



Corvallis
SCHOOL DISTRICT

NOTICE

NOTICE IS HEREBY GIVEN of a meeting of the Corvallis School District Board of Directors.

Date & Time	Meeting Type	Location	Agenda
Monday, August 18, 2014 6:30 PM	Regular	District Office Board Room, 1555 SW 35th Street, Corvallis, OR 97333	See attached.

Accessibility: *To request accommodations for board meetings, please contact Kim Nelson at 541-757-5841 or kim.nelson@corvallis.k12.or.us at least 48 hours before the meeting.*

If you would like to watch live-streaming of the School Board meeting, please navigate to the District's YouTube channel: <https://www.youtube.com/channel/UC9Jtpte5dmilZl9kySBJbVQ?>
A recording of the meeting will also be posted to that channel.

POSTED: Corvallis School District Administration Building
Hans Boyle, Education Editor, Gazette Times (Via Email)

For more information, please contact Kim Nelson at 541-757-5841 or at kimberly.nelson@corvallis.k12.or.us



Corvallis

SCHOOL DISTRICT

Monday, August 18, 2014
6:30 PM

AGENDA
Regular Meeting of the
BOARD OF DIRECTORS
Corvallis School District 509J

Meeting Details: Monday, August 18, 2014, 6:30 PM in the District Office Board Room,
1555 SW 35th Street, Corvallis, OR 97333.

If you would like to watch live-streaming of the School Board meeting, please navigate to the District's YouTube channel: <https://www.youtube.com/channel/UC9Jtpte5dmilZI9kySBJbVQ?> A recording of the meeting will also be posted to that channel.

- I. CALL TO ORDER AND ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. COMMITTEE/BOARD MEMBER ITEMS
 - III.A. Recognize Outgoing Chair
 - III.B. Declare Vacant Positions on the Board
 - III.C. Adopt Process for Interim Board Member Selection
- IV. SUPERINTENDENT'S REPORT
 - IV.A. Leadership Team Retreat
- V. STAFF AND PUBLIC TESTIMONY - (20 minutes)
NOTE: To indicate your desire to testify, complete a request card at the meeting and turn it in to the Board Secretary before the meeting begins. See attached guidelines for providing input to the School Board.

Corvallis School District 509J

How to Provide Input to the School Board

Effective 02-19-14

The Corvallis School Board values the opinions and input of community patrons. As such, the purpose of this document is to provide general guidelines about how to make the most of your time when communicating with the School Board. The public may offer public testimony during certain School Board meetings or correspond in writing via email or U.S. mail, as outlined below.

I. Public Testimony

Members of the public have the opportunity to share their ideas and opinions with the Board during the agenda item labeled *Public Testimony*. These opportunities are offered only at certain School Board meetings.

To request the opportunity to offer public testimony

- A. Complete a *Request to Address the Board* card, which can be found on a table at or outside the entrance of the meeting room.
- B. Complete all requested information. The Board Secretary will notify you if any information has been omitted or is unclear.
- C. Be specific regarding the topic about which you wish to speak. The Board Secretary will contact you if the topic is unclear or too general.
- D. Give the completed Request to Address the Board card to the Board Secretary at the head table **before** the meeting begins.
- E. Failing to fully and clearly complete the card and/or to submit it to the Board Secretary before the meeting begins may affect your opportunity to testify at the meeting.

Rules for Public Testimony

1. If you're called to testify:
 - Proceed to the podium in front of the Board.
 - Only one person at a time will be allowed at the podium, with exceptions at the board chair's discretion.
 - State your name and address, and the topic you will address before you begin.
 - These are a matter of public record and will not count against your time.
 - Exception: Current students may omit their address but should state the school they attend.
2. Direct your comments to the Board. The Board Chair will refer any questions or requests for action to the proper person for a response at a later date.
3. Keep your comments to the specified time allotted.
 - You will be signaled when you have 30 seconds remaining.
 - You will be signaled when your time is up.
4. If others have testified before you about the same issue, please state that fact and either decline to testify or limit your comments to points not already stated.

Corvallis School District

How to Provide Input to the School Board

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5. If a group wishes to speak:
 - Please designate one spokesperson for the group; that person will stand at the podium.
 - In order to maintain the meeting schedule, repetitious comments will not be permitted.
6. Speakers may offer objective criticism of district operations and programs but the Board will not hear complaints concerning individual district personnel.
 - Any such complaints must be handled following the steps outlined in policy KL and administrative regulation KL-AR, copies of which are available during meetings at which public testimony is allowed, or online at <http://policy.osba.org/corvall/KL/index.asp>.
 - Complaints regarding budget, programs, or other district issues also should be handled by first following the steps outlined in policy KL.
7. Undue interruption or other interference with the orderly conduct of Board business cannot be allowed.
 - Defamatory or abusive remarks are always out of order.
 - The board chair may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

Important information

- A. The board secretary will sort the *Request to Address the Board* cards that are complete and were received before the meeting begins into sets by topic, then will shuffle each set and place them face down at her place.
- B. When it is time for public testimony, the board secretary will draw one card from each set, in turn, and announce the name of the person who will be called up to testify.
- C. If you are called upon to testify, you will be allowed only a small amount of time to do so; usually three minutes are granted, but it could be less at the discretion of the board chair.
- D. If more testimony requests are submitted than can be accommodated during the allotted time on the board's agenda, you might not be called upon to provide your testimony. In that case, please refer to section II – Written Correspondence, should you wish to provide your comments in written form.
- E. When you testify, your name, address and testimony are matters of public record, except for student addresses.
- F. Although it is not required, you may wish to prepare a written outline for your comments or to write out your testimony in its entirety.

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- G. Although providing a written copy of your testimony is not required, should you wish to provide it:
- Please include your name, address and telephone number on the document.
 - You may either provide the board secretary with one copy of your written testimony to distribute at a later date, or you may bring 13 copies to the meeting for the board secretary to distribute to those at the head table.
 - One copy will be filed as part of the official board record.
 - The same holds true for any handouts you wish the board to receive.
- H. If you wish to submit a letter or any form of written comments:
- Copies will be provided to all board members and key staff members.
 - The document will be kept in the district office as part of the official board record.
 - Letters, emails and other written materials are considered public record.

II. Written Correspondence

Letters, emails and other written materials submitted to the Board are considered public record. In lieu of public testimony, you may send a letter via U.S. mail to: Corvallis School Board, Attn: Julie Catala, P.O. Box 3509J, Corvallis, OR 97339. Also, you may send an email to: schoolboard@corvallis.k12.or.us. This will send your e-mail to all board members at one time. Others who will receive emails sent to this address: superintendent, assistant superintendent/student services director, human resources director, finance and operations director, and executive assistant to the superintendent and board of directors.

III. Telephone Communication

Citizens also may contact board members by telephone:

Judy Ball	541-758-1671 or 240-997-1222
Lisa Corrigan	541-758-7442
Bill Kemper	541-754-0943 or 541-740-0728
Chris Rochester	541-224-1880
Vincent Adams	541-738-4324 or 541-240-4055
Tom Sauret	541-758-2244
Anne Schuster	541-752-1060 or 541-207-8021



Corvallis

SCHOOL DISTRICT

VI. SPECIAL REPORTS

VI.A. District Nurses

VI.B. Food Service

VI.C. Summer Facilities Update

2014 Summer Projects

Facilities & Maintenance Department / Corvallis School District 509J

August 18, 2014 – Board Meeting

Preventative Maintenance

- Fire System Inspections (monitoring devices & sprinklers)
- Fire extinguisher inspections & maintenance
- Backflow device testing (Plumbing)
- HVAC filter replacements & inspection/oil/lube on units
- Boiler maintenance
- Chiller inspection & maintenance
- Well system maintenance
- Acid neutralization pit maintenance (Lime Rock Replacement)
- Kitchen hood cleaning & maintenance
- Paint parking lots & playgrounds
- Playground inspection & maintenance
- Wooden gym floor refinishing
- Roof maintenance
- Electrical circuit labeling
- Basketball backstop inspections & maintenance (safety straps)

Remodel/Construction

- Garfield Elementary School - Garden build & irrigation Installation (PTA)
- Franklin School– Raised garden boxes (PTA)
- Mt. View Elementary School – Water access to garden
- Jefferson, Hoover, and Garfield Modular Classrooms – Install skirting to comply with Integrated Pest Management Program
- 1:World Wiring for Wireless Access Points – Franklin School, Corvallis High School, and Crescent Valley High School
- Linus Pauling Middle School – Counseling Center Remodel
- Crescent Valley High School – Construction of track storage shed (funded by donation)
- Maintenance Barn - Install security measures to avoid future theft

Flooring Replacements

- Cheldelin Girls Restroom Tile replacement in science wing
- Jefferson Elementary School
 - Primary Hallway (replaced carpet with tile)
 - Kitchen tile replacement
- Mt. View Elementary School – cafeteria tile replaced with polished concrete
- Lincoln Elementary School
 - Room 165 – carpet replaced with tile
 - Modular G & H – carpet replacement
 - Music Modular– carpet replacement

Painting

- Interior painting as needed at all schools
- Exterior paint – LPMS & CHS roof top HVAC units

Maintenance Projects

- Garfield Elementary School
 - Boiler re-tube
 - Modular 33 - Sink removal and flooring repair (due to water leak)
 - Sink hole repair in parking lot
- Wilson Elementary School - Playground paving
- Franklin School –
 - Pin oak on east side of building removed due to tree splitting
 - Jefferson Elementary School - Remove and replace entry ways to music modular due rotting of sub-floor.
- Lincoln Elementary School – Sewer line repair on playground
- Mt. View Elementary
 - Replace play shed roof
 - Replace pump house roof
- Crescent Valley High School – repair asphalt in bus loop
- Linus Pauling Middle School – install emergency lighting in mat room, equipment room, and PE storage area



Corvallis

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VI.D. Technology Update

VII. CONSOLIDATED ACTION

VII.A. Minutes

VII.A.1. June 23, 2014

MINUTES
Regular Meeting of the
BOARD OF DIRECTORS
Corvallis School District 509J

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:32 p.m. in the Board Room of the Central Administration Building, 1555 SW 35th Street, Corvallis, OR 97333. The secretary recorded those present as listed below.

<u>BOARD MEMBERS PRESENT</u>	<u>EXECUTIVE STAFF PRESENT</u>
Tom Sauret, Chair Chris Rochester, Vice-Chair Vincent Adams Judy Ball Lisa Corrigan Bill Kemper Anne Schuster	Dr. Erin Prince, Superintendent Steve Nielsen, Business Services Director Jennifer Duvall, Finance and Operations Director

A quorum was present and due notice had been published.

II. PLEDGE OF ALLEGIANCE – Chair Sauret led the group in the Pledge of Allegiance.

III. NON-REPRESENTED EMPLOYEE BENEFITS AND COMPENSATION

Dr. Prince offered a few words of praise for the non-represented employee group, noting that their representatives came up with some creative ideas and fair requests.

MOTION:

It was moved by Director Adams and seconded by Director Corrigan to approve the Non-Represented Employee Benefits and Compensation as presented. The motion was voted on and passed unanimously.

IV. BUDGET ACTIONS - 2013-14 BUDGET

A. Resolution No. 14-0601 – Transfer of Appropriations in Funds 100, 203, 296, and 297

MOTION:

It was moved by Director Kemper and seconded by Director Adams that Resolution No. 14-0601 be approved to transfer appropriations within the General Fund, Food Service Fund, Grants Fund, and Student Body Fund as recommended. The motion was voted on and passed unanimously.

B. Resolution No. 14-0602 – Carryover Percentage From 2013-14**MOTION:**

It was moved by Director Schuster and seconded by Director Kemper to approve Resolution No. 14-0602 as recommended.

Vice Chair Rochester requested the addition of language regarding the Superintendent's authority to modify the carryover percentage beyond 25% to make it clear that the maximum percentage allowable would be 50%, and that the Superintendent would seek Board approval for any significant change.

Director Corrigan recommended revising language to: "...that carryover of unused 2013-14 discretionary budget allocations to schools and departments be set at 25 percent for 2014-15, with any modification to this percentage up to 50 percent be allowed by the superintendent to meet a specific need of the school or department.

