with Disabilities	2	3
Underserved Race/Ethnicity	2	4
American Indian/ Alaska Native	2	4
Native Hawaiian/ Pacific Islander	2	2
Black/African American	2	3
Hispanic/Latino	2	4
Asian	3	5
White	3	4
Multi-Racial	3	5

SBAC 2014-2018 Math by subgroups



State Report Card

Student Group	Math Achievement	Math Growth
All students	3	5
Econ. Disadvan.	2	5
English Learners	2	5
Students with Disabilities	2	4
Underserved Race/Ethnicity	2	5
American Indian/ Alaska Native	2	5
Native Hawaiian/ Pacific Islander	2	5
Black/African American	2	3
Hispanic/Latino	2	5
Asian	3	5
White	3	5
Multi-Racial	3	5



Student Focused Teaching and Learning



Schoolwide Goal #1: Staff will use high-impact evidence-based instructional practices with an emphasis on literacy:

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Strategies:

- **ELA, SS, Science, Health:** Writing Arguments to Support Claims; Research-based literacy strategies
- **Math:** Facilitate Meaningful Math Discourse
- **All contents:** Question and discussion techniques
- Staff will participate in learning opportunities designed to increase skills and supports to deliver effective instruction that is relevant and responsive for all students

Healthy Culture and Climate



Schoolwide Goal #2: To increase student engagement and learning:

Strategies:

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- Intentional actions to create and sustain a school environment that students WANT to engage in
- Culturally responsive teaching
- Engage students in the school community
- Effective use of Social Emotional Learning (SEL) approaches and Restorative Practices
- Ongoing community building and grounding activities/lessons to increase a sense of belonging and community
- Advisor Lessons related to core values: Perseverance, Respect, Integrity, Determination, Equity.

Effective Systems & Programs

"Every child deserves a champion: an adult who will never give up on them, who understands the power of connection and insists they become the best they can possibly be."

- Rita Pierson, Educator



Schoolwide Goal #3: Refine and implement a clear and consistent, culturally responsive MTSS (Multi Tiered System of Support) that uses data to support a healthy climate and culture for students and staff.

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Strategies:

- Behavior: Sound classroom management practices that encourage student engagement and impact student learning
- Academics: PLC Data cycles
- Attendance: SART Meetings to review data, monitor impact of interventions

Process: Kid Talks (Behavior, Academics, Attendance) Review EWS (Early Warning Signs) data to implement and monitor interventions

Community and Partnerships



Schoolwide Goal #4: Develop a comprehensive, multi-faceted communication plan to increase community engagement:

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Strategies:

- Send Monthly Newsletter
- Continue and increase partnerships that support core programming and processes to increase access and supports for all students and families
- Encourage increased use of communication Apps like *Remind*
- Positive parent calls and emails

The WHY and our HOPES

★ Every student counts

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HOPES

- ★ Increase opportunities for our students by restoring:
 - Full time band position (schedule options and balanced teams)
 - Electives (art, language, culinary arts, computer science, etc.)
 - Athletics (Sense of belonging, school spirit, building community)
 - A second Assistant Principal (timely and responsive support of staff and students)

★ **6-8 Middle School**

“Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do.” -Pele



Centennial High

School

School Board Report

FOOTBALL

Record:

3-5

Previous Game: L 26-40

Vs Sandy

**Next Game: Friday,
October 26**

Vs David Douglas

SOCCKER

BOYS:

Record: 7-4-4

**Previous game: T 2-2 vs
Gresham**

**Next game: Saturday,
October 27 vs Lake
Oswego PO**

GIRLS:

Record: 7-6-1

**Previous game: W 7-0 vs
Gresham**

**Next game: Saturday,
October 27 vs West Linn
PO**

VOLLEYBALL

Record: 2-16

Previous Game: L 0-3 vs

Barlow

Next game: N/A

CROSS COUNTRY

**Mt. Hood Conference Championship
(Invitational)**

Results: Coming soon in November!

Fall Play

Ken Ludwig's 'Shakespeare in Hollywood'

Opening Night: November 1, 2018 @8pm

Other Showings: November 3, 8, & 10, 2018 @7pm

Other Events

Talent Show: November 15 in auditorium from 6-8pm

Assembly (Fall Recognition): November 13 @8:27 am - 9:27 am

No School: November 1-2 due to conferences

Parklane Elementary School Site Council Minutes

Date: 11/01/18

Members:

X	Jorge Meza, Principal	X	Gayle Sideris, Assistant Principal	X	Norma Mardini, Spanish Liaison
	Teacher	X	Andrew, SUN School		
	Roxie Sprick, Parent		Parent		
X	Jenny Lucas, Coach		TOSA		
X	Brian Odom, REAP		Teacher		

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X - Present/A - Absent

TOPIC	INFORMATION/DISCUSSION	CONCLUSION/DECISIONS
PTO Information	We did not have a PTO representative at our meeting today.	Move to next meeting
DEPAVE Project	We can have a service who will remove some of our blacktop and replace it with natural features through donations.	We will need to follow up with PTO about our status with this project.

REAP	<p>Sock Drive - REAP is collecting socks for the Hanson shelter. October 15-November 30 New socks only</p>	<p>Brian will arrange for a barrel or container to be placed by the front office with signage</p>
SUN -	<p>Homework Club - Kids are reporting that they don't have homework</p>	<p>Follow up with teachers: Jorge will send out a reminder of the Homework Policy Jenny will make sure that Brian and Andrew have a copy of the Homework Policy</p>
CAP Review/ Leadership team	<p>Community Engagement Goal Attendance at the Night Events</p>	<p>Will complete at next meeting with a larger group.</p>
Agenda for Next Meeting -	<p>DePave Community Engagement Goal PTO Updates Follow up with SUN Homework Club</p>	<p>December 6th</p>
Other		

Patrick Lynch Site Council

Running Meeting Notes

September 27, 2018 2:45-3:30 Library	Topic	Notes
Introductions	Jeff Cerveny - admin Caroline Curry - parent Shalon Dittler - parent Kim West - classified Joan Callaghan - licensed	
Purpose	Review completed comprehensive achievement plan	
CAP	The team reviewed the school priorities in ELA, Math, and Effective Systems and Programs related to Multi-tiered systems of support	<p>Team discussed school-wide attendance focus, community support for improving student attendance, home visits, parent outreach and parent communication.</p> <p>Team discussed attendance rewards and recognition.</p> <p>Team discussed district-wide attendance grant</p> <p>Team reviewed multi-tiered systems of support</p>
Title	Team discussed the school Title program and the budgetary items as they relate to the school comprehensive achievement plan.	<p>>Team discussed licensed staff funding</p> <p>>Team discussed community partnerships supporting reading growth</p> <p>>Team discussed the parent compact</p>
Safety	Team discussed crossing guard support	

