



SCHOOL BOARD MEETING AGENDA

To view live board meeting please visit the Sweet Home District website: sweethome.k12.or.us and click YouTube link

District Office Conference Room

August 14, 2023, 6:30 p.m.

1. Call the meeting to order/pledge J. Redick Action
2. Agenda approval/changes J. Redick Action
3. Public Comments Information
4. Student & Personnel Reports/Comments
 - A. Certified & Classified Representatives Presidents
 - B. Superintendent's Report T. Martin Information
 - 1. Directors and Administrators return
 - 2. New Teacher Orientation August 21, 2023
 - 3. District Wide Inservice August 28, 2023
 - 4. Strategic Plan Progress
 - A. Pillar 1 - OUTSTANDING ACHIEVEMENT - Curriculum B. Riggs
 - B. Pillar 2 - THRIVING CITIZEN - Western Oregon Medical M. Snyder
 - C. Pillar 3 - THRIVING COMMUNITY - Nutrition Services K. Strong
 - D. Pillar 4 - SAFE AND WELCOMING FACILITIES AND SERVICE-Annual Statement and Water Testing J. Darwood
5. Consent Agenda J. Redick ALL Action
 - A. Approve minutes from the July 10, 2023 School Board Meeting
 - B. Approve donation of 210 \$5.00 gift cards from Oregon Real Estate Professionals to distribute to all 6 schools to be used as positive behavior incentives
 - C. Accept Resignation from Addison Reukauf, Language Arts/Social Studies teacher at the Jr. High effective August 1, 2023
 - D. Approve hire of Ashley Patton, 2nd Grade Teacher at Oak Heights for the 2023-2024 School year
 - E. Approve hire of Rebecca Raab, Biology and Integrated Science teacher at the High School for the 2023-2024 school year
 - F. Approve hire of Hannah Humpherys, 6th grade teacher at Hawthorne Elementary for the 2023-2024 school year
6. Information/Discussion K. Strong ALL Information
 - A. Budget Update, Insurance Info
 - B. Board Policies 2nd reading
 - AC-AR – Discrimination Complaint Procedure
 - EHB – Cybersecurity
 - EHB-AR – Cybersecurity
 - GCBDF/GDBDF – Paid Family Medical Leave Insurance
 - ICB – Religious and Cultural Holidays
 - IGBHD – Program Exemptions
 - JFCF-AR – Harassment, Intimidation, Bullying, Cyberbullying, or Teen Dating Violence Reporting Procedures
 - JGE – Expulsion
 - KL – Public Complaints
 - KL-AR(1) – Public Complaint Procedure
 - C. Recognition of Don Hopkins

7. Action Items	J. Redick	Action
8. Board Comments		Information
9. Late Items		
10. Future Agenda Items	J. Redick	ALL Information
A. New Teacher Luncheon, August 21, 2023 - 11:30 at the High School		
B. Orange Frog Training - August 22 & 23, 8:00 - 4:30 at the High School		
C. Inservice - August 28, 2028 - more details to come		
D. Next Board Officers Meeting THURSDAY, August 31, 2023 at 3:30 p.m. Superintendent's Office		
E. Next Board Meeting September 11, 2023 at 6:30 p.m. in DO Boardroom		
11. Adjournment	J. Redick	Action



IN-SERVICE AGENDA 2023-2024

4B3

WEDNESDAY, AUGUST 9, 2023

8:00 am - 12:00 pm ADMIN Team IN-SERVICE Board Room

TUESDAY, AUGUST 15, 2023

8:00 AM - 12:00 PM Synergy Training - Special Education Board Room

MONDAY, AUGUST 21, 2023

8:00 am - 10:00 am New Hire Teacher Certified/Orientation Meeting
Technology, AESOP, Payroll, Insurance
Special Ed, Childfind, School Nurse Information, etc. HS Auditorium