MOTION:

It was moved by Director Adams and seconded by Director Kemper to accept the amended language recommended by Director Corrigan: "...that carryover of unused 2013-14 discretionary budget allocations to schools and departments be set at 25 percent for 2014-15, with any modification to this percentage up to 50 percent be allowed by the superintendent to meet a specific need of the school or department." The motion was voted on and passed unanimously.

MOTION:

It was moved by Director Schuster and seconded by Director Kemper to approve Resolution No. 14-0602 as revised. The motion was voted on and passed unanimously.

C. Resolution No. 14-0603 – Approval of Loan to Debt Service Fund (300)**MOTION:**

It was moved by Director Corrigan and seconded by Director Schuster that Resolution No. 14-0603 be approved to authorize a loan from Fund 600 – Insurance Fund to Fund 300 – Debt Service Fund in an amount up to \$500,000 in fiscal year 2013-14, at the LGIP annual rate of 0.54%. The loan is budgeted to be repaid in the ensuing 2014-15 fiscal year. The motion was voted on and passed unanimously.

V. PUBLIC HEARING FOR PUBLIC TESTIMONY ON THE 2014-15 BUDGET

Chair Sauret opened the public hearing for public testimony on the 2014-15 Budget. No one testified. Chair Sauret closed the public hearing.

VI. BUDGET ACTIONS – 2014-15 BUDGET**A. Resolution No. 14-0604 - To Increase Debt Service Fund (300) Loan and Interest Amount****MOTION:**

It was moved by Director Corrigan and seconded by Director Kemper that Resolution No. 14-0604 be approved to increase the 2014-15 Debt Service Fund 300 beginning fund balance and appropriations by \$102,700 as stated in the resolution. The motion was voted on and passed unanimously.

B. Other Motions to Revise 2014-15 Budget – No other motions were offered.**C. Resolution No. 14-0605 To Adopt the 2014-15 Budget and Make Appropriations as Revised****MOTION:**

It was moved by Director Adams and seconded by Director Schuster that the Corvallis School District budget for 2014-15 As Revised in the amount of \$108,073,732 be adopted, and that \$105,267,542 for the fiscal year beginning July 1, 2014, be appropriated for the purposes set forth in Resolution No. 14-0605 As Revised. The motion was voted on and passed unanimously.

D. Resolution No. 14-0606 To Levy and Categorize Ad Valorem Taxes**MOTION:**

It was moved by Director Adams and seconded by Director Kemper that the Corvallis School District impose taxes provided for in the 2014-15 budget in accordance with Resolution No. 14-0606 as follows:

- Taxes at the permanent tax rate of \$4.4614 per \$1,000 of assessed value in support of General Fund operations and categorized under the Education Limitation; and
- Local Option Levy taxes at the tax rate of \$1.50 per \$1,000 of assessed value in support of General Fund operations and categorized under the Education Limitation; and
- Taxes in the amount of \$10,026,000 for the purpose of retiring bonded debt owed by the school district and categorized as “Excluded from the Education Limitation.

The motion was voted on and passed unanimously.

E. Motion for Board Advice to Increase the Rainy Day Reserve

Vice Chair Rochester's comments included:

- The materials given to us very clearly remind us what was in the rainy day fund and when amounts were withdrawn over the past two years.
- The sense of the Board is clearly that we would like to begin to replenish the rainy day fund to at least bring it into compliance with our policy but also because our revenue situation has somewhat improved.
- The Finance Work Group met and discussed language and ended up with what is being presented tonight; we feel it's a sensible middle path between being too aggressive and just postponing the issue.

Chair Sauret's comments included:

- I believe the general consensus is that the rainy day fund has served this district very well.
- The cuts would have made our work much harder if we didn't have a sensible rainy day fund.
- I appreciate the fact that this lays out some methods for re-funding the rainy day fund but it does not require significant heartburn for that to happen, and that it provides for a period of years to basically recover the fund.

MOTION:

It was moved by Director Adams and seconded by Director Ball that after the 2013-14 fiscal year is closed, any additional Beginning Fund Balance in excess of 2014-15 requirements be added to the Rainy Day Reserve, with the Contingency and Unappropriated Ending Fund Balance maintained at the board policy levels. In addition, at least 50 percent of unanticipated 2014-15 General Fund revenues, exclusive of current year State School Fund and grant or other non-General Fund revenue, will be dedicated to the Rainy Day Reserve, subject to Board discussion. Further, the board recommends that the Rainy Day Reserve be rebuilt to the board policy level of 5 percent of General Fund current resources over a period of three years, beginning with the 2015-16 fiscal year. The motion was voted on and passed unanimously.

VII. COMMITTEE/BOARD MEMBER ITEMS

Board members shared highlights of their recent activities.

Superintendent's Evaluation

Chair Sauret read aloud Dr. Prince's evaluation. He closed by saying, "To summarize the leadership effectiveness of Dr. Prince, student graduation rates have improved, more opportunities are available for students to pursue post-secondary education while enrolled in our District schools, and more targeted help is being made available for students needing assistance to stay on track to graduate. Corvallis schools are well maintained, staff development continues

as a high priority, our budgets have been very well managed, and there is a strong and unwavering focus on what is best for the students of this District. Dr. Prince is to be commended for her excellent service to this school district, her outstanding dedication and work ethic, her continued development as a highly effective and respected educational leader, and for putting our students first in all decisions. The Corvallis School District and Board are very fortunate indeed to have such a strong, talented, caring professional as our Superintendent and looks forward to continuing our excellent relationship.”

VIII. ELECTION OF OFFICERS FOR 2014-15

Director Schuster nominated Chris Rochester as Board Chair for 2014-15. **The Board voted unanimously in support of the nomination.**

Director Corrigan nominated Tom Sauret as Board Vice Chair for 2014-15. **The Board voted unanimously in support of the nomination.**

IX. SUPERINTENDENT'S REPORT – Dr. Prince gave a PowerPoint presentation highlighting 2013-14.

X. PUBLIC AND STAFF TESTIMONY

Cherie Taylor, teacher at CHHS, read from a prepared statement regarding her application for a Technology Innovation Grant. (Statement is filed in Section IV of the Official 2013-14 Board Minutes.) She expressed disappointment at not receiving the grant. She said that she hasn't received other technology grants for which she's applied but that she will continue to apply for any opportunity to get technology into the hands of her students.

Sophia Becerra, student at Lincoln Elementary School, read from a prepared statement in support of school gardens. (Filed in Section IV of the Official 2013-14 Board Minutes.) She shared about her positive experience this year with her school's garden. She outlined the wide variety of positive impacts school gardens have on the Earth and students, including reducing pollution, and teaching kids about plants and how to take care of them.

Court Smith, 471 NW Hemlock, Corvallis, spoke regarding the 1:World Poetry Exhibit. He said it is currently on display at a local coffee shop and features poems and illustrations that Mt. View Elementary School students created using iPads. He said the poetry project was aimed at improving student achievement and was a collaboration between Mt. View teacher Robbie Faith, the District's 1:World Initiative, The Arts Center, and Marys Peak Poets. He provided information about the exhibit as well as a news article regarding art education at a school in Wisconsin. (Both documents are filed in Section IV of the Official 2013-14 Board Minutes.)

XI. SPECIAL REPORTS

A. Corvallis School Garden Network

On behalf of the Corvallis School Garden Network, Amoreena Guerrero, Garden Educator, gave a PowerPoint presentation. She outlined the success of the gardens currently in place throughout the District and the wide variety of positive impacts that result for students. She requested consistent, annual funding from the District in the amount of \$10,000 to cover on-going utilities costs and occasional one-time expenses related to garden improvements or garden-based educational materials that support accessibility for all, Next Generation and Common Core based learning.

Ms. Guerrero shared the story of a Lincoln Elementary School 2nd grader who had reengaged in school through a lesson he'd had in the garden; it shows that school gardens do more than just grow vegetables, they connect children to their learning and teach them how to care about other living things. She said the Corvallis School Garden Network would like to see school gardens institutionalized district wide in the form of policy; doing so would also help guide all of the supporting networks, such as Healthy Youth and Farm To School.

Cherie Taylor, teacher at College Hill High School, provided information about the school's horticulture classes, including:

- The creation of a professional greenhouse and the consistent growth of the horticulture program is due to generous donations, a multitude of grants, and many hours of labor by students, staff, and community members.
- CHHS Seniors often base their service learning projects around giving back to the school, and they choose the garden as their focus.
- CHHS has a bee hive at OSU, which is used for teaching bee keeping; next year, students will harvest the honey and make products.
- CHHS was recently granted permission to create an urban farm.
- City of Corvallis Parks and Recreation staff will take care of the garden this summer; they donate the school's harvest to the Senior Center.
- The garden was designated as a National Wildlife Refuge this year.
- Students build raised beds and take home whatever they grow.
- The garden provides much needed positive adult contact for students.
- In some cases, when students give tours, it is the first time in their life that an adult has taken an interest in what they're doing.
- The garden offers the chance for students to nurture something bigger than themselves.
- Some of her students have 100% attendance, whereas they may have only 40% attendance in their other classes.
- The garden allows some of the students to just be children; those who were robbed of their childhoods and were never allowed to get out and play.

XII. CONSOLIDATED ACTION

MOTION:

It was moved by Director Adams and seconded by Director Corrigan to approve the consolidated action items, with the changes noted below. The motion was voted on and passed unanimously.

The following items were approved.

- A. Minutes** – April 14, 2014; April 21, 2014; April 28, 2014; May 5, 2014; and May 19, 2014. Additional wording will be added to the May 19 minutes to reflect that Chair Sauret will not seek re-election to that role next year.

B. Licensed Personnel Recommendations

Recommendation to Hire

- Kristie Ahola: Intervention Specialist, 1.0 FTE, Mt. View Elementary School, effective August 27, 2014 (Probationary).
- Stephanie Andersen: Elementary Counselor, 1.0 FTE, Adams, Franklin, Jefferson and Lincoln Elementary Schools, effective August 27, 2014 (Probationary).
- Rachel Beyer: Music Teacher, 0.60 FTE, Mt. View Elementary School, effective August 27, 2014 (Probationary).
- Rebecca Creamer: Elementary Teacher, 1.0 FTE, Garfield Elementary School, effective August 27, 2014 (Probationary).
- Kate Fogarty: Language Arts Teacher, 0.50 FTE, Crescent Valley High School, effective August 27, 2014 (Probationary).
- Rachel Frazier: Elementary Teacher, 1.0 FTE, Lincoln Elementary School, effective August 27, 2014 (Probationary).
- Danielle Geissler: Elementary Teacher, 1.0 FTE, Garfield Elementary School, effective August 27, 2014 (Probationary).
- Valerie Gollmann: Music Teacher, 1.0 FTE, Hoover Elementary and Cheldelin Middle Schools, effective August 27, 2014 (Probationary).
- Meg Gear: Special Education Teacher, 0.17 FTE, YES House, effective August 27, 2014 (Temporary).
- Chris Gregory: Physical Education Teacher, 1.0 FTE, Linus Pauling Middle School, effective August 27, 2014 (Probationary).
- Lynn Griffin: Special Education TOSA, 1.0 FTE, District Office, effective August 27, 2014 (Probationary).
- Joyce Gourley: Kindergarten Teacher, 0.50 FTE, Hoover Elementary School, effective August 27, 2014 (Temporary).
- Robert Harriman: Second Grade Teacher, 1.0 FTE, Mt. View Elementary School, effective August 27, 2014 (Probationary).
- Shana Haid: Special Education Teacher, 1.0 FTE, Linus Pauling Middle School, effective August 27, 2014 (Probationary).
- Jason Haun: Math Teacher, 1.0 FTE, Linus Pauling Middle School, effective August 27, 2014 (Probationary).
- Patrick Hawke: Applied Technology Teacher, 1.0 FTE, Crescent Valley High School, effective August 27, 2014 (Probationary).
- Nichole Hoffman: Elementary Counselor, 0.60 FTE, Wilson, Mt. View and Hoover Elementary Schools, effective August 27, 2014 (Probationary).
- Jessica Hoopes: First Grade Teacher, 1.0 FTE, Hoover Elementary School, effective August 27, 2014 (Probationary).
- Amelia Ingersoll: Intervention Teacher, 1.0 FTE, Lincoln Elementary School, effective August 27, 2014 (Probationary).
- Kathleen Johnson: Special Education Teacher, 1.0 FTE, Lincoln Elementary School, effective August 27, 2014 (Probationary).