September 27, 2018 2:45-3:30 Library	Topic	Notes
Introductions	Jeff Cerveny - admin Caroline Curry - parent Jenn Gallagher - parent Shalon - parent Kim West - classified Stephanie Cereghino - licensed	
Purpose	Provide input and ideas around the comprehensive achievement plan (CAP)	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.
CAP	<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 home 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>

Professional Development	6 - ½ day release for staff to work on instructional development. Title 1 Funds for substitutes	
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

Pleasant Valley Elementary School Site Council Minutes

Date: 10/25/18

Members:

X	Laura Nixon, Principal	X	Todd Saks, Teacher	X	Penny Close, Support Staff
X	Lori Bigler, Teacher			X	Amanda Grover, Parent
	Jerry Ray, Parent	X	Rob Brown, Parent	X	Jenni Ray, Parent
X	Jenn Stoddard, coach	X	Allison Schefers, TOSA	X	Jamie Reddy, teacher
X	Dwayne Odoms, Teacher	X	Kennedy Morgana, teacher		

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X - Present/A - Absent

TOPIC	INFORMATION/DISCUSSION	CONCLUSION/DECISIONS
Building Leave	We use building leave each month to send Dwayne Odoms to the district Equity/MTSS meetings. Kennedy Morgana is covered by a grant, the team consists of Kennedy, Dwayne and Laura Nixon	Approved
SIP Review Leadership team PET	Equity/ Leadership team created a program evaluation tool (PET) to determine the purpose and processes for the team this year.	We reviewed the PET so that we all had a clear understanding of the purpose of the Team and the data we are using to drive PD decisions this year. PV leadership team PET

<p>Agenda for Next Staff Meeting - 10/30/18</p>	<p>CRTP - Series of PD to deepen our understanding of culturally responsive teaching practices.</p>	<p>Equity team planned the next staff meeting around Culturally Responsive Teaching Practices to further develop our understanding of the concept, and how we are culturally responsive in teaching and learning at PV. (Oct. 30, 2018)</p>
<p>Other</p>	<p>Work sessions - PD planning</p> <ul style="list-style-type: none"> ● math ● literacy ● Equity <p>Parents chose one session to sit in on and offered their perspective and voice.</p>	<ul style="list-style-type: none"> ● Math group reported that the PD they are developing will focus on Number Talks and student dialogue ● Literacy group reported that the PD will focus on effectively interpreting and using Dibels data to inform instruction. As well as guiding teachers in Academic Conversations to improve teaching and learning. ● Equity team reported that the PD would continue to support teachers in our understanding of being culturally responsive with students and families.

**CENTENNIAL SCHOOL DISTRICT
STUDENT COUNT 2018-2019**

October 1, 2018

	Powell										Alternative Placements	TOTAL	Avg Class
	PATRICK	Butte	BC	PL	OE	MEA	PV	CMS	CPS	CHS			
Kindergarten	60	75	73	58	43	52	53					414	
Loads	20	25	24	19	22	26	27						23.24
Teachers	3	3	3	3	2	2	2					18	
Grade 1	69	82	77	67	48	50	44					437	
Loads	23	27	26	22	24	25	15						23.14
Teachers	3	3	3	3	2	2	3					19	
Grade 2	73	90	89	57	70	58	61					498	
Loads	24	30	30	29	23	29	31						27.90
Teachers	3	3	3	2	3	2	2					18	
Grade 3	59	88	85	46	45	49	56					428	
Loads	30	29	28	23	23	25	28						26.45
Teachers	2	3	3	2	2	2	2					16	
Grade 4	84	65	76	50	73	60	48					456	
Loads	28	33	25	25	24	30	24						27.02
Teachers	3	2	3	2	3	2	2					17	
Grade 5	70	81	91	57	57	86	71					513	
Loads	35	27	30	29	29	29	36						30.50
Teacher	2	3	3	2	2	3	2					17	
Grade 6	70	76	70	52	47	66	75					456	
Loads	23	25	35	26	24	33	25						27.31
Teachers	3	3	2	2	2	2	3					17	
Subtotal Elementary	485	557	561	387	383	421	408					3,202	
Average Class Size (1)	23.95	25.98	26.63	22.81	22.59	26.33	23.84					24.55	
Grade 7								447				447	
Grade 8								458				458	
Teachers								37				37	
Subtotal Middle School								905				905	
Average Class Size (1)								28.16				28.16	
Grade 9									11	485		496	
Grade 10									19	440		459	
Grade 11									28	415		443	
Grade 12									47	414		461	
Teachers									9.5	63.5		73	
Subtotal HS								105	1,754			1,859	
Average Class Size (1)								11	29.71			29.7	
Alternative Placements:													
CPS Night School/Time Tracking									30			30	
Centennial Transition Center											42	42	
Rosemary Anderson (POIC)											54	54	
Open School											27	27	
Special Education			8	7					9		62	86	
Non Special Education											3	3	
Total Students	485	557	569	394	383	421	408	905	144	1,754	188	6,208	
Total Class Teachers	19	20	20	16	16	15	16.0	37	9.5	63.5	N/A	232	
Projected 2018-19	523	539	562	384	409	415	415	948	155	1,731	177	6,258	
Nominal Variance	-38	18	7	10	-26	6	-7	-43	-11	23	11	-50	
% Variance	-7.3%	3.3%	1.2%	2.6%	-6.4%	1.4%	-1.7%	-4.5%	-7.1%	1.3%	6.2%	-0.8%	
ENROLLED	14	0	2	0	1	15	3	3	26	32	2	98	
WITHDRAWN	0	0	1	0	3	5	5	8	13	20	4	59	

(1) Elementary schools - teacher count includes only classroom teachers and excludes specialists.