10:00 am - 11:30 am New Hire Teacher Induction HS Auditorium

11:30 am - 12:30 pm New Hire Teacher Luncheon HS Auditorium

12:30 pm - 3:30 pm Beginning Teacher Induction HS Auditorium

1:30 am - 3:00 pm Secretary In-service Board Room

TUESDAY, AUGUST 22, 2023

8:00 am - 4:30pm Orange Frog Training High School Cafeteria

WEDNESDAY, AUGUST 23, 2023

8:00 am - 4:30pm Orange Frog Training High School Cafeteria

9:30 am - 11:30 am Media Assistants' Meeting Junior High Library

THURSDAY, AUGUST 24, 2023

9:00 AM - 3:00 PM Fall Special Education Teachers' Workshop Board Room

CHECK WEBSITE FOR PAYROLL CALENDARS AND OTHER BACK-TO-SCHOOL INFORMATION



IN-SERVICE AGENDA 2023-2024

4B3

MONDAY, AUGUST 28, 2023

8:00 am - 4:00 pm All Staff full day Happiness Advantage Workshop Junior High Gym

TUESDAY, AUGUST 29, 2023

8:00 am - 11:00 am Building In-Services: All staff Assigned Buildings

12:00 pm - 4:00 pm New Curriculum PD for Math and 7-12 ELA
High School ELA Teachers Zoom 12:30-1:30 (Link will be emailed you can zoom from your classroom.)
Junior High ELA Teachers 1:00-4:00 at the Junior High (Classroom TBD)
K-5 Grade Teachers: 12:00-4:00 Board Room
6-8 Grade Math Teachers: 12:00-4:00 at the Junior High (Classroom TBD)
9-12 Grade Math Teachers: 12:00-4:00 at the High School (Classroom TBD)

WEDNESDAY, AUGUST 30, 2023

8:00 am - 3:30 pm Licensed Staff work in assigned buildings Assigned Buildings

2:00 pm - 4:00 pm OEBC Open Enrollment Labs HS Library

THURSDAY, August 31, 2023

7:30 am - 3:30 pm Licensed Staff work in assigned buildings Assigned Buildings

Current Core Curriculum Materials

Current Adoptions

4B4A

Subject	Grades	Item	Year Adopted
English Language Arts	K-6	Journeys https://www.hmhco.com/programs/journeys#about	2019
	7-8	Amplify https://amplify.com/programs/amplify-ela/	2023
	9-12	Houghton Mifflin Harcourt https://www.hmhco.com/programs/into-literature	
Science	K-8	StemScopes https://www.acceleratelearning.com/science/ngss/	2017
	9-12	McGraw Hill: Marine Biology Anatomy & Physiology Life Science CP Physics Biology CP Chemistry Physical Science Earth Science https://www.mheducation.com/prek-12/program/inspire-science-k-5/MKTSP-AIB05M0.html	2017 2017 2017 2017 2017 2017 2017 2017
		Cengage Learning: Biology 101 & 103 https://www.cengage.com/discipline-biology/	2010
Math	K-5	Reveal Math https://www.mheducation.com/prek-12/program/reveal-math-k-12/MKTSP-GIP20M0.html	2023
	6-8	Ed Gems https://edgems.com/	2023
	9-12	Big Ideas https://bigideaslearning.com/	2023
Social Science	K-6	Scott Foresman: Social Studies https://www.savvas.com/index.cfm?locator=PSZu4y&PMDbProgramId=27901&elementType=programComponents	2006

	7-8	World Studies: Asia and the Pacific History Alive: The Medieval World and Beyond History Alive: The U. S. Thru the 21st Century https://www.teachtci.com/social-studies/high-school-social-studies/	? ? ? ?
	9-12	Introduction to Psychology Pearson Prentice Hall: World Geography World History Modern Era Magruder's American Government Government in America: People, Politics, Policy World Geography The American Pageant US History Reconstruction to the Present Criminal Justice in America https://www.savvas.com/index.cfm?locator=PSZu4e	2019 2019 2019 ? 2019 2019 2019

Updated 8/2/2023

Sweet Home School District

Nutrition Services Program Information

August 14, 2023



2022-2023 Meals Served

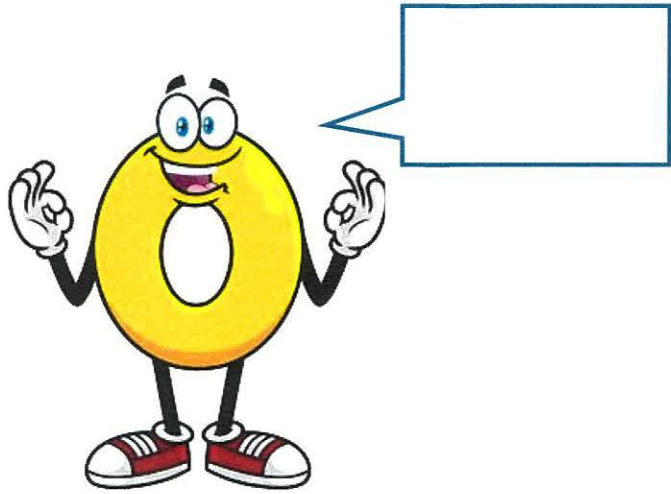
- 222,407 student lunches
- 107,937 student breakfasts