- Stacie Kandra: Special Education Teacher/Lifeskills, 1.0 FTE, Linus Pauling Middle School, effective August 27, 2014 (Probationary).
- Josh Keady: Special Education Teacher/Lifeskills, 1.0 FTE, Corvallis High School, effective August 27, 2014 (Probationary).
- Joel Kropf: Science Teacher, 1.0 FTE, Linus Pauling Middle School, effective August 27, 2014 (Probationary).
- Vicki Kurlak: Science Teacher, 1.0 FTE, Linus Pauling Middle School, effective August 27, 2014 (Probationary).
- Gloria Kussalanant: Spanish Teacher, 1.0 FTE, Crescent Valley and Corvallis High Schools, effective August 27, 2014 (Probationary).
- Marin Langer: Language Arts Teacher, 0.33 FTE, Crescent Valley High School, effective August 27, 2014 (Probationary).
- Jennifer McConnell: Fifth Grade Teacher, 1.0 FTE, Garfield Elementary School, effective August 27, 2014 (Probationary).
- Aaron McKee: Assistant Principal, 1.0 FTE, Crescent Valley High School, effective July 1, 2014 (Probationary).
- Margaret Meneghin: Bilingual Elementary Teacher, 1.0 FTE, Garfield Elementary School, effective August 27, 2014 (Probationary).
- Derek Michalski: Science Teacher, 1.0 FTE, Linus Pauling Middle School, effective August 27, 2014 (Probationary).
- Aaron Mock: Math Teacher, 1.0, Crescent Valley High School, effective August 27, 2014 (Probationary).
- Sara Mohler: Second Grade Teacher, 1.0 FTE, Wilson Elementary School, effective August 27, 2014 (Probationary).
- Dana Monroe: Art Teacher, 0.90 FTE, Hoover Elementary and Cheldelin Middle School, effective August 27, 2014 (Probationary).
- Janelle Moss: Second Grade Teacher, 1.0 FTE, Wilson Elementary School, effective August 27, 2014 (Probationary).
- Kristin Nason: Math Teacher, 1.0 FTE, Linus Pauling Middle School, effective August 27, 2014 (Probationary).
- Emily Pedersen: Elementary Teacher, 1.0 FTE, Garfield Elementary School, effective August 27, 2014 (Probationary).
- Sylvie Peterson: Social Studies Dual Immersion Teacher, 1.0 FTE, Linus Pauling Middle School, effective August 27, 2014 (Probationary).
- Tyler Phillips: Physical Education Teacher, 1.0 FTE, Adams and Mt. View Elementary Schools, effective August 27, 2014 (Probationary).
- Alison Priewe: Elementary Teacher, 1.0 FTE, Mt. View Elementary School, effective August 27, 2014 (Probationary).
- Stephanie Rakos: Art Teacher, 0.50 FTE, Corvallis High School, effective August 27, 2014 (Probationary).
- Susan Reeves: Third Grade Teacher, 1.0 FTE, Adams Elementary School, effective August 27, 2014 (Temporary).
- Carie Roberts: Language Arts Teacher, 0.50 FTE, Crescent Valley High School, effective August 27, 2014 (Temporary).
- Neil Roberts: Humanities Teacher, 1.0, Cheldelin Middle School, effective August 27, 2014 (Probationary).
- Amanda Rosenfelt : ELL Teacher, 0.67 FTE, Garfield Elementary School, effective August 27, 2014 (Probationary).
- Rachael Sanders: Art Teacher, 0.76 FTE, Adams Elementary and Franklin School, effective August 27, 2014 (Probationary).
- David Schas: Science Teacher, 1.0 FTE, Cheldelin Middle School, effective August 27, 2014 (Probationary).
- David White: Language Arts Teacher, 1.0 FTE, Linus Pauling Middle School, effective August 27, 2014 (Probationary).
- Lars Wight: Language Arts Teacher, 1.0 FTE, Crescent Valley High School, effective August 27, 2014 (Probationary).
- RoxiAnn Wolfe: Fifth Grade Teacher, 1.0 FTE, Lincoln Elementary School, effective August 27, 2014 (Probationary).

Termination/Resignation/Layoff

- Georgeann Harty: Special Education School Support Specialist, 1.0 FTE, District Office, effective June 30, 2014 (Resignation).
- Aaron McKee: Physical Education Teacher, 1.0 FTE, Linus Pauling Middle School, effective June 30, 2014 (Resignation).

Voluntary Reduction

- Kathryn Paley: Language Arts Teacher/Intervention Specialist, 1.0 FTE, Cheldelin Middle School; voluntary reduction to 0.67 FTE.

- C. Resolution No. 14-0607 - Designation of District Officers, Clerks, Agents, and Depositories of Funds (FY2014-15 Organizational Resolution)**
- D. Renewal of Property/Liability Insurance for 2014-15**
- E. Renewal of Workers Compensation Insurance for 2014-15**
- F. Employment Contracts/Addendums – Superintendent, Assistant Superintendent, Human Resources Director, and Finance and Operations Director**
- G. 2014-15 School Board Meeting Schedule** – Future discussion will occur regarding the scheduling of Board meetings for January through June, 2015, to see if a somewhat better distribution and flow of work through the agendas could be obtained.
- H. Substitute Teacher Per Diem Rate**
- I. YES House/Alternative Education Program Evaluation** – One typographical error will be corrected (the use of “students” when it should have been “staff”).

XIII. CONSOLIDATED INFORMATION

The Board received the following information.

A. Non-Licensed Personnel Information

Recommendation to Hire

- Stephen Arnst: Educational Assistant 2/LRC, 6.5 hrs, Lincoln Elementary School, effective August 27, 2014 (Probationary).
- Rex Barnes: Information Services Technical Support 3, 8 hrs, Technology Services/District Office, effective July 1, 2014 (Regular).
- Michelle Butler: Administrative Assistant 2, 8 hrs, Crescent Valley High School, effective August 11, 2014 (Probationary).
- Max Bruch: Educational Assistant 2, 6 hrs, Lincoln Elementary School, effective August 27, 2014 (Probationary).
- Khalidah Daod: Educational Assistant 2/ELL, 6.5 hrs, Adams and Garfield Elementary Schools, effective August 27, 2014 (Probationary).
- Douglas Foley: Educational Assistant 2, 8 hrs, Corvallis High School, effective August 27, 2014 (Probationary).
- Max Folsom: Campus Steward 1, 8 hrs, Franklin School, effective June 9, 2014 (Probationary).
- Sean Gettings: Educational Assistant 2/LRC, 6.5 hrs, Lincoln Elementary School, effective August 27, 2014 (Probationary).

- Jessica Groom: Educational Assistant 2/LRC, 6 hrs, Lincoln Elementary School, effective August 27, 2014 (Probationary).
- Debra Hascall: Administrative Assistant 3/OA, 8 hrs, Linus Pauling Middle School, effective August 11, 2014 (Probationary).
- Erin Hyde: Registrar 2, 8 hrs, Corvallis High School, effective August 11, 2014 (Regular).
- Laurie Laney: Administrative Assistant 2, 8 hrs, Corvallis High School, effective August 11, 2014 (Probationary).
- Shauna Litts: Educational Assistant 2, 8 hrs, Corvallis High School, effective August 27, 2014 (Probationary).
- Cindy Preece: Administrative Assistant 1, 4 hrs, Harding Center, effective August 27, 2014 (Limited Term).
- Mari Reddington: Educational Assistant 2/Lifeskills, 6 hrs, Harding Center, effective August 27, 2014 (Probationary).
- Jennifer Robins: Child Care Provider, 1.8 hrs, Corvallis High School, effective August 27, 2014 (Probationary).
- Rebecca Sauret: Instructional Media Center Assistant 2, 3.5 hrs, Harding Center, effective August 11, 2014 (Regular).
- Justin Volker: Campus Behavior Support, 8 hrs, Corvallis High School, effective August 27, 2014 (Probationary).
- Theresa Williams: Administrative Assistant 2, 4 hrs, Corvallis High School, effective August 27, 2014 (Probationary).

Termination/Resignation/Layoff/Retirement

- Samantha Butterfield: Educational Assistant 2, 6 hrs, Linus Pauling Middle School, effective June 30, 2014 (Resignation).
- Blaine Cluskey: Educational Assistant 2/LRC, 6 hrs, Corvallis High School, effective June 30, 2014 (Resignation).
- Cathy Creighton: Educational Assistant 2/LRC, 6.5 hrs, Lincoln Elementary School, effective June 30, 2014 (Retirement).
- Arianna Downard: Educational Assistant 2 and Student Behavior Support 2, 3.25 hrs, Franklin School, effective June 30, 2014 (Resignation).
- Nanette Dupuy: Educational Assistant 2/LRC, 6.5 hrs, Corvallis High School, effective June 30, 2014 (Resignation).
- John Friday: Educational Assistant 2, 5 hrs, Crescent Valley High School, effective June 30, 2014 (Resignation).
- Janet Gerding: Kitchen Manager, 6.5 hrs, Philomath High School, effective June 30, 2014 (Retirement).
- Timberlee Harris: Food Service Assistant, 2 hrs, Central Kitchen, effective June 30, 2014 (Resignation).
- Erin Hyde: Administrative Assistant 2, 6 hrs, Corvallis High School, effective June 30, 2014 (Resignation).
- Joanne Johnson: Educational Assistant 2, 2 hrs, Mt. View Elementary School, effective May 30, 2014 (Resignation).
- Sarah Maltezo: Educational Assistant 2, 3 hrs, Wilson Elementary School, effective June 30, 2014 (Resignation).
- Sara Mohler: Educational Assistant 2 and Student Behavior Support 1, 6.5 hrs, Wilson Elementary School, effective June 30, 2014 (Resignation).
- Thomas Norton: Educational Assistant 2/LRC, 6.5 hrs, Cheldelin Middle School, effective June 30, 2014 (Resignation).
- Rebecca Sauret: Library Media Assistant 2 and Administrative Assistant 1, 5.75 hrs, Wilson Elementary School effective June 30, 2014 (Resignation).
- Lynn Thomas: Information Services Technical Support 3, 8 hrs, Technology Services/District Office, effective June 30, 2014 (Retirement).
- Laura Wilson: Educational Assistant 2, 4 hrs, Wilson Elementary School, effective June 30, 2014 (Resignation).

Voluntary Reduction

- Jacob Dorr: Technology Computer Lab Assistant 1 and Educational Assistant 2, 7 hrs, Hoover Elementary School; voluntary reduction to 3 hrs.

Changes/Additional Information

- Jennifer Schroeder: Current Administrative Assistant 3/OA, 8 hrs, Business Services/District Office has been hired into Non-Rep position: Business Services Confidential Assistant, 8 hrs, Business Services/District Office, effective July 1, 2014 (Probationary).

B. Unaudited Financial Statements – April 30, 2014 and May 31, 2014**C. Board Policies and Administrative Regulations:**

- AC—Nondiscrimination—Revised—First Reading
- GCL—Staff Development—Licensed—Revised—First Reading
- GCL-AR—Staff Development—Licensed—Revised—For Information
- JF/JFA—Student Rights and Responsibilities—Revised—First Reading
- JFC/JG—Student Conduct and Discipline—Revised—First Reading
- JFCJ—Weapons in the Schools—Revised—First Reading
- JGAB—Use of Restraint and Seclusion—Revised—First Reading
- JGAB-AR—Use of Restraint and Seclusion—Revised—For Information

XIV. EXECUTIVE SESSION – The Board met in Executive Session at 5:15 p.m. under ORS 192.660(2)(d) – To consult with persons designated for labor negotiations.

XV. ADJOURNMENT

There being no further business before the Board, Chair Sauret adjourned the meeting at 8:19 p.m.

Chris Rochester, Board Chair*

Dr. Erin Prince, Superintendent

*Chair at the time the minutes were submitted for approval.