**CENTENNIAL SCHOOL DISTRICT
STUDENT COUNT 2018-2019**

	PATRICK	Powell Butte	BC	PL	OE	ME	PV	CMS	CPS	CHS	Alternative Placements	TOTAL
September	485	556	570	380	382	415	410	917	134	1,767	110	6,126
October	485	557	569	394	383	421	408	905	144	1,754	188	6,208
November												0
December												0
January												0
February												0
March												0
April												0
May												0
June												0
PROJECTED October 1, 2018	523	539	562	384	409	415	415	948	155	1,731	177	6,258

ENROLLMENT CHANGES

ACCUMULATIVE ENROLLED	14	0	2	0	1	15	3	3	26	32	2	98
ACCUMULATIVE WITHDRAWN	0	0	1	0	3	5	5	8	13	20	4	59

ENROLLMENT HISTORY (OCTOBER 1 ENROLLMENT)

2017/2018	523	539	562	384	409	415	415	948	155	1,731	177	6,258
2016/2017	506	505	572	364	452	435	404	928	168	1,799	205	6,338
2015/2016	533	516	561	388	426	508	412	914	141	1,834	154	6,387
2014/2015	452	519	543	420	401	506	421	962	141	1,813	153	6,331
2013/2014	415	519	540	412	400	528	454	1,005	134	1,785	146	6,338
2012/2013	402	495	579	413	380	495	479	1,013	117	1,786	103	6,262
2011/2012	444	488	623	406	393	457	495	993	135	1,880	108	6,422
2010/2011	458	531	604	402	420	490	560	968	137	1,903	165	6,638
2009/2010	488	575	533	502	385	520	566	1,024	133	1,835	162	6,723
2008/2009	510	536	521	507	396	530	540	1,089	135	1,866	194	6,824
2007/2008	491	558	496	521	393	531	547	1,003	135	1,834	162	6,671
2006/2007	473	597	532	506	402	523	524	1,008	65	1,886	215	6,731
2005/2006	494	465	595	506	390	533	546	1,028	59	1,819	220	6,655
2004/2005	482	451	520	541	397	483	579	1,021	60	1,851	198	6,583
2003/2004	479	447	490	521	390	487	562	971	69	1,842	213	6,471
2002/2003	591	569	0	622	463	576	590	981	70	1,793	203	6,458
2001/2002	590	586	0	595	455	538	594	1,010	66	1,738	214	6,386
2000/2001	538	567	0	607	448	569	567	950	56	1,712	212	6,226
1999/2000	512	582	0	578	428	566	578	932	52	1,696	207	6,131
1998/1999	519	571	0	617	424	542	568	894	57	1,697	190	6,079
1997/1998	523	559	0	607	447	516	591	926	49	1,616	152	5,986
1996/1997	511	574	0	581	450	526	599	930	88	1,564	96	5,919

Note: CPS Night School and Options included in Alternative Placement count prior to 9/7/2008.

CLASS SIZE ANALYSIS
Elementary Registration Count
October 1, 2018

	Kinder	First	Second	Third	Fourth	Fifth	Sixth	Total
PE	21	23	24	28	28	34	23	
	19	23	25	31	28	36	23	
	20	23	24		28		24	
PE Total	60	69	73	59	84	70	70	485

PB	25	27	29	29	33	26	27	
	25	28	31	29	32	28	24	
	25	27	30	30		27	25	
WE Total	75	82	90	88	65	81	76	557

BC	24	26	30	27	26	31	34	
	25	25	31	29	24	29	36	
	24	26	28	29	26	31		
Supported Ed		1	2	2	3			8
BC Total	73	78	91	87	79	91	70	569

PL	19	23	29	22	25	29	26	
	20	23	28	24	25	28	26	
	19	21						
Supported Ed							7	7
PL Total	58	67	57	46	50	57	59	394

OE	21	24	24	22	24	28	23	
	22	24	24	23	25	29	24	
			22		24			
OE Total	43	48	70	45	73	57	47	383

ME	26	24	28	25	31	28	33	
	26	26	30	24	29	29	33	
						29		
ME Total	52	50	58	49	60	86	66	421

PV	27	22	31	28	26	37	25	
	26	22	30	28	22	34	24	
							26	
PV Total	53	44	61	56	48	71	75	408

Total District	414	438	500	430	459	513	463	3,217
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**CENTENNIAL SCHOOL DISTRICT
STUDENT COUNT 2018-2019**

November 1, 2018

	Powell							Alternative			TOTAL	Avg Class	
	PATRICK	Butte	BCE	PL	OE	MEA	PV	CMS	CPS	CHS			Placements
Kindergarten	59	71	75	58	44	51	53					411	
Loads	20	24	25	19	22	26	27					18	23.10
Teachers	3	3	3	3	2	2	2						
Grade 1	67	82	77	65	50	51	44					436	
Loads	22	27	26	22	25	26	22					18	24.21
Teachers	3	3	3	3	2	2	2						
Grade 2	74	85	88	55	70	56	61					489	
Loads	25	28	29	28	23	28	31					18	27.38
Teachers	3	3	3	2	3	2	2						
Grade 3	59	85	86	46	45	50	58					429	
Loads	30	28	29	23	23	25	29					16	26.57
Teachers	2	3	3	2	2	2	2						
Grade 4	84	63	77	50	75	60	46					455	
Loads	28	32	26	25	25	30	23					17	26.88
Teachers	3	2	3	2	3	2	2						
Grade 5	69	79	91	55	58	86	71					509	
Loads	35	26	30	28	29	29	36					17	30.26
Teacher	2	3	3	2	2	3	2						
Grade 6	68	77	66	52	47	65	74					449	
Loads	23	26	33	26	24	33	25					17	26.86
Teachers	3	3	2	2	2	2	3						
Subtotal Elementary	480	542	560	381	389	419	407					3,178	
Average Class Size (1)	23.71	25.33	26.53	22.50	22.94	26.23	25.37						24.57
Grade 7								448				448	
Grade 8								460				460	
Teachers								37				37	
Subtotal Middle School								908				908	
Average Class Size (1)								28.2				28.16	
Grade 9									13	482		495	
Grade 10									22	444		466	
Grade 11									28	411		439	
Grade 12									42	408		450	
Teachers									9.5	63.5		73	
Subtotal HS									105	1,745		1,850	
Average Class Size (1)									11	29.7		29.7	
Alternative Placements:													
CPS Night School/Time Tracking									40			40	
Centennial Transition Center											42	42	
Rosemary Anderson (POIC)											38	38	
Open School											27	27	
Special Education			8	8					9		62	87	
Non Special Education											8	8	
Total Students	480	542	568	389	389	419	407	908	154	1,745	177	6,178	
Total Class Teachers	19	20	20	16	16	15	15	37	9.5	63.5	N/A	231	
Projected 2018-19	523	539	562	384	409	415	415	948	155	1,731	177	6,258	
Nominal Variance	-43	3	6	5	-20	4	-8	-40	-1	14	0	-80	
% Variance	-8.2%	0.6%	1.1%	1.3%	-4.9%	1.0%	-1.9%	-4.2%	-0.6%	0.8%	0.0%	-1.3%	
ENROLLED	1	4	7	8	7	6	6	11	35	34		119	
WITHDRAWN	6	19	6	7	1	4	7	8	25	43		126	

(1) Elementary schools - teacher count includes only classroom teachers and excludes specialists.