We also provided meals for the Oregon Department of Forestry and United States Forest Service Fire School, the summer lunch program, and to the Boys & Girls Club for its summer lunch program

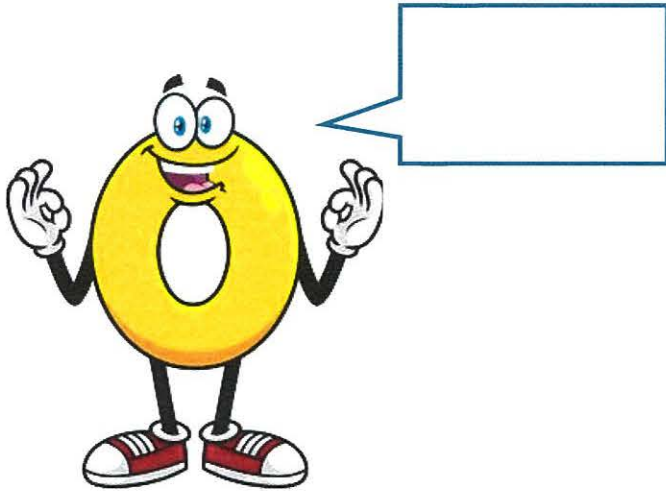


4B4C

Cost to Sweet Home Students



Cost to Sweet Home Students

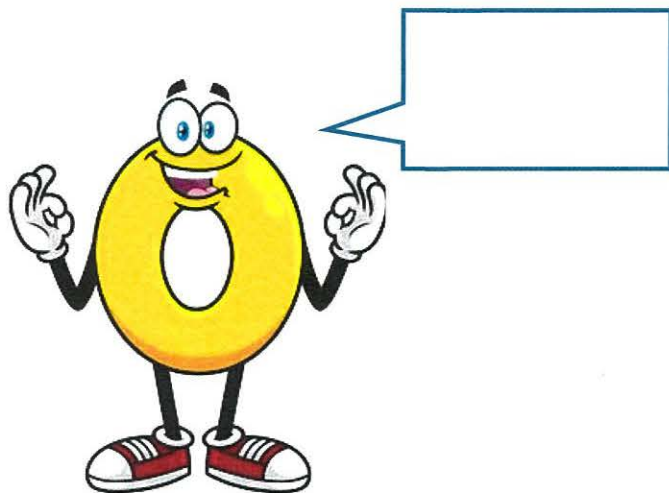


There is no meal cost for any student attending a district operated school due to the district successfully completing the Community Eligibility Provision application.

Program benefits include:

- **Increased school meal participation**
- **No stigma for students who receive free meals**
- **Reduced paperwork for families who previously had to complete the Free and Reduced lunch application**
- **Cost savings for Sweet Home households**

Cost to Sweet Home Students



To participate, we have to comply with all of the nutritional standards in the National School Lunch and Breakfast Program



4088

Federal Register / Vol. 77, No. 17 / Thursday, January 26, 2012 / Rules and Regulations

DEPARTMENT OF AGRICULTURE

Food and Nutrition Service

7 CFR Parts 210 and 220

[FNS-2007-0038]

RIN 0584-AD59

Nutrition Standards in the National School Lunch and School Breakfast Programs

AGENCY: Food and Nutrition Service (FNS), USDA.

ACTION: Final rule.

SUMMARY: This final rule updates the meal patterns and nutrition standards for the National School Lunch and School Breakfast Programs to align them with the Dietary Guidelines for Americans. This rule requires most schools to increase the availability of fruits, vegetables, whole grains, and fat-free and low-fat fluid milk in school meals; reduce the levels of sodium, saturated fat and trans fat in meals; and meet the nutrition needs of school children within their calorie requirements. These improvements to the school meal programs, largely based on recommendations made