Prepared By: Julie Catala

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Corvallis
SCHOOL DISTRICT

VII.B. Licensed Personnel Recommendations

BOARD MEETING DATE: August 18, 2014

FOR ACTION

SUBJECT: Licensed Personnel Action

1. Issue: Information on licensed personnel recommendations

a. Recommendation to Hire:

Jill Clarno: Second Grade Teacher, 1.0 FTE, Hoover Elementary School, effective August 27, 2014 (Probationary).

Cristina Fast: Humanities Teacher, 1.0 FTE, Cheldelin Middle School, effective August 27, 2014 (Temporary).

Nelson Goranson: Social Studies Teacher, 1.0 FTE, Corvallis High School, effective August 27, 2014 (Probationary).

April Larson: Math Teacher, 0.67 FTE, Cheldelin Middle School, effective August 27, 2014 (Temporary).

Stephanie Nelson: Kindergarten Teacher, 1.0 FTE, Garfield Elementary School, effective August 27, 2014 (Probationary).

Susannah Omundson: Bilingual Teacher, 1.0 FTE, Lincoln and Garfield Elementary Schools, effective August 27, 2014 (Temporary).

Amanda Rosenfelt: ELL Teacher, 0.67 FTE, Garfield Elementary School, effective August 27, 2014 (Probationary).

Kathleen Smith: Orchestra and Band Teacher, 1.0 FTE, Linus Pauling and Cheldelin Middle Schools, effective August 27, 2014 (Probationary).

Hayden Sweet: Language Arts Teacher, 0.83 FTE, Linus Pauling Middle School, effective August 27, 2014 (Temporary).

Aimee Viramontes: Fifth Grade Teacher, 1.0 FTE, Hoover Elementary School, effective August 27, 2014 (Probationary).

b. Termination/Resignation/Layoff:

Janet Boley: Business Education Teacher, 0.09 FTE, Corvallis High School, effective August 27, 2014 (Layoff).

Jeanette Cunningham: Fourth/Fifth Grade Teacher, 1.0, Garfield Elementary School, effective June 30, 2014 (Resignation).

Kathi Holvey: Teacher on Special Assignment, 1.0 FTE, District Office, effective July 28, 2014 (Resignation).

Kacey Kintscher: First Grade Teacher, 1.0 FTE, Hoover Elementary School, effective June 30, 2014 (Resignation).

Zachary Lauritzen: Social Studies Teacher, 0.50 FTE, Corvallis High School, effective June 30, 2014 (Resignation).

Miriam Meza: Teacher, 1.0 FTE, Lincoln Elementary School, effective June 30, 2014 (Resignation).

Jonathan Opfer: Fourth Grade Teacher, 1.0 FTE, Hoover Elementary School, effective August 5, 2014 (Resignation).

Douglas Rossetter: Special Education Teacher/Intervention Specialist, 1.0 FTE, Garfield Elementary School, effective June 30, 2014 (Resignation).

Melissa Tofell: Teacher, 1.0 FTE, Jefferson Elementary School, effective June 30, 2014 (Resignation).

Lauren Tuey: Kindergarten Teacher, 1.0 FTE, Mt. View Elementary School, effective June 30, 2014 (Resignation).

c. Voluntary Reduction:

Marcia Stevens: Band Teacher, 1.0 FTE, Corvallis High and Linus Pauling Middle School; voluntary reduction to 0.67 FTE at Corvallis High School.

ACTION REQUESTED: Approve recommendations.

CONTACT PERSON: Jennifer Duvall



Corvallis
SCHOOL DISTRICT

VII.C. Ratify the 2014-15 Actions Taken by the Board on 06/23/14

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: **August 18, 24** **FOR ACTION**

SUBJECT: Ratify the 2014-15 Actions Taken by the Board on June 23, 2014

The School Board held its annual organizational meeting on June 23, 2014, and took action on the 2014-15 annual organizational items outlined below. As a formality, district legal counsel advises ratifying the actions at the Board's first regular meeting of 2014-15.

Those items were:

1. Election of Officers
2. Organizational Motions for 2014-15:
 - Appointment of district officials, including: District Clerks, Custodian of Funds, and Budget Officer
 - Authorization for the Signing of Documents and Agreements for Funded Programs, Disposal of Surplus Property, Local Contract Review Board/Signing of Agreements, and Non-Resident Student Tuition
 - Designation of District Depositories, including Authorization to Invest Funds and the identification of Investment Depositories and the designation of signers for the Student Body Fund Account
 - Approval of professional services, including: Attendance Services, Auditors, Insurance Agents, Legal Counsel, and official newspaper

ACTION REQUESTED: Ratify the 2014-15 actions taken by the Board on June 23, 2014.

CONTACT PERSON: Julie Catala



Corvallis
SCHOOL DISTRICT

VII.D. Board Policy AC—Nondiscrimination—Revised—Second Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: August 18, 2014

FOR ACTION

SUBJECT: Board Policy AC—Nondiscrimination—Revised—Second Reading

Issue: In order to provide consistency with our policies, Board Policy AC—Nondiscrimination has been updated to include new language: gender identity, gender expression.

Options Considered: Not revising the policy.

Involvement: District office staff.

Consequences: Policy would be inconsistent with others.

Cost Impact: None.

ACTION REQUESTED: Adopting the revised policy.

CONTACT PERSON(S): Kevin Bogatin, Kerry Richey

Nondiscrimination

The district shall promote a climate of civility and inclusiveness and an environment free of discrimination based on an individual's race, color, religion, sex, gender identity, gender expression, national origin, citizenship, sexual orientation¹, disability, parental or marital status, or age; or because of the race, color, religion, sex, gender identity, gender expression, national origin, citizenship, sexual orientation, disability, parental or marital status, or age of any other persons with whom the individual associates. The district seeks to avoid endorsement of any activity or organization that does not adhere to these principles.

In keeping with requirements of federal and state law, the district strives to remove discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

The Board affirms the value of human diversity in a learning organization by honoring all people regardless of race, color, religion, sex, gender identity, gender expression, national origin, citizenship, sexual orientation, disability, parental or marital status, or age; or because of the race, color, religion, sex, gender identity, gender expression, national origin, citizenship, sexual orientation, disability, parental or marital status, or age of any other persons with whom the individual associates.

Staff will establish channels through which citizens can communicate their concerns to the administration and the Board. The superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990, Americans with Disabilities Act Amendments Act of 2008, Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX² and other civil rights or discrimination issues. The Board will adopt and the district will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. The ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

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

²Districts are reminded that the district is required to notify students and employees of the name, office address, and telephone number of the employee or employees appointed.

END OF POLICY

Legal References:

ORS 192.630	ORS 659A.043	OAR 581-015-0054
ORS 326.051(1)(e)	ORS 659A.103	OAR 581-021-0045
ORS 342.934(3)	ORS 659A.109	OAR 581-021-0046
ORS 659.805	ORS 659A.112—659A.139	OAR 581-021-0049
ORS 659.815	ORS 659A.142	OAR 581-022-1140
ORS 659.850	ORS 659A.145	ORS 659.150
ORS 659.865	ORS 659A.233	OAR 581-021-0044
ORS 659.870	ORS 659A.236	OAR 581-021-0045
ORS 659A.006	ORS 659A.309	
ORS 659A.009	ORS 659A.321	
ORS 659A.029	ORS 659A.409	
ORS 659A.030	SB 2 (2007)	

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2006).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2006); 29 C.F.R Part 1626 (2006).

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).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2006).

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2006).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006);

Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2006).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

Americans with Disabilities Act Amendments Act of 2008.

The Vietnam ERA Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.

Title II of the Genetic Information Nondiscrimination Act of 2008.

Cross References:

Policy ACA—Americans with Disabilities Act

Policy GBA—Equal Employment Opportunity

Policy JB—Equal Educational Opportunity



Corvallis

SCHOOL DISTRICT

VII.E. Board Policy GCL—Staff Development—Licensed—Revised—Second Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: August 18, 2014

FOR ACTION

SUBJECT: Board Policy GCL—Staff Development—Licensed—Revised—Second Reading

Issue: Teacher Standards and Practices Commission has aligned its professional development standards with the national standards adopted by the State Board of Education for the Core Teaching Standards and Administrator Standards.

Options Considered: Not revising the policy.

Involvement: District office staff.

Consequences: Policy will remain outdated.

Cost Impact: Unknown.

ACTION REQUESTED: Adopting the revised policy.

CONTACT PERSON(S): Jennifer Duvall, Kerry Richey

STAFF DEVELOPMENT—LICENSED

The Board recognizes the need to establish a continuing professional development (CPD) program for all licensed staff in order to enhance professional performance, promote achievement of high standards for all students, and assist employees in meeting the licensure requirements of the Teacher Standards and Practices Commission (TSPC).

Employee CPD plans shall be consistent with the district's mission and goals, assist educators to meet the requirements for license renewal as identified in OAR Chapter 584, Division 090, and may contain such other provisions as deemed appropriate by the district.

Completion of CPD requirements, as set forth in OAR Chapter 584, Division 090 by TSPC for license renewal, are the sole responsibility of the employee. Individual CPD plans shall be developed collaboratively by the employee and his/her supervisor in conjunction with site council recommendations and the consolidated school improvement plans. Activities shall have as their primary purpose increased student learning by enhancing the professional skills of the employee. Such activities may relate to the individual's current or potential future assignment as determined by the district. Appropriate learning activities may include, but are not limited to, college courses, workshops, conferences, curriculum development, research, peer or student-teacher mentoring, and other approved individual and committee endeavors.

Requests for release time for attendance at professional development activities may be approved as deemed appropriate by the district and with the stipulation that: (1) requests are to be submitted sufficiently in advance to permit Board consideration; and (2) where release time is granted, a written report will be submitted to the administration after such meeting or conference.

Meetings or conferences for which district funds are contributed—whether for fees, travel, or hiring of substitutes—shall directly relate to the employee's CPD requirement plan. Where such meetings or conferences are devoted primarily or exclusively to organizational or business affairs of associations of educators, political workshops, training sessions for consultation committees, and like activities, it is not considered appropriate for the Board to expend district funds or to approve the activity for the Professional Development Unit CPD credit.

The Board directs the superintendent to develop administrative regulations, staff CPD handbooks, and/or other related materials as may be necessary to implement this policy. Regulations shall include CPD procedures and practices that incorporate plans for the district's improvement and individual building, grade level, student, and employee needs and goals.

END OF POLICY

Legal Reference(s)

[ORS 329.095](#)

[ORS 329.125](#)

[ORS 329.704](#)

[ORS 342.135 \(2\)\(a\)](#)

[ORS 342.138 \(3\)](#)

[~~OAR 584-090-0001 to 0060~~](#)

[OAR 581-022-0606](#)

[OAR 581-022-1720](#)

[OAR 584-018-0105](#)

[OAR 584-018-0205](#)

[OAR 584-090-0100-0120](#)

Clackamas IED Assn. v. Clackamas IED, No. C-141-77, 3 PUB. EMPL. COLL. BARG. REP. 1848 (ERB 1978).

Eugene Educ. Ass'n v. Eugene Sch. Dist. 4J, No. C-93-79, 5 PUB. EMPL. COLL. BARG. REP. 3004 (ERB 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.



Corvallis

SCHOOL DISTRICT

VII.F. Board Policy JF/JFA—Student Rights and Responsibilities—Revised—
Second Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: August 18, 2014

FOR ACTION

SUBJECT:

Board Policy JF/JFA—Student Rights and Responsibilities—Revised—Second Reading
Board Policy JFC/JG—Student Conduct and Discipline—Revised—Second Reading
Board Policy JFCJ—Weapons in the Schools—Revised—Second Reading

Issue: HB 2192 amends several statutes related to school discipline, suspension, and expulsion.
Key changes include:

- Removal of “zero tolerance” in statute that required mandatory expulsion for non-firearm weapons, limiting expulsion to the most serious behaviors that pose a threat to health or safety when student’s behavior has not responded to other interventions or when required by law;
- Addition of a 10-day limit to complete mental health risk assessment (which can be exceeded for good cause); and
- A reiteration that school discipline needs to foster a positive learning environment and set clear expectations for all students, impose discipline without bias, and comply with all laws related to students with disabilities.

Our policies have been reviewed and updated accordingly.

Options Considered: Not revising the policies.

Involvement: District office staff.

Consequences: Policies would remain outdated with current law.

Cost Impact: Unknown.

ACTION REQUESTED: Adopting the revised policies.