**CENTENNIAL SCHOOL DISTRICT
STUDENT COUNT 2018-2019**

	PE	Powell Butte	BC	PL	OE	ME	PV	CMS	CPS	CHS	Alternative Placements	TOTAL
September	485	556	570	380	382	415	410	917	134	1,767	110	6,126
October	485	557	569	394	383	421	408	905	144	1,754	188	6,208
November	480	542	568	389	389	419	407	908	154	1,745	177	6,178
December												0
January												0
February												0
March												0
April												0
May												0
June												0
PROJECTED October 1, 2018	523	539	562	384	409	415	415	948	155	1,731	177	6,258

ENROLLMENT CHANGES

ACCUMULATIVE ENROLLED	15	4	9	8	8	21	9	14	61	66	2	217
ACCUMULATIVE WITHDRAWN	6	19	7	7	4	9	12	16	38	63	4	185

ENROLLMENT HISTORY (OCTOBER 1 ENROLLMENT)

2017/2018	523	539	562	384	409	415	415	948	155	1,731	177	6,258
2016/2017	506	505	572	364	452	435	404	928	168	1,799	205	6,338
2015/2016	533	516	561	388	426	508	412	914	141	1,834	154	6,387
2014/2015	452	519	543	420	401	506	421	962	141	1,813	153	6,331
2013/2014	415	519	540	412	400	528	454	1,005	134	1,785	146	6,338
2012/2013	402	495	579	413	380	495	479	1,013	117	1,786	103	6,262
2011/2012	444	488	623	406	393	457	495	993	135	1,880	108	6,422
2010/2011	458	531	604	402	420	490	560	968	137	1,903	165	6,638
2009/2010	488	575	533	502	385	520	566	1,024	133	1,835	162	6,723
2008/2009	510	536	521	507	396	530	540	1,089	135	1,866	194	6,824
2007/2008	491	558	496	521	393	531	547	1,003	135	1,834	162	6,671
2006/2007	473	597	532	506	402	523	524	1,008	65	1,886	215	6,731
2005/2006	494	465	595	506	390	533	546	1,028	59	1,819	220	6,655
2004/2005	482	451	520	541	397	483	579	1,021	60	1,851	198	6,583
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2002/2003	591	569	0	622	463	576	590	981	70	1,793	203	6,458
2001/2002	590	586	0	595	455	538	594	1,010	66	1,738	214	6,386
2000/2001	538	567	0	607	448	569	567	950	56	1,712	212	6,226
1999/2000	512	582	0	578	428	566	578	932	52	1,696	207	6,131
1998/1999	519	571	0	617	424	542	568	894	57	1,697	190	6,079
1997/1998	523	559	0	607	447	516	591	926	49	1,616	152	5,986
1996/1997	511	574	0	581	450	526	599	930	88	1,564	96	5,919

CLASS SIZE ANALYSIS
Elementary Registration Count
November 1, 2018

	Kinder	First	Second	Third	Fourth	Fifth	Sixth	Total
PE	19	23	25	28	28	33	22	
	19	22	25	31	28	36	22	
	21	22	24		28		24	
PE Total	59	67	74	59	84	69	68	480

PB	22	27	29	28	31	26	27	
	25	28	28	28	32	27	25	
	24	27	28	29		26	25	
WE Total	71	82	85	85	63	79	77	542

BC	25	26	30	28	26	31	32	
	25	25	31	29	25	29	34	
	25	26	27	29	26	31		
Supported Ed		2	2	1	3			8
BC Total	75	79	90	87	80	91	66	568

PL	20	22	29	23	24	28	27	
	19	22	26	23	26	27	25	
	19	21						
Supported Ed							8	8
PL Total	58	65	55	46	50	55	60	389

OE	22	25	23	23	25	29	23	
	22	25	24	22	25	29	24	
			23		25			
OE Total	44	50	70	45	75	58	47	389

ME	25	25	27	25	30	28	33	
	26	26	29	25	30	29	32	
						29		
ME Total	51	51	56	50	60	86	65	419

PV	27	22	31	29	25	37	25	
	26	22	30	29	21	34	24	
							25	
PV Total	53	44	61	58	46	71	74	407

Total District	411	438	491	430	458	509	457	3,194
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**CENTENNIAL SCHOOL DISTRICT
18135 SE Brooklyn Street
Portland OR 97236
503-760-7990**

CONFIRMATION

TO: Board of Directors
DATE: November 14, 2018
SUBJECT: **Approve Resignation or Partial Resignation of Extra Duty Assignment**

The employees listed below have resigned or partially resigned from their extra duty assignment as listed below at the end of the 2017-2018 school year.

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>STEP</u>	<u>ACTUAL SALARY</u>
<u>CENTENNIAL HIGH SCHOOL</u>			
Christie, Kevin	Assistant Girls Basketball Coach (50% Stipend)	3	\$2343
Harris, Derrick	Assistant Boys Basketball Coach	2	\$4473
Matthews, Roger	Head Wrestling Coach (50% Stipend)	3	\$3408
<u>CENTENNIAL MIDDLE SCHOOL</u>			
Oakland, Lisa	Assistant Track Coach	3	\$2982

It is recommended that the board approve the resignations from an extra duty assignment as listed above at the end of the 2017-2018 school year.

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

CONFIRMATION

To: Board of Directors
Date: November 14, 2018
RE: **Approve Extra Duty Assignments for 2018-2019 School Year**

The positions listed below have been established for the Centennial School District for the 2018-2019 school year.

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>STEP</u>	<u>ACTUAL SALARY</u>
<u>BUTLER CREEK ELEMENTARY</u>			
Macke, Bridgette	School Testing Coordinator	1	\$768.30
<u>CENTENNIAL HIGH SCHOOL</u>			
Anderson, Emily	Assistant Girls Basketball Coach (50% of Stipend)	2	\$2236.50
Lee, Tatzu	Assistant Girls Wrestling Coach	1	\$4260
Schneider, Ehren	Head Boys Wrestling Coach (50% of Stipend)	1	\$3195

It is recommended that the Board approve the extra duty assignments as listed above for the 2018-2019 school year.

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

CONFIRMATION

To: Board of Directors
Date: November 14, 2018
RE: **Approve Employment for the 2018-2019 School Year**

The following licensed staff members have been offered an employment contract to fill vacant positions within the Centennial School District for the 2018-2019 school year.

Name	Position (FTE)	Degree/University	Experience	
			Yrs.	District
<u>PATRICK LYNCH ELEMENTARY</u>				
Terrones, Louis	Teacher – Learning Specialist 1.00 FTE	MA/Cal State University	2	Battleground SD, WA
			4	Riverside SD, CO
			9	Portland Public SD, OR
<u>MEADOWS ELEMENTARY</u>				
Allison, Rex	Teacher – School Psychologist 0.50 FTE	MA/Ohio State University	2	Bend LaPine SD, OR
			2	Rochester Public SD, MN
			3	Columbus Public SD, OH

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

**CENTENNIAL SCHOOL DISTRICT
18135 SE Brooklyn Street
Portland OR 97236
503-760-7990**

New Business

TO: Board of Directors

DATE: November 14, 2018

SUBJECT: Consider Revised Policy & AR GCBDC/GDBDC Domestic Violence

This policy and administrative regulation (AR) are being updated to more accurately reflect the language in ORS 659A.285 (Leave for Victims of Domestic Violence, Harassment, Sexual Assault or Stalking).

Approval of this policy and AR are highly recommended



Code: GCBDC/GDBDC
Adopted: 4/23/08
Readopted: 4/09/14
Orig. Code(s): GCBDC/GDBDC

Domestic Violence/Harassment/Sexual Assault/Stalking Leave

Definitions

1. ~~“Eligible employee” means an employee who is a victim of domestic violence, harassment, sexual assault, or stalking or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, or stalking.~~
2. “Covered employer” means an employer who employs six or more individuals in the state of Oregon for each working day through each of 20 or more calendar workweeks in the year in which the eligible employee takes leave to address domestic violence, harassment, sexual assault or stalking, or in the year immediately preceding the year in which an eligible employee takes leave for domestic violence, harassment, sexual assault or stalking.
3. “Eligible employee” means an employee who is a victim of domestic violence, harassment, sexual assault or stalking or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault or stalking.
4. “Protective order” means an order authorized by Oregon Revised Statute (ORS) 30.866, 170.095(1)(c), 107.700 ~~to~~ - 107.735, 124.005 ~~to~~ - 124.040; or 163.730 ~~to~~ - 163.750 or any other order that restrains an individual from contact with an eligible employee or the employee’s minor child or dependent.
5. “Victim of domestic violence” means an individual who has been a victim of abuse as defined by ORS 107.705, or any other individual designated as a victim of domestic violence by rule adopted under ORS 659A.805.
6. “Victim of harassment” means an individual against whom harassment has been committed as describe in ORS 166.805~~065~~ and any other individual designated as a victim of harassment by rule adopted under ORS 659A.805.
7. “Victim of sexual assault” means an individual against whom a sexual offense has been committed as described in ORS 163.467 or 163.525, or any other individual designated as a victim of sexual assault by rule adopted under ORS 659A.805.
8. “Victim of stalking” means an individual against whom stalking has been committed as described in ORS 163.732; or an individual designated as a victim of stalking by rule adopted under ORS 695A.805; or an individual who has obtained a court’s stalking protective order or a temporary court’s stalking protective order under ORS 30.866.

9. "Victim service provider" means prosecutor-based victims assistance program or a nonprofit program offering safety planning, counseling, support, or advocacy related to domestic violence, harassment, sexual assault or stalking.

The district (covered employer) shall allow an (eligible) employee to take reasonable ~~unpaid~~ leave for any of the following reasons:

1. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault; or stalking;
2. To seek medical treatment for or to recover from injuries caused by domestic violence, ~~or~~ sexual assault to, ~~or~~ harassment or stalking of the eligible employee or the employee's minor child or dependent;
3. To obtain or assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault; or stalking;
4. To obtain services from a victims services provider for the eligible employee or the employees minor child or dependent;
5. To relocate or take steps to secure an existing home to ensure health and safety of the eligible employee or the employee's minor child or dependent.

The district may limit the amount of ~~unpaid~~ leave, if the employee's leave creates an undue hardship on the district.

The district shall not deny ~~unpaid~~ leave to an employee or discharge, threaten to discharge, demote, suspend; or in any manner discriminate or retaliate against an employee with regards to promotion, compensation or other terms, conditions; or privileges of employment as a result of taking such leave.

The employee shall give the district reasonable advanced notice of ~~their~~ the employee's intent to take ~~unpaid~~ leave unless giving advance notice is not feasible.

The district may require the employee to provide certification that:

1. The employee or minor child or dependent is a victim of domestic violence, harassment, sexual assault, or stalking; and
2. The ~~unpaid~~ leave is taken for one of the identified purposes in this policy.

Sufficient certification includes:

1. A copy of a police report indicating the employee or minor child or dependent was a victim of domestic violence, harassment, sexual assault, or stalking;

2. A copy of a protective order or other evidence from a court, administrative agency or attorney that the employee appeared in or was preparing for a civil, criminal or administrative proceeding related to domestic violence, harassment, sexual assault, or stalking;
3. Documentation from an attorney, law enforcement officer, health care professional, licensed mental health professional or counselor, member of the clergy or a victims services provider that the employee, minor child, or dependent was under going counseling, obtaining services or relocating as a result of domestic violence, harassment, sexual assault or stalking.

All records and information kept by the district regarding the employee's ~~unpaid~~ leave, including the request or obtained leave are confidential and may not be released without the express permission of the employee unless otherwise required by law. This information will be kept in a file separate from the employee's personnel file.

The employee may use all paid accrued leave, including personal, sick and vacation leave. The employee may choose the order in which paid accrued leave is to be used when more than one type of paid leave is available.

END OF POLICY

Legal Reference(s):

[ORS 192.355\(38\)](#)

[ORS 659A.270 - 659A.290](#)



Request for Domestic Violence, Harassment, Sexual Assault or Stalking Leave

PLEASE PRINT

Where the need for the leave may be anticipated, a written request for leave under Oregon Revised Statute (ORS) 659A.270 - 659A.285 shall be made at least [30] days prior to the date the requested leave is to begin. In emergency situations, oral or written notice as soon as practical is allowed.

Name of the Eligible Employee: _____ Effective Date of the Leave: _____

Department: _____ Title: _____

Status: Full-time Part-time Temporary Hire Date: _____ Length of Service: _____

The requested leave is for:

- Myself
- My minor child or dependent

The leave is for:

- To seek legal and law enforcement assistance or remedies to ensure the health and safety of the eligible employee or the eligible employee's minor child or dependent.
- To seek medical treatment for or to recover from injuries caused by domestic violence, harassment, sexual assault, or stalking of the eligible employee or the employee's minor child or dependent.
- To obtain, or to assist the eligible employee's minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault, or stalking.
- To obtain services from a victim services provider for the eligible employee or the eligible employee's minor child or dependent.
- To relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the eligible employee's minor child or dependent.