CONTACT PERSON(S): Kevin Bogatin, Amy Lesan, Kerry Richey

Student Rights and Responsibilities**

The Board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students.

Among these student rights and responsibilities are the following:

1. ~~The civil right~~ Civil rights—including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
2. The right to attend free public schools; the responsibility to attend school regularly, and to observe school rules essential for permitting others to learn at school, and to put forth best effort to maximize learning potential;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights;
5. The right to privacy, which includes privacy with respect to the student's education records.

Students have the right to know the behavior standards expected of them as well as to know the consequences of misbehavior. Students' rights and responsibilities, including standards of conduct, will be made available to students, ~~and~~ their parents, and employees through information distributed annually.

END OF POLICY**Legal Reference(s):**

ORS 332.061	ORS 659.850
ORS 332.072	ORS 659.865
ORS 337.150	OAR 581-021-0045
ORS 339.155	OAR 581-021-0046
ORS 339.240	OAR 581-021-0050 to -0075
ORS 339.250	OAR 581-022-1140

Hazelwood Sch. District v. Kuhlmeier, 484 U.S. 260 (1988).

Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).

~~ORS 339.240—339.450~~

~~ORS 659.150~~

~~ORS 659.175~~

~~Hazelwood School District v. Kuhlmeier, 108 S. Ct. 562 (1988).~~

~~Bethel School District No. 403 et al. v. Fraser, 106 S. Ct. 3159 (1986).~~

Cross Reference(s):

Policy JFC—Student Conduct

Student Rights and Responsibilities**—JF/JFA



Corvallis

SCHOOL DISTRICT

VII.G. Board Policy JFC/JG—Student Conduct and Discipline—Revised—
Second Reading

Student Conduct and Discipline**

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district's policies, administrative regulations, school and classroom written rules, pursue the prescribed course of study, submit to the lawful authority of district staff, and conduct themselves in an orderly manner at school during the school day or during school district-sponsored activities.

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments. The major objectives of the district discipline program are to teach the following fundamental concepts for living:

1. Understanding and respect for individual rights, dignity, and safety;
2. Understanding and respect for the law, Board policies, administrative regulations, and school rules;
3. Understanding of and respect for public and private property rights.

Careful attention shall be given to procedures and methods whereby fairness and consistency without bias in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and maintain a productive learning environment. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavior atmosphere.

Disciplinary procedures that are age appropriate and to the extent practicable using approaches that are shown through research to be effective shall be used by district personnel to correct behavioral problems, while supporting students' attendance to school and classes. Examples include, but are not limited to, reprimands, conferences, detention, and denial of participation in co-curricular and extracurricular activities. Titles and/or privileges available to or granted to students may be denied and/or revoked (e.g., valedictorian; salutatorian; study body, class, or club office positions; field trips, senior trip, prom).

Students may be suspended in cases of serious infractions. Students may be expelled for any of the following circumstances: (1) When a student's conduct poses a threat to the health or safety of students or employees; (2) When other strategies to change the student's behavior have been ineffective; or (3) When required by law. Restitution may be sought for willful damage to district property. Additionally, a student's driving privileges, or the right to apply for driving privileges, may be suspended for violations of ORS 339.254 and 339.257 as provided by Board policy JHFDA—Suspension of Driving Privileges. A referral to law enforcement also may be made for violations of the law. Parental assistance shall be requested when persistent violations occur.

Students in violation of Board policy, administrative regulation, and/or code of conduct provisions shall be subject to discipline, suspension, or expulsion for misconduct, including but not limited to: theft; disruption of the school; damage or destruction of school property; damage or destruction of private property on school premises or during a school activity; assault or threats of harm; unauthorized use of weapons or dangerous instruments; unlawful use of drugs, narcotics, or alcoholic beverages; persistent failure to comply with rules or the lawful directions of teachers or school officials.

Students may face disciplinary consequences (1) for any off-campus behavior that would otherwise tend to disrupt the educational process or the operation of the school district; (2) for conduct that occurs off the school premises at school-related or supervised functions and at a school bus stop; (3) or for behavior that threatens or affects the safety or well-being of any student, parent, or school employee, when the person affected or threatened is traveling to or from a school or a school-related activity.

Careful attention shall be given to procedures and methods whereby fairness and consistency in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and maintain a productive learning climate. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavior atmosphere.

A student handbook, code of conduct, or other document shall be developed under the leadership of the by district administration, and in cooperation with staff, and will be made available and distributed to parents, and students, and employees outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct, as required by the No Child Left Behind Act of 2001 (NCLBA). In addition, each school in the district shall may publish a student/parent handbook detailing additional rules specific to that school.

Students in violation of Board policy, administrative regulation, and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian; salutatorian; student body, class, or club office positions; senior trip; prom; etc.) A referral to law enforcement may also be made.

The district annually will record and report expulsion data for conduct violations as required by the Oregon Department of Education.

The district will provide the opportunity for all students in any district school identified as persistently dangerous or for any victim of a violent criminal offense occurring in or on the grounds of the school the student attends, to the extent feasible, the opportunity to transfer to a safe school within the district.

Parents, students, and employees shall be notified by handbook, code of conduct or other document of acceptable behavior, behavior subject to discipline and the procedures to address behavior and the consequences of that behavior. These procedures will include a system of consequences designed to correct student misconduct and promote acceptable behavior.

END OF POLICY

Legal Reference(s):
[ORS 339.240](#)

[ORS 339.250](#)

Student Conduct and Discipline—JFC/JG**

~~ORS 339.260~~

[ORS 659.850](#)

~~ORS 659.150~~

[OAR 581-021](#)-0050 to -0075

Hazelwood Sch. District v. Kuhlmeier, 484 U.S. 260 (1988).

Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).

Shorb v. Grotting and Powers Sch. Dist., Case No. 00CV-0255 (Coos County Circuit Ct.) (2000).

Ferguson v. Phoenix Talent Sch. Dist. #4, 172 Or. App. 389 (2001).

No Child Left Behind Act of 2001, 20 U.S.C. § 7912 (2006).

No Child Left Behind Act of 2001, P.L. 107-110, Title IX, Section 9532.



Corvallis
SCHOOL DISTRICT

VII.H. Board Policy JFCJ—Weapons in the Schools—Revised—Second Reading

Weapons in the Schools**

Students shall not bring, possess, conceal, or use a weapon on or at district property, activities under the jurisdiction of the district, or interscholastic activities administered by a voluntary organization approved by the State Board of Education (e.g., Oregon School Activities Association).

~~Students shall not bring, possess, conceal or use a weapon on or near district property or at any school related activity.~~

For purposes of this policy, and as defined by state and federal law, weapon includes:

1. A “dangerous weapon” means any weapon, device, instrument, material, or substance that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.
2. A “deadly weapon” means any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury. Deadly weapons may include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs, or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or patrons.
3. A “firearm” means any weapon (including a starter gun) that will or is designed to or may be readily converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon (i.e., body of the firearm), any firearm silencer, or any destructive device.

~~A **firearm** is as defined in 18 USC (United States Code) §921, any instrument, article, or substance specifically designed to or may readily be converted to expel a projectile by the action of explosive, frame or receiver of any such weapon or any firearm silencer.~~

~~A **dangerous weapon** is any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.~~

~~A **deadly weapon** is any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury. Examples include brass knuckles, switchblade/butterfly knives, clubs, stars, live ammunition, explosive or incendiary devices, lethal gases and poisonous substances.~~

4. A “destructive device” ~~means is any device with an~~ explosive, incendiary, or poison gas component or any combination of parts either designed or intended for use in converting ~~such components any device~~ into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

Replicas of weapons are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior building principal approval for certain curriculum or school-related activities. Violations will result in discipline up to and including expulsion.

Possession of any pocket knife at a school or school-related function is prohibited, whether or not the knife is a weapon and violators ~~may will~~ be subject to suspension or expulsion. Prohibited weapons are subject to seizure or forfeiture.

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing, or using a dangerous or deadly weapon, firearm, or destructive device. Parents will be notified of all conduct by their student that violates this policy.

Incidents of students possessing weapons or realistic replicas will be reported to the student's parents and a referral to the appropriate law enforcement agency shall be made. Appropriate disciplinary and/or legal action will be taken against any unauthorized person who possesses weapons or assist possession in any way. Students found to have brought, possessed, concealed, or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. ~~bringing weapons to school will be expelled for a period of not less than one year.~~

The superintendent may, on a case-by-case basis, modify this expulsion requirement. The district may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation, as provided by law. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

The Board delegates its authority to expel students to a hearings officer. The superintendent has the authority to modify the length of any expulsion under this policy. The hearings officer will consult with the superintendent to determine such modifications prior to issuing the final expulsion determination. The student has a right to appeal the hearings officer's decision to the Board.

Expulsion proceedings for students who have individualized education programs or 504 plans will be in accordance with specific regulations and procedures as prescribed by law.

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons for courses, programs, and activities approved by the district and conducted on district property.

END OF POLICY

Legal References:

[ORS 161.015](#)
[ORS 166.210 - 166.370](#)
[ORS 166.382](#)
[ORS 332.107](#)
[ORS 339.115](#)
[ORS 339.240](#)
[ORS 339.250](#)
[ORS 339.315](#)
[ORS 339.327](#)
[ORS 809.135](#)
[ORS 809.260](#)

[OAR 581-021-0050 to -0075](#)
[OAR 581-053-0010\(5\)](#)
[OAR 581-053-0230\(9\)\(k\)](#)
[OAR 581-053-0330\(1\)\(r\)](#)
[OAR 581-053-0430\(17\)](#)
[OAR 581-053-0531\(16\)](#)
[OAR 581-053-0630](#)

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2006).
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).
Youth Handgun Safety Act, 18 U.S.C. §§ 922(x), 924(a)(6) (2006).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2006).

~~ORS 339.260~~

~~OAR 581-053-0015 (7)(k)~~

~~OAR 581-053-0545 (4)(e),(w)~~

~~OAR 581-053-0550 (5)(y)~~

~~Gun-Free School Zone Act of 1990, 18 U.S.C., §§ 921(a) (25) and (26) and 922(q); as amended by P.L. 104-208, § 101(f) (1996) and P.L. 103-322, § 320904 (1994).~~

~~Education of the Handicapped Act of 1975, as amended, 20 U.S.C., sections 1400-1427, (West 1988), as amended and renamed Individuals with Disabilities Education Act (IDEA), P.L. 101-476, 104 Stat 1103 (1990), as amended P.L. 105-17 (1997) [P.L. 94-142 is a well known "short" reference to this federal legislation.]~~

~~Youth Handgun Safety Act, 18 U.S.C. sections 922 (x) and 924 (a)(6)~~



Corvallis
SCHOOL DISTRICT

VII.I. Board Policy JGAB—Use of Restraint and Seclusion—Revised—Second
Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: May 5, 2014

FOR ACTION

SUBJECT: Board Policy JGAB—Use of Restraint and Seclusion—Revised—Second Reading

Issue:

Policy JGAB—Use of Restraint and Seclusion has been updated to include general updates regarding any room used for seclusion and a training program. In addition an annual review of the use of physical restraint and seclusion during the preceding school year shall be completed and submitted to the Superintendent of Public Instruction.

Options Considered: Not revising the policy.

Involvement: District office staff.

Consequences: Policy will remain outdated.

Cost Impact: Unknown.

CONTACT PERSON(S): Amy Lesan, Kerry Richey

Use of Restraint and Seclusion

The Board is dedicated to the development and application of best practices within the district's public educational/behavioral programs. It is the intent of the Board to establish a policy that defines the circumstances that must exist and the requirements that must be met prior to, during, and after the use of **physical** restraint and/or seclusion as an intervention with district students.

Definitions

1. "Physical restraint" means the restriction of a student's movement by one or more persons holding the student or applying physical pressure upon the student. "Physical restraint" does not include touching or holding a student without the use of force for the purpose of directing the student or assisting the student in completing a task or activity. The definition of "physical restraint" does not include the use of mechanical, chemical, or prone restraint of a student as these methods are prohibited by Oregon law.
2. "Seclusion" means the involuntary confinement of a student alone in a room from which the student physically is prevented from leaving.

Seclusion does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control, in a setting from which the student is not physically prevented from leaving.