The following has been provided by the employee to certify the leave:

- A copy of a police report from law enforcement indicating that the eligible employee or the eligible employee's minor child or dependent was a victim or alleged victim of domestic violence, harassment, sexual assault or stalking.

- A copy of a protective order or any other order that restrains an individual from contact with an eligible employee or the employee's minor child or dependent, evidence from a court, administrative agency or attorney that the eligible employee appeared in or was preparing for a civil or criminal proceeding related to domestic violence, harassment, sexual assault or stalking or other order authorized by ORS 30.866, 107.095(1)(c), 107.700 ~~to~~ 107.735, 124.005 ~~to~~ 120.040 or 163.730 ~~to~~ 163.750.
- Documentation from an attorney, law enforcement officer, health care professional, licensed mental health professional or counselor, member of the clergy or victim services provider with or from whom the eligible employee or the eligible employee's minor child or dependent is receiving services.

If I am seeking this leave as a parent or guardian, the name and relationship of the minor child or dependent is:

Date(s) to be absent: _____ to: _____

Times to be absent: _____ to: _____

Substituted Required: Yes No

~~I am required to use any accrued paid leave, including personal and sick leave or accrued vacation leave before taking OFLA leave without pay. I may select the order in which the paid leave is used for the OFLA leave period.~~

~~I understand that [I may use accrued paid leave, including personal and sick leave or accrued vacation leave.] [the district requires me to use any accrued sick leave, vacation, personal leave days or other paid time established by Board policy(ies) and/or collective bargaining agreement. in the order specified by the district.]~~ If my request is approved, I wish to use, in the following order:

Sick Leave Hours _____ Personal Leave Hours _____ Vacation Leave Hours _____

If my request for a leave is approved, it is my understanding that without an authorized extension when the need for an extension could be anticipated, I must report to duty on the first workday following the date my leave is scheduled to end. I understand that failure to do so will constitute unequivocal notice of my intent not to return to work and the district may terminate my employment. I understand if I am unable to return to work following the period of authorized leave I will notify my employer as soon as practical and provide any required information which will allow my employer to determine my eligibility for an extension of leave.

I authorize the district to deduct from my paychecks any employee contributions for health insurance premiums, life insurance or long-term disability insurance which remain unpaid after my leave, consistent with state law.

Employee Name (please print) Employee Signature Date

Supervisor Approval Date

Human Resources Director Date

**CENTENNIAL SCHOOL DISTRICT
18135 SE Brooklyn Street
Portland OR 97236
503-760-7990**

New Business

TO: Board of Directors

DATE: November 14, 2018

**SUBJECT: Consider Revised Policy & AR CGDA-CDDA Criminal Records
Checks & Fingerprinting**

The State Board of Education adopted permanent rule Oregon Administrative Rule (OAR) 581-021-0502, implementing House Bill 2992 (2017), which directs that if a district wants to fingerprint certain volunteer positions with direct, unsupervised contact with students, that those specific volunteer positions must be identified in board policy. The recommended policy revisions provide language that meets the new OAR requirements.

Approval of this policy and AR are required.



Code: **GCDA/GDDA**
 Adopted: 1/26/94
 Revised/Readopted: 4/24/96; 5/14/97; 7/16/97;
 2/13/08; 10/28/09; 12/12/12;
 4/09/14; 9/14/16; 4/25/18
 Orig. Code(s): GCDA/GDDA

Criminal Records Checks and Fingerprinting

In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require all newly hired full-time and part-time employees not requiring licensure to undergo a criminal records check and/or fingerprinting. Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall ~~have~~ submit to criminal records checks and/or fingerprinting, as required by law.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

As required by state law, a criminal records check and/or fingerprinting shall be required of the following individual or individuals¹ ~~(subject individuals and requirements are further outlined in GCDA/GDDA-AR - Criminal Record Checks and Fingerprinting):~~

1. All district contractors and/or their employees, whether employed part-time or full-time, considered by the district to have direct, unsupervised access to contact with students;
2. All district contractors and/or their employees who provide early childhood special education or early intervention services in accordance with rules established by the Oregon Department of Education, Child Care Division;
3. Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early education program, or at a kindergarten through grade 12 school site during the regular school day;
4. Any individual who is an employee of a public charter school and not requiring licensure; and
5. ²Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students.

~~[The district shall require a nationwide criminal records check based on fingerprinting for a volunteer with direct, unsupervised contact with students in the following positions³:~~

1. ~~[Head coach;]~~

¹Subject individuals and requirements are further outlined in GCDA/GDDA-AR - Criminal Records Checks and Fingerprinting.

²If the district allows volunteer service and the volunteers have direct, unsupervised contact with students, this policy language is required, and districts are required to conduct background checks on these volunteers.

³~~[If the district requires fingerprinting for certain volunteer positions, the district is required to list those volunteer positions in board policy. The bracketed language is only possible examples; modify to identify the needs of the district.]~~

2. ~~[Assistant coach;]~~

3. ~~[Overnight chaperone;]~~

4. ~~[Volunteers transporting students, other than their own, in a private vehicle off district property for a district-sponsored activity] [;] [.]~~

5. ~~[List of other positions subject to this fingerprinting, if any.]~~

The identity of an **subject** individual requiring fingerprinting will be provided by the district to the authorized fingerprinter for verification.

An **subject** individual shall be subject to fingerprinting only after acceptance of an offer of employment or contract.

The district shall begin the employment of a subject individual or terms of a district contractor on a probationary basis pending the return and disposition of the required criminal records checks ~~and/or fingerprinting.~~

~~The service of a volunteer with direct, unsupervised access to students will not begin before the return and disposition of a criminal records check.~~

A subject individual who has been convicted of any crimes prohibiting employment or contract will be terminated and/or will not be employed or contracted. A subject individual who ~~has failed~~ fails to disclose the presence of convictions that would not otherwise prohibit his/her employment or contract with the district as provided by law will not be employed or contracted with, by the district. A subject individual who knowingly made a false statement as to the conviction of any crime [may][will not] be employed or contracted with, by the district.

The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

~~[The service of a volunteer allowed to have direct, unsupervised contact with students [may] [will not] begin [on a probationary basis pending] [before] the return and disposition of a criminal records check.]~~

~~[The service of a volunteer in a position identified by the district as requiring a nationwide criminal records check including fingerprinting [may] [will not] begin [on a probationary basis pending] [before] the return and disposition of the nationwide criminal records check including fingerprinting.]~~

~~[An subject individual who knowingly made a false statement as to the conviction of any crime on district volunteer forms, as determined by the district, or has been convicted of a crime listed in ORS 342.143 [may][will] result in immediate termination from the ability to volunteer in the district.]~~

Fees associated with a criminal records check and/or fingerprinting may be charged.