3. "Serious bodily injury" means any significant impairment of the physical conditions of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.

Prohibited by Law

4. "Mechanical restraint" means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.

Mechanical restraint does not include:

- a. A protective or stabilizing device ordered by a licensed physician; or
 - b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.
5. "Chemical restraint" means a drug or medication that is used on a student to control behavior or restrict freedom of movement that has not been prescribed by a licensed

health professional or other qualified health care professional acting under the professional's scope of practice.

6. "Prone restraint" means a restraint in which a student is held face down on the floor.

The use of physical restraint and/or seclusion is only permitted as a part of a behavioral support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical injury to the student or others. Prior to the implementation of any behavioral support plan that includes restraint and/or seclusion, a functional behavior assessment must be completed. Annually, the district will provide appropriate training as needed for administrators, special education teachers, behavior support, and any other identified staff.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint, and/or seclusion also may be used by a school administrator, teacher, or other school employee as necessary when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others.

The use of physical restraint ~~or~~ seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others. Any student being restrained or secluded within the district whether in an emergency or as a part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must ~~meet the standards as outlined in OAR 581-021-0568, allow staff full view of the student in all areas of the room and be free of potentially hazardous conditions such as unprotected light fixtures and electrical outlets.~~

The district shall utilize the Oregon Intervention System (OIS) or the Crisis Prevention Institute (CPI) training program of physical restraints and seclusion ~~for use in the district~~. As required by state regulation, the selected program shall include: behavioral support, prevention, de-escalation, and crisis response techniques. Any program selected by the district must be in compliance with state and federal law with respect to the use of restraint and/or seclusion.

An annual review of the use of physical restraint and seclusion ~~during the preceding school year including a review of all district cases involving restraint and/or seclusion,~~ shall be ~~completed and submitted to the Superintendent of Public Instruction~~ to ensure compliance with district policies and procedures. The results of the annual review shall be documented and shall include at a minimum:

1. The total number of incidents involving physical restraint.
2. The total number of incidents involving seclusion.
3. The total number of seclusions in a locked room.

4. The total number of students placed in physical restraint.
5. The total number of students placed in seclusion.
6. The total number of incidents that resulted in injuries or death to students or personnel as a result of the use of physical restraint or seclusion.
7. The total number of students who were placed in physical restraint and/or seclusion more than ten times in the course of a school year and an explanation of what steps have been taken to decrease the use of physical restraint and/or seclusion for each student.
8. The total number of physical restraint and seclusion incidents carried out by untrained individuals;
9. The demographic characteristics of all students upon whom physical restraint and/or seclusion was imposed.
10. The total number of rooms available for use by the district for seclusion of a student and a description of the dimensions and design of the rooms.

This report shall be delivered to the Board and made available to the public at the district's main office and on the district's website. At least once each school year the public shall be notified as to how to access the report.

The district shall investigate all complaints regarding the use of restraint and/or seclusion practices according to the procedures outlined in Board policy KL and KL-AR—Public Complaints.

The superintendent shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting, and written documentation of the use of physical restraint or seclusion by district personnel.

END OF POLICY

Legal Reference(s):

[ORS 161.205](#)
[ORS 339.250](#)
[ORS 339.288](#)
[ORS 339.291](#)
[OAR 581-021-0061](#)
[OAR 581-021-0062](#)
[OAR 581-021-0550](#)
[OAR 581-021-0553](#)
[OAR 581-021-0556](#)

[OAR 581-021-0559](#)
[OAR 581-021-0563](#)
[OAR 581-021-0566](#)
[OAR 581-021-0568](#)
[OAR 581-021-0569](#)
[OAR 581-021-0570](#)



Corvallis
SCHOOL DISTRICT

VIII. CONSOLIDATED INFORMATION

VIII.A. Non-Licensed Personnel Information

BOARD MEETING DATE: August 18, 2014

FOR INFORMATION ONLY

SUBJECT: Non-licensed Personnel Information

1. Issue: Information on non-licensed-personnel

a. Recommendation to Hire:

Rebecca Brown: Administrative Assistant 2, 6 hrs, District Office, effective July 28, 2014 (Probationary).

Ashley DiGiovannangelo: Food Service Assistant, 4 hrs, Cheldelin Middle School, effective September 3, 2014 (Probationary).

Tod Eisenbrandt: Maintenance 1 Lead, 8 hrs, Corvallis High School, effective July 25, 2014 (Probationary).

Sarah Farrell: Educational Assistant 2/LRC, 3 hrs, Cheldelin Middle School, effective August 27, 2014 (Probationary).

Angela Greensweight: Info Services Tech Support 2, 8 hrs, District Office, effective July 23, 2014 (Probationary).

Ruth Heninger: Educational Assistant 2, 6.5 hrs, Garfield Elementary School, effective August 27, 2014 (Regular).

Leslie Hudson: Administrative Assistant 1, 6 hrs, Franklin School, effective August 13, 2014 (Probationary).

Christine Koegler: Library Media Assistant, 4 hrs, Wilson Elementary School, effective August 27, 2014 (Probationary).

Susie Routes: Administrative Assistant 1, 6 hrs, Cheldelin Middle School, effective August 27, 2014 (Probationary).

Lynn Roylance: Educational Assistant 2, 4 hrs, Adams Elementary School, effective August 27, 2014 (Probationary).

b. Termination/Resignation/Layoff/Retirement:

Deborah Albin: Food Service Specialist, 7.25 hrs, Garfield Elementary School, effective August 1, 2014 (Retirement).

Kirsten Asbury: Educational Assistant 2/LRC, 6 hrs, Lincoln Elementary School, effective June 30, 2014 (Resignation).

Timothy Emery: Maintenance 1, 8 hrs, Corvallis High School, effective July 11, 2014 (Resignation).

Joanne Gibson: Educational Assistant 2, 7 hrs, Jefferson Elementary School, effective August 31, 2014 (Retirement).

Seon Kim: Educational Assistant 2, 7.5 hrs, Cheldelin Middle and Wilson Elementary Schools, effective July 23, 2014 (Resignation).

Christie Seits: Food Service Assistant, 6.75 hrs, Central Kitchen and Corvallis High School, effective July 15, 2014 (Resignation).

Cara Takamori, Educational Assistant 2, 4 hrs, Adams Elementary School, effective June 6, 2014 (Retirement).

Steven Torrence: Educational Assistant 2, 6.5 hrs, Crescent Valley High School, effective August 3, 2014 (Resignation).

c. Voluntary Reduction:

Laurie Schrock: Kitchen Manager, 8 hrs, Corvallis High School; voluntary reduction to 7 hrs, effective September 2, 2014.

CONTACT PERSON: Jennifer Duvall



Corvallis
SCHOOL DISTRICT

VIII.B. Administrative Regulation JGAB-AR—Use of Restraint and Seclusion—
Revised—For Information

BOARD MEETING DATE: August 18, 2014

FOR INFORMATION

SUBJECT: Administrative Regulation JGAB-AR—Use of Restraint and Seclusion—Revised—For Information

Issue:

Administrative regulation JGAB-AR—Use of Restraint and Seclusion has been updated to include:

- A description of the student's activity that prompted the use of physical restraint or seclusion;
- A description of the training status of the personnel who administered the physical restraint or seclusion; and
- Timely notification of a debriefing meeting to be held and the parent's right to attend the meeting.

In addition an annual review of the use of physical restraint and seclusion during the preceding school year shall be completed and submitted to the Superintendent of Public Instruction.

Options Considered: Not revising the administrative regulation.

Involvement: District office staff.

Consequences: Administrative regulation will remain outdated.

Cost Impact: Unknown.

CONTACT PERSON(S): Amy Lesan, Kerry Richey

Use of Restraint and Seclusion

General Guidelines

1. The district shall utilize the Oregon Intervention System (OIS) or the Crisis Prevention Institute (CPI) training program of physical restraints and seclusion for use in the district. As required by state regulation, the selected program shall include: behavioral support, prevention, de-escalation, and crisis response techniques. Any program selected by the district must be in compliance with state and federal law with respect to the use of restraint and/or seclusion.
2. Parents will be provided verbal or electronic notification by the school staff following the use of physical restraint or seclusion by the end of the day on which the incident occurred.
3. Parents will be provided written documentation of the incident within 24 hours that provides:
 - a. A description of the physical restraint and/or seclusion;
 - b. The date of the physical restraint or seclusion;
 - c. The time the physical restraint or seclusion began and ended, and the location;
 - d. A description of the student's activity that prompted the use of physical restraint or seclusion;
 - ~~e.~~
e. The efforts used to de-escalate the situation and the alternatives to physical restraint or seclusion that were attempted;
 - ~~f.~~
f. The names of the personnel of the public education program who administered the physical restraint or seclusion;
 - g. A description of the training status of the personnel who administered the physical restraint or seclusion; and
 - h. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
4. If the physical restraint or seclusion was administered by a person without training, the district will provide that information along with the reason why a person without training administered the physical restraint or seclusion.
5. A building administrator will be notified as soon as practicable whenever physical restraint and/or seclusion has been used.
6. If physical restraint or seclusion continues for more than 30 minutes, the student must be provided with adequate access to bathroom and water every 30 minutes. If physical restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first

30 minutes an administrator for the public education program must provide written authorization for the continuation of the physical restraint or seclusion, including providing documentation for the reason the physical restraint or seclusion must be continued. Whenever physical restraint or seclusion extends beyond 30 minutes, personnel of the district shall immediately attempt to verbally or electronically notify a parent.

7. A district Physical Restraint and/or Seclusion Incident Report must be completed and copies provided to those attending the debriefing meeting for review and comment.
8. A documented debriefing meeting must be held within two school days after the use of physical restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include a building administrator and a district representative if possible. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student. A copy will be provided to the assistant superintendent's office.
~~A parent must be invited to attend the debriefing meeting.~~

The completed Physical Restraint and/or Seclusion Incident Report Form shall include the following:

1. Name of the student;
2. Name of staff member(s) administering the physical restraint or seclusion;
3. Date of the physical restraint or seclusion, and the time the physical restraint or seclusion began and ended;
4. Location of the physical restraint or seclusion;
5. A description of the physical restraint or seclusion;
6. A description of the student's activity immediately preceding the behavior that prompted the use of physical restraint or seclusion;
- ~~7. A description of the behavior that prompted the use of restraint or seclusion;~~
- ~~7.8.~~ Efforts to de-escalate the situation and alternatives to physical restraint or seclusion that were attempted;
- ~~8.9.~~ Information documenting parent contact and notification; and
- ~~9.10.~~ A summary of the debriefing meeting held.

Physical restraint/seclusion as a part of a behavioral support plan in the student's Individual Education Program (IEP) or section 504 plan.

1. Parent participation in the plan is required.
2. The IEP team that develops the behavioral support plan shall include knowledgeable and trained personnel, including the district representative who is familiar with the physical restraint training practices adopted by the district.
3. Prior to the implementation of any behavioral support plan that includes physical restraint and/or seclusion a functional behavioral assessment must be completed. The assessment plan must include an individual threshold for reviewing the plan. Best practice is to review the plan after two restraints/seclusion incidents and it is required to be reviewed after five incidents.
4. When a behavior support plan includes physical restraint or seclusion, the parents will be provided a copy of the district Use of Restraint and Seclusion policy at the time the plan is developed.

Use of physical restraint and/or seclusion in an emergency by school administrator or staff to prevent a student from injuring him/herself, other students, or school staff.

Use of physical restraint and or seclusion under these circumstances with a student who does not have physical restraint and/or seclusion as a part of their IEP or 504 plan is subject to all of the requirements established by this administrative regulation with the exception of those specific to plans developed in an IEP or a 504 plan.



Corvallis
SCHOOL DISTRICT

VIII.C. Board Policy BBFA—Board Member Ethics and Conflicts of Interest—
Revised—First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: August 18, 2014

FOR INFORMATION

SUBJECT:

Board Policy BBFA—Board Member Ethics and Conflicts of Interest—Revised—First Reading
Board Policy BBFB—Board Member Ethics and Nepotism—Revised—First Reading
Board Policy GBC—Staff Ethics—Revised—First Reading
Administrative Regulation GBC-AR—Staff Ethics—New—For Information

Issue: HB 2079 had modified ORS 244.020 and 244.175 replacing the current definitions of “member of the household” and “relative” with a single new definition of “relative” for purposes of the government ethics law. Effective January 1, 2014.