The superintendent shall develop administrative regulations as necessary to meet the requirements of law.

Appeals

An **subject** individual **eligible** may appeal a determination that prevents **his/her** employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case and will be **so** notified **of such** in writing by **the** ODE.

A volunteer required to submit to a fingerprint-based criminal records check may appeal a determination that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a **contested case**, if the results of the background check were provided by ODE or ODE's vendor and will be notified of such in writing by ODE.

END OF POLICY

Legal Reference(s):

[ORS 181A.180](#)

[ORS 181A.230](#)

[ORS 326.603](#)

[ORS 326.607](#)

[ORS 332.107](#)

[ORS 336.631](#)

[ORS 342.143](#)

[ORS 342.223](#)

[OAR 414-061-0010 - 0030](#)

[OAR 581-021-0500](#)

[OAR 581-021-0502](#)

[OAR 581-022-2430](#)

[OAR 584-050-0012](#)

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).

Cross Reference(s):

EEACA - Driver Selection, Certification and Training

IICC - Volunteers



Code: **GCDA/GDDA-AR**
Revised/Reviewed: 1/20/04; 12/11/07; 10/14/08;
11/03/09; 4/16/13; 4/09/14;
9/14/16; 4/25/18
Orig. Code(s): GCDA/GDDA-AR

Criminal Records Checks/ and Fingerprinting

Subject Individual Requirements

1. Any individual newly hired, **whether** full-time or part-time, and not requiring licensure as a teacher, administrator, personnel specialist or school nurse shall be required to undergo a nationwide criminal records check and fingerprinting.
2. Any individual applying for reinstatement of an Oregon license with the Teacher Standards and Practices Commission (TSPC) that has lapsed for more than three years shall be required to undergo a nationwide criminal records check and fingerprinting with TSPC.
3. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist shall be required to undergo a nationwide criminal records check and fingerprinting with TSPC.
4. Any district contractor **and its employees**¹, whether part-time or full-time, ~~or an employee of a district contractor, whether part-time or full-time,~~ hired into a position having direct, unsupervised contact with students shall be required to undergo a nationwide criminal records check and fingerprinting.

The superintendent will identify district contractors who are present on district property and regularly interact with students and are subject to such requirements.

5. Any contractor or an employee of the contractor who provides early childhood special education or early intervention services shall be required to undergo a nationwide criminal records check and fingerprinting with the Oregon Department of Education (ODE), Child Care Division.
6. Any community college faculty member providing instruction at the site of an early childhood education program, ~~at~~ a school site as part of an early education program or ~~at~~ a kindergarten through grade 12 school site during the regular school day shall be required to undergo a nationwide criminal records check and fingerprinting.
7. Any individual who is an employee of a public charter school not requiring licensure shall be required to undergo a nationwide criminal records check and fingerprinting.

¹A Contractor's employees may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

8. ²Any individual authorized by the district for volunteer service into a position ~~having~~ allowing direct, unsupervised contact with students shall be required to undergo an Oregon criminal records check.

9. ~~[Any volunteer allowed to have direct, unsupervised contact with students, in a volunteer position identified in Board policy³ by the district as requiring fingerprinting, shall be required to undergo a nationwide criminal records check and fingerprinting.]~~

10. ~~[Any individual authorized by the district for volunteer service that is not likely to have direct, unsupervised contact with students [will] [will not] be required to undergo an Oregon criminal records check.]~~

Exceptions

A newly hired employee is not subject to fingerprinting if the district has ~~on file~~ evidence on file that the newly hired employee was previously and successfully completed checked through an Oregon and a FBI criminal records check ~~for~~ by a previous employer that was a school district.

Evidence of the prior check will be either a copy of the criminal records check or a written statement of verification from a supervisor or officer of the previous employer. Furthermore:

1. The ODE or TSPC verification of a previous check shall be acceptable only in the event the district can demonstrate records are not otherwise available; and
2. The district shall maintain evidence that the employee has not resided outside the state during the interval between the two periods of time working in the district.

Notification

1. The district will provide the following notification to individuals subject to criminal records check and/or fingerprinting ~~of the following~~:
 - a. Such criminal records checks and/or fingerprinting are required by law and/or Board policy;
 - b. Any action resulting from such checks that impact employment, ~~or~~ contact or volunteering may be appealed as a contested case;
 - c. All employment or contract offers or the ability to volunteer are contingent upon the results of such checks;
 - d. A refusal to consent to a required criminal records check and/or fingerprinting shall result in immediate termination from employment or contract status;
 - e. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts, ~~or~~ ODE forms ~~or district volunteer forms~~ (written or electronic) may result in immediate termination from employment, ~~or~~ contract status ~~or the ability to volunteer in the district.~~

²If the district allows volunteer service and the volunteers have direct, unsupervised contact with students, this policy language is required, and districts are required to conduct background checks on these volunteers.

³See policy GCDA/GDDA - Criminal Records Checks and Fingerprinting.

- f. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status[;] [-]
 - g. [A volunteer candidate who knowingly made a false statement or has been convicted of any crime listed in ORS 342.143 [may] [will] result in immediate termination from the ability to volunteer in the district.] [~~The district [may] [will] remove the volunteer from the position allowing direct, unsupervised contact with students.~~]
2. The district will provide the written notice described above through such means as employment applications, contracts or volunteer forms.

Processing/ and Reporting Procedures

1. Any individual subject to criminal records checks and/or fingerprinting shall complete the appropriate forms or requirements as approved by ODE (information available through the district).
2. ~~If the All~~ individuals is subject to fingerprinting pursuant to state law, ~~he/she will be~~ are required to report within ~~three working days~~ to an authorized finger printer for fingerprinting as directed by the district. Fingerprints may be collected by one of the following:
 - a. Employing district staff;
 - b. Contracted agent of employing district; or
 - c. Local or state law enforcement agency.

The individual subject to fingerprinting shall be subject only after acceptance of an offer of employment or contract.

3. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized finger printer.
4. The authorized finger printer will obtain the necessary identification and fingerprinting and notify the ODE with of the results. The ODE will then notify the district of said results and as well as the identity of any subject individual it believes has knowingly made a false statement, has knowingly made a false statement as to conviction of any crime or has a conviction of a crime prohibiting employment, or contract [~~or volunteering~~].
5. A copy of the ~~required form to authorize~~ fingerprinting, ~~and the results of such,~~ will be kept on file by the district.
6. It shall be the responsibility of the principal/supervisor under whom the volunteer is working to determine if the work performed by the volunteer is subject to this requirement and to notify the volunteer of the necessarily to participate in the Oregon criminal records check. It shall be the responsibility of the volunteer to obtain the application materials from the ~~human resources department~~ school and to complete the materials associated with the criminal records check process. All completed materials with the appropriate cost for processing will be returned to human resources for submission to the state for processing.

Fees

1. Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district and not requiring licensure, including contractors⁴ and their employees, shall be paid by the individual.
2. Fees are payable at the time in which the criminal records check and/or fingerprinting is conducted within three working days of beginning employment or contract.
3. An individual offered employment in the district may request that the amount of the fee be withheld from the employee's paycheck, including a periodic payroll deduction rather than a lump sum payment, in accordance with Oregon law. The district may withhold such fees only upon the request of the individual.
4. Fees associated with required criminal records checks for volunteers shall be paid by the individual.
5. ~~Fees associated with a required fingerprinting for volunteers shall be paid by the [individual] [district].~~

Termination of Employment or Withdrawal of Employment/Contract Offer/Volunteer Status

1. Any individual required to submit to a criminal records check and/or fingerprinting in accordance with law and/or board policy will be terminated from employment or contract status or withdrawal of offer of employment or contract will be made by the superintendent upon:
 - a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification from the Superintendent of Public Instruction or his/her designee that the employee has a conviction of any crime prohibiting employment with the district as specified in by law.
2. Any individual required to submit to a criminal records check and/or fingerprinting in accordance with law may be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon notification from the Superintendent of Public Instruction or his/her designee that the employee has knowingly made a false statement as to the conviction of any crime.
3. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provision of Accountability for Schools for the 21st Century Law.
4. ~~Any volunteer who will be allowed to have direct, unsupervised contact with students that refuses to submit to a required criminal records check to acquire or maintain such a volunteer status in the district in accordance with law and/or Board policy will be denied the such ability to volunteer in the district.~~

⁴Contractor employees may not be required to submit fingerprinting until the contractor has been offered a contract.

5. [If the district has been notified by the Superintendent of Public Instruction that an individual knowingly made a false statement or has a conviction of any crime listed in ORS 342.143 the individual ~~will~~ [may] be denied the ability to volunteer.]
6. [Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.]

Appeals

An individual may appeal a determination, that prevents his/her employment or eligibility to contract with the district, to the Superintendent of Public Instruction as a contested case and will be ~~so~~ notified of such in writing by the ODE.

A volunteer required to submit to a fingerprint-based criminal records check may appeal a determination that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case, if the results of the background check were provided by ODE or ODE's vendor and will be notified of such in writing by ODE.

Licensed Employees

~~All licensed employees shall meet state requirements for criminal records check/fingerprinting through requirements established by the ODE and administered through the TSPC when the licensed employee applies for licensing through TSPC.~~

Students

~~Students employed by the school district into positions who may have direct unsupervised contact with students are required to go through the same procedures prescribed above. Students employed by the school district into part-time positions in the school that they attend, and who are supervised by an adult at all times will not be required to go through the same procedures as prescribed for volunteers.~~

**CENTENNIAL SCHOOL DISTRICT
18135 SE Brooklyn Street
Portland OR 97236
503-760-7990**

New Business

TO: Board of Directors

DATE: November 14, 2018

SUBJECT: Consider Revised Policy ICC - Volunteers

The State Board of Education adopted permanent rule Oregon Administrative Rule (OAR) 581-021-0502, implementing House Bill 2992 (2017), which directs that if a district wants to fingerprint certain volunteer positions with direct, unsupervised contact with students, that those specific volunteer positions must be identified in board policy. The recommended policy revisions provide language that meets the new OAR requirements.

Approval of this policy is optional.



Code: **IICC**
Adopted: 12/12/90
Revised/Readopted: 10/27/04; 5/28/14; 1/24/18
Orig. Code(s): IICC

Volunteers

Community patrons who voluntarily contribute their time and talents to the improvement and enrichment of the public schools instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

~~The administration is responsible for the recruitment, use, coordination and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.~~

~~[¹Any person authorized by the district for volunteer services into a position that will have allows direct unsupervised contact with students shall be required to undergo Oregon criminal records check.] [Any volunteer allowed to have direct, unsupervised contact with students, in a position identified by the district as requiring fingerprinting, shall be required to undergo a nationwide criminal records check and fingerprinting. [(See Board policy GCDA/GDDA – Criminal Records Checks and Fingerprinting and its accompanying administrative regulation.)]] [Any person authorized by the district for volunteer service that will not likely have direct, unsupervised contact with students [will] [will not] be required to undergo an Oregon criminal records check.]~~

~~[Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form [will] [may] be denied the ability to volunteer in the district.]~~

Volunteer work is considered an extension of work in or around district schools; as such the rules of behavior and accepted activities enforced for district employees will likewise apply to volunteers. Volunteers will receive no remuneration for tasks and will ordinarily be recruited for an identified and specific purpose.

[Nonexempt employees² may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar types of services as the employee's regularly assigned duties. In the event a nonexempt employee volunteers to perform services for the district that are the same or similar as the employee's regularly assigned duties, the Board recognizes that under the Fair Labor Standards Act (FLSA), overtime or compensatory time must be provided.³]

¹The district must make a determination on whether volunteers will or will not have direct, unsupervised contact with students. If the district allows volunteers direct, unsupervised contact with students, this language is required.

²There are three types of FLSA exemptions: those for executive, administrative and professional employees. Generally, employees who are exempt under the executive, administrative or professional exceptions must primarily perform executive, administrative or professional duties at least 50 percent of the employee's time.

³Districts should review with legal counsel the use of non-exempt employees in extracurricular activity positions such as coaching and as advisers for cheerleading and other district-sponsored activities for FLSA district impact.

School volunteers may be reimbursed for pre-approved expenses actually incurred on school business. Reasonable and necessary expenses will be compensated in the same manner as district personnel.

The district will provide worker's compensation coverage for volunteers if the insurance carrier allows the coverage.

The administration is responsible for the recruitment, use, coordination and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

END OF POLICY

Legal Reference(s):

[ORS Chapter 243](#)
[ORS 326.607](#)

[ORS 332.107](#)

[OAR 839-020-0005](#)

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2012).

Cross Reference(s):

GCDA/GDDA - Criminal Records Checks/Fingerprinting
KK - Visitors to District Facilities