Recently the Oregon School Boards Association received further clarification concerning the definition of “a member of household” from the Oregon Government Ethics Commission and has updated these policies with minor edits. In addition, staff have prepared an administrative regulation GBC-AR—Staff Ethics to further define limitations on use of district employment to obtain financial gain.

Options Considered: Not revising the policies or adopting the administrative regulation.

Involvement: District office staff

Consequences: Policies will be out of compliance with Oregon law.

Cost Impact: None

CONTACT PERSON(S): Kevin Bogatin, Kerry Richey

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, or a relative, or a household member 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.

Conflicts of Interest

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

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

“Relative” means:

1. The Board member’s or candidate’s spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law;

¹The term spouse includes domestic partners.

2. The spouse of the Board member's or candidate's parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law.

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

No Board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member's vote, official action or judgment would be thereby influenced.

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

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

Individual Board members and the Board as a public entity are bound by the Code of Ethics for public officials as stated in Oregon law.

Potential Conflict of Interest

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

A Board member must publicly declare a potential conflict of interest. A Board member may, after declaring his/her 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.

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 in a calendar year 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, and 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 the household, meaning that the Board member, and their relative, and each member of their household 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.

Determining the Source of Gifts

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

Determining Legislative and Administrative Interest

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

department, but the person who sells the uniforms to the fire department has a legislative/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 donated to charity was \$75, the benefit conferred on the Board member is \$25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.
2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member’s meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
 - a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
 - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
 - c. The source calculates the actual amount spent on the Board member.
3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.
4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale value

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

Entertainment

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

1. The entertainment is incidental to the main purpose of another event (i.e. a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The Board member is acting in their official capacity for a ceremonial purpose.

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

Exceptions

The following are exceptions to the ethics rules on gifts.

1. Campaign contributions are not considered gifts under the ethics rules.
2. Gifts from “relatives” and “members of the household” are permitted in an unlimited amount; they are not considered gifts under the ethics rules.
3. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties.
4. Contributions made to a legal expense trust fund if certain requirements are met.
5. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative/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 the giver is a unit of:
 - i) A Federal, state, or local government;
 - ii) An Oregon or federally recognized Native American Tribe; OR
 - iii) Non-profit corporation.
 - (b) The Board member is representing the district:
 - i) On an officially sanctioned trade-promotion or fact-finding mission; OR
 - ii) Officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the Board.*
- (2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

- 6. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing the district. Again, this exception does not authorize private meals where the participants engage in discussion.

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

- 7. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(I)(i).
- 8. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement.

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

Honoraria

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

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

END OF POLICY

Legal Reference(s):

[ORS 162.015](#) to 162.035

[ORS 162.405](#) to 162.425

[ORS 244.010](#) to 244.400

[ORS 332.055](#)

[OAR 199-005-0003](#) to 199-020-0020

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

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS-(2008).



Corvallis

SCHOOL DISTRICT

VIII.D. Board Policy BBFB—Board Member Ethics and Nepotism—Revised—
First Reading

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

For the purposes of this policy, a "member of the household" means any person who resides with the Board member and "relative" means:

1. The Board member's spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law;
2. The spouse of the Board member's parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law.

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.

END OF POLICY

Legal Reference(s):

[ORS 244.010 to-244.400](#)[ORS 659A.309](#) [OAR 199-005-0003 to-199-020-0020](#)
OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS

¹The term spouse includes domestic partners.



Corvallis
SCHOOL DISTRICT

VIII.E. Board Policy GBC—Staff Ethics—Revised—First Reading

STAFF ETHICS

Conflict of Interest

No district employee will use his/her district position to obtain personal financial benefit or avoidance of financial detriment or financial gain or avoidance of financial detriment for relatives, household members, or for any business with which the employee, household member, or 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 \$50 gift limit for one who has a legislative or administrative interest in any matter subject to decision or vote of the district employee.

District employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as staff members. This means that:

1. Employees will not use their position to obtain financial gain or avoidance of financial detriment from students, parents, or staff.
2. Any device, publication or any other item developed during the employee's paid time shall be district property.
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way.
4. No district employee may serve as a Board or budget committee member in the district.
5. An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the position's responsibilities; nor will an employee use any district facilities, equipment or materials in performing outside work.

6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

If an employee has a potential or actual conflict of interest, the employee must notify his/her supervisor in writing of the nature of the conflict and request that the supervisor dispose of the matter giving rise to the conflict.

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

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

In the *conflict of interest context*, a "member of the household" means any person who resides with the employee and "relative" means:

1. The employee's spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter in law;
2. The spouse of the employee's parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law. Any children of the employee, or his/her spouse; and
3. ~~Brothers, sisters, half brothers, half sisters, brothers in law, sisters in law, sons in law, daughters in law, mothers in law, fathers in law, aunts, uncles, nieces, nephews, stepparents, stepchildren, or parents of the employee, or his/her spouse.~~

¹The term spouse includes domestic partners.

Gifts

District employees must comply with the following rules involving gifts:

Employees are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 ~~in a calendar year~~ from any single source ~~in a calendar year~~ that has a legislative or administrative interest in any matter subject to decision or vote of the district employee. All gift related provisions apply to the employee, their relatives, and members of their household. The \$50 gift limit applies separately to the employee and to the employee's relatives or members of household, meaning that the employee and each member of their household and relative can accept up to \$50 each from the same source/gift giver.

1. "Gift" means something of economic value given to an employee without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.
2. "Relative" means:
 - a. The employee's spouse², parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter in law;
 - b. The spouse of the employee's parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law.

~~in the gift context means the spouse of the employee; any children of the employee or of the employee's spouse; siblings, spouses of siblings, or parents of the employee or of the employee's spouse; any individual for whom the employee has a legal support obligation; or any individual for whom the employee provides benefits arising from the employee's public employment or from whom the employee receives benefits arising from that individual's employment.~~
3. "Member of the household" means any person who resides with the employee.

Determining the Source of Gifts

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

Determining Legislative and Administrative Interest

A legislative or administrative interest means an economic interest distinct from that of the general public, in any action subject to the official decision of an employee.

²The term spouse includes domestic partners.

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

Determining the Value of Gifts

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

"Fair market value" is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the employee does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the employee's admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the employee is \$25. This example requires that the employee does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the employee's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
 - a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
 - b. The source divides the amount spent on food, 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 employee.
3. Upon request by the employee, the source will give notice of the value of the merchandise, goods, or services received.

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

Value of Unsolicited Tokens or Awards: Resale value

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

Entertainment

Employees may not accept any gifts of entertainment over \$50 in value ~~in a calendar year~~ from any single source ~~in a calendar year~~ that has a legislative or administrative interest in any matter subject to decision or vote of the district employee unless:

1. The entertainment is incidental to the main purpose of another event (i.e. a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The employee is acting in their official capacity for a ceremonial purpose.

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

Exceptions

The following are exceptions to the ethics rules on gifts that apply to employees.

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

Employees are permitted to accept payment for travel conducted in the employee’s official capacity for organized planned events, for certain limited purposes:

- a. Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
 - (1) The employee is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND the giver is a unit of a:
 - i) Federal, state, or local government;
 - ii) An Oregon or federally recognized Native American Tribe; OR
 - iii) Non-profit corporation.
 - (2) The employee is representing the district:
 - i) On an officially sanctioned trade-promotion or fact-finding mission; OR
 - ii) Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the superintendent.
 - b. The purpose of this exception is to allow employees to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.
4. Food or beverage consumed at a reception, meal, or meeting IF held by an organization and IF the employee is representing the district.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal.
 5. Food or beverage consumed by employee acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(5)(b)(I)(I).
 6. Waiver or discount of registration expenses or materials provided to employee at a continuing education event that the employee may attend to satisfy a professional licensing requirement.
 7. Reasonable expenses paid to an employee for accompanying students on an educational trip.

Honoraria

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

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

END OF POLICY

Legal Reference(s):

[ORS 244.010](#) to-244.400

[ORS 260.005](#)

[ORS 294.311](#)

[ORS 294.336](#)

[ORS 332.016](#)

[ORS 659A.309](#)

[OAR 199-005-0003](#) to-199-020-0020

[OAR 584-020-0040](#)

Or. Ethics Comm'n, Or. Gov't Ethics Law, A Guide for Public Officials (2008).

Cross Reference(s)

Policy GCQA/GDQA—Nonschool Employment



Corvallis
SCHOOL DISTRICT

VIII.F. Administrative Regulation GBC-AR—Staff Ethics—New—For
Information

STAFF ETHICS

District employees are allowed financial benefits as identified in ORS 244.040(2), such as their official compensation package, reimbursed expenses, limited honoraria, and unsolicited awards for professional achievement. A district employee is prohibited from using or attempting to use his/her district position to obtain a financial gain or to avoid a financial detriment for the district employee, a relative or member of the household of the employee, or any business with which the employee or a relative or a member of the household of the employee is associated, if the opportunity for financial gain or avoidance of a financial detriment would not otherwise be available but for the employee's position with the district. Specifically, this means that:

1. Employees will not use district equipment for personal use, unless it is available to a significant segment of the general public. This includes, but is not limited to, the personal use of the district's:

- a. Fax machines¹;
- b. Phones to make long distance personal calls;
- c. District vehicles;
- d. Professional technology equipment (e.g., wood shop, automotive shop, CAD); and
- e. Athletic facilities (e.g., pool or weight room).

Further, the district's supplies, facilities, equipment, employees, records, or any other public resources are not to be used to engage in private business interests. For example, the district's computers cannot be used to sell products on an auction website during school hours.

2. When employees are traveling on official district business, any gift given because of this travel must be either declined or passed on to the district for use for future district travel. For example, if the hotel where the employee is staying gives the employee a free night's stay on a future visit, this must be declined or given back to the district for future district travel. The frequent flyer miles earned when traveling on official district business can only be used for district travel. If the employee's spouse is traveling with the employee, the employee is responsible for all additional charges (i.e., additional room charge).
3. Employees may not use personal credit cards for district travel or other district business and receive incentives such as cash reimbursements, frequent flyer miles, and other benefits based upon the dollar amount of purchases made.
4. Employees may not use discounts offered by private companies for the employee's personal benefit if the discount is only offered because of the employee's official

¹The district could establish a fee schedule that would allow only district employees to pay for the personal use of the district fax machines. If the district established a fee schedule for the use of fax machines the fee schedule must be equal to or exceed the prevailing rates offered at commercial businesses.

position. For example, an office supplies store provides all teachers a 10 percent discount. Because the teachers are receiving this discount only because of their official position, they cannot use the discount to purchase personal items. Teachers may use the discount to purchase items for district use. Employees can also accept the discount if it is also available to a substantial segment of the population who are not public officials.

5. The employee's district position is not to be used to take official action that could have a financial impact on a private business with which the employee, a relative, or a member of the employee's household is associated. For example, if your brother owns a pest-control business which is seeking a contract with the district, you must declare an actual conflict of interest in writing, describing the nature of your conflict, and provide this to your supervisor.
6. Confidential information gained as a district employee is not to be used to obtain a financial benefit for the employee, a relative, or member of the employee's household or a business with which any are associated. For example, you should not use the information that a student in your class is falling behind in math to provide the parents a referral to your sister's tutoring business.
7. District employees who mentor student teachers may not receive direct payments from sponsoring colleges or universities. The payment may be provided by the college or university to the district, which can then distribute the compensation to the teachers as an element of their official compensation package.
8. District employees must follow Oregon Government Ethics Commission guidelines for outside employment if the employee acts as a chaperone for student group trips on personal time and the district employee accepts compensation in the form of travel expenses from a private business or organization. Specifically, district employees must conduct all activities related to the trip on personal time and cannot use the classroom or school environment to plan the off-campus trip. Employees may use district facilities for this purpose only if they comply with the district's public use of facilities policy. It is not an ethics violation to accept reasonable expenses for accompanying students on an education trip.

These restrictions do not apply if the teacher is chaperoning students on a fact-finding mission that is officially sanctioned by the Board. The definition of a fact-finding mission is, in part, any activity related to a cultural or educational purpose. See OAR 199-005-0020(43)(a). The district employee must be directly and immediately associated with the event or location being visited. If a district employee only acts as a chaperone and does not provide instruction or guidance for the students in language usage or cultural events, the trip may not meet the requirements of ORS 244.020(6)(H)(i). Further, the employee can only accept the reimbursement of reasonable travel expenses from the private company, not any further compensation.

These restrictions do not apply if the district compensates the district employee for chaperoning the trip.



Corvallis

SCHOOL DISTRICT

VIII.G. Board Policy INDB—Flag Displays and Salutes—Revision—First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: August 18, 2014

FOR INFORMATION

SUBJECT: Board Policy INDB—Flag Displays and Salutes—Revision—First Reading

Issue: HB 3024 requires districts to procure and display a United States flag and an Oregon State flag upon or near each school building, and obtain and display a United States flag in each classroom. The Oregon School Board reviewed this policy and made recommended language modifications.

Options Considered: Not revising the policy.

Involvement: District office staff.

Consequences: Policy will remain outdated.

Cost Impact: Minimal.

CONTACT PERSON(S): Kevin Bogatin, Kerry Richey

FLAG DISPLAYS AND SALUTES

A United States flag and an Oregon flag shall be displayed on or near each school building under the control of the Board or used by the district, during school hours, except in unsuitable weather and at any other time such other times as the Board deems proper.

The district shall obtain and display a United States flag of an appropriate size for each classroom.

Students shall receive instruction in respect for the national flag, and be provided an opportunity to salute the United States flag at least once each week by reciting *The Pledge of Allegiance*.

A flag salute may be implemented at assemblies, before or after school, at lunch, special events, home room class, athletic contests, or at other times deemed appropriate by the principal. Individual staff members and students who do not participate in the salute may stand or sit and must maintain a respectful silence during the salute.

END OF POLICY

Legal References:

[ORS 336.067](#)

[ORS 339.875](#)

W. Va. St. Bd. of Educ. v. Barnette, 319 U.S. 624 (1943).



Corvallis
SCHOOL DISTRICT

VIII.H. Administrative Regulation ING-AR(2)—Assistance Animals in District
Facilities—Revised—For Information

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: August 18, 2014

FOR INFORMATION

SUBJECT:

Administrative Regulation ING-AR(2)—Assistance Animals in District Facilities—Revised—
For Information

Issue: Senate Bill 610 modifies the definition of assistance animals and restricts the district from asking a person with an assistance animal the nature of their disability or to provide documentation that the animal is an assistance animal. The new legislation does allow the district to ask the person if the animal is required due to a disability, and if it is not readily apparent, the nature of the work or task the animal is trained, or is being trained to do or perform.

The Oregon School Board has further reviewed this administrative regulation and made recommended language modifications.

Options Considered: Not revising the administrative regulation.

Involvement: District office and building staff.

Consequences: Administrative regulation will remain outdated.

Cost Impact: None.

CONTACT PERSON(S): Kevin Bogatin, Kerry Richey

Assistance Animals in District Facilities

Please provide the following information about the **service** assistance animal¹.

1. Parent/Staff and emergency contact information: _____

2. Type of assistance animal (breed, age, and history): _____

3. Insurance company insuring the assistance animal: _____
Attach proof of insurance ☐ Received ☐ Not Received
Agent name and address: _____
Phone number of insurance agent: _____
4. Proof of current and proper vaccinations: ☐ Received ☐ Not Received
- 2.5. Is the **service** assistance animal required due to a disability? ☐ Yes ☐ No
6. Is the student/staff able to independently care for the service animal's needs (e.g., bathroom, feeding, cleaning up, messes, hygiene)? ☐ Yes ☐ No
- 3.7. Describe the nature of the work or task the **service** assistance animal is trained, or is being trained to do or perform to² meet the student's/staff's individual needs: _____

¹The American with Disabilities Act definition of "service animal" means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. The law and its regulations also make an allowance for miniature horses.

²The district may request this information if the nature of the work or task the assistance animal is trained, or is being trained to do or perform, is not readily apparent.



Corvallis
SCHOOL DISTRICT

VIII.I. Board Policy KBA—Public Records—Revised—First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: August 18, 2014

FOR INFORMATION

SUBJECT: Board Policy KBA—Public Records—Revised—First Reading

Issue: Electronic e-mail addresses in possession or custody of a school district are exempt from required disclosure under public records law. This exemption does not apply to electronic mail addresses assigned by the district to district employees for use in ordinary course of employment.

Options Considered: Not revising the policy.

Involvement: District office staff.

Consequences: Current policy will remain outdated.

Cost Impact: None

ACTION REQUESTED: Adopting the revised policy.

CONTACT PERSON(S): Kevin Bogatin, Julie Catala, Kerry Richey

Public Records**

“Public Record” means any information that is:

1. Prepared, owned, used, or retained by the district;
2. Related to an activity, transaction, or function of the district; and
3. Necessary to satisfy the fiscal, legal, administrative, or historical policies, requirements, or needs of the district.

Public record does not include messages on voice mail or on other telephone message storage and retrieval systems or spoken communication that is not recorded.

Board meetings and records will be matters of public information subject to such restrictions as are set by federal law or regulation, by state statute, or by pertinent court rulings.

The Board's official minutes, its written policies, and its financial records will be available at the superintendent's office for inspection by any citizen desiring to examine them during hours when the superintendent's office is open. All such information will be made available to individuals with disabilities in an appropriate format upon request and with appropriate advance notice. Auxiliary aids and services available to ensure equally effective communications to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials, or other equally effective accommodations.

The Board supports the right of the people to know about programs and services of their schools and will make every effort to disseminate information. Each principal is authorized to use all means available to keep parents and others of his/her particular school's community informed about the school's program and activities.

No records will be released for inspection by the public or any unauthorized persons—either by the superintendent or any other person designated as custodian for district records—if such disclosure would be contrary to the public interest, as described in state law.

If a copy of a record is requested, the district will provide a single certified copy, subject to applicable fees. Where the labor effort exceeds 30 minutes, labor, material, and out-of-pocket charges will be reimbursed to the district. Labor will be calculated at the hourly rate of the employee affected. Materials and out-of-pocket charges will be reimbursed at the established rate of \$0.25 per page. Auxiliary aids and services for qualified persons with disabilities will be

available at no additional charge. If a request to inspect a record is made and the public record is maintained in a machine readable or electronic form, the custodian shall provide the record in the form requested, if available.

If not available in the form requested, it will be provided in the form the public record is maintained. If a person who is a party to a civil judicial proceeding to which the district is a party or who has filed notice under ORS 30.275(5)(a), asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the individual must submit the request in writing to the designated custodian of district records and at the same time to the district's attorney.

Employee and volunteer addresses, electronic mail addresses (other than district electronic mail addresses assigned by the district to district employees), social security numbers, dates of birth, and telephone numbers contained in personnel records maintained by the district are exempt from public disclosure pursuant to ORS 192.445 and ORS 192.502(3). Such information may be released only upon the written request of the employee or volunteer or as otherwise provided by law. This exemption does not apply to a substitute teacher, as defined in ORS 342.815, when requested by a professional education association of which the substitute teacher may be a member. District electronic mail addresses assigned by the district to district employees are not exempt. Additionally, the district will not disclose the identification badge or card of an employee without the employee's written consent if the badge or card contains the employee's photograph and the badge or card was prepared solely for internal use by the district to identify district employees. A duplicate of the photograph used on the badge or card shall not be disclosed.

Upon receipt of a request, the district will respond as soon as practicable and without reasonable delay. The response must acknowledge the receipt of the request and one of the following:

1. A statement that the district does not possess, or is not the custodian of, the public record.
2. Copies of all requested public records for which the district does not claim an exemption from disclosure under ORS 192.410 to 192.505.
3. A statement that the district is the custodian of at least some of the requested public records, an estimate of the time the district requires before the public records may be inspected or copies of the records will be provided, and an estimate of the fees that the requester must pay as a condition of receiving the public records.
4. A statement that the district is the custodian of at least some of the requested public records and that an estimate of the time and fees for disclosure of the public records will be provided by the district within a reasonable time.
5. A statement that the district is uncertain whether the district possesses the public record and that the district will search for the record and make an appropriate response as soon as practicable.

6. A statement that state or federal law prohibits the district from acknowledging whether the record exists or that acknowledging whether the record exists would result in the loss of federal benefits or other sanction. A statement under this paragraph must include a citation to the state or federal law relied upon by the district.

The district may request additional information or clarification from the requester for the purpose of expediting the district's response to the request.

~~The Board reserves the right to establish a fee schedule which will reasonably reimburse the district for the actual cost of making copies of public records for the public. There will be no additional charge for auxiliary aids and services provided for qualified persons with disabilities.~~

Requests for copies of documents shall be in writing and will be presented to the superintendent's office.

The district shall retain and maintain its public records in accordance with OAR 166, Division 400.

END OF POLICY

Legal Reference(s):

[ORS Chapter 192](#)

[OAR 137-004-0800\(1\)](#)

[OAR 166-400](#)

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).

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S PUBLIC RECORD AND MEETINGS MANUAL.

Americans with Disabilities Act Amendments Act of 2008.



Corvallis
SCHOOL DISTRICT

IX. ADJOURNMENT

*All times are approximate.

Note: The Chair of the Board may alter the order of business as they deem proper and necessary.



Corvallis

SCHOOL DISTRICT

Agendas – Agendas and supporting materials are available online at <https://v3.boardbook.org/Public/PublicHome.aspx?ak=1000829> a few days before each School Board meeting. For more information, please contact Kim Nelson at kimberly.nelson@corvallis.k12.or.us.

Communication With The School Board – Communication with the Board can be made by telephone, letter, e-mail and public testimony. Letters may be addressed to individual Board members or the Board as a whole and sent to 1555 SW 35th Street, Corvallis, OR 97333. E-mail may be sent to schoolboard@corvallis.k12.or.us and will be sent to all board members simultaneously as well as to key District Office staff. For more information, please contact Kim Nelson at kimberly.nelson@corvallis.k12.or.us.

Consolidated Action Agenda – The purpose of the consolidated action agenda is to expedite action on routine agenda items. All agenda items that are not held for discussion at the request of a Board member or staff member will be approved/accepted as written as part of the consolidated motion. Items designated or held for discussion will be acted upon individually.

Public Comment –

Guidelines are at: <https://www.csd509j.net/about-us/school-board/provide-input-and-be-informed/>

Executive Session – Permissible purposes of Executive Sessions include: ORS 192.660(2)(a) – Employment of Public Officers, Employees and Agents; ORS 192.660(2)(b) – Discipline of Public Officers and Employees; ORS 192.660(2)(d) – Labor Negotiator Consultations; ORS 192.660(2)(e) – Real Property Transactions; ORS 192.660(2)(f) – Exempt Public Records; ORS 192.660(2)(h) – Legal Counsel; ORS 192.660(2)(i) – Performance Evaluations of Public Officers and Employees; ORS 192.660(2)(j) – Public Investments.

Grievance Process - ORS 192.705

Grievances alleging a violation by a governing body of provisions in Public Meetings Law may be submitted in writing to Kim Nelson at kim.nelson@corvallis.k12.or.us or submitted between 8:00 am – 5:00 pm Monday through Friday at 1555 SW 35th Street, Corvallis, OR 97333. Additional information is available on the district website.

SCHOOL BOARD MEMBERS			
Judah Largent	541-231-8415	Terese Jones, Co-Vice Chair	541-230-1673
Sami Al-Abdrabbuh	541-283-6611	Shauna Tominey, Co-Vice Chair	541-829-8411
Chris Hawkins	541-602-2045	Luhui Whitebear, Chair	541-714.3305
Bernie Wang	541-704-7298		

EXECUTIVE STAFF MEMBERS	
Ryan Noss, Superintendent	541-757-5841
Melissa Harder, Assistant Superintendent / Human Resources Director	541-766-4857
Lauren Wolfe, Finance Director	541-757-5874
Byron Bethards, Student Growth & Experience Director	541-757-5470
Kim Patten, Operations Director	541-757-3849
Kim Nelson, Executive Assistant to the Superintendent; Board Secretary	541-757-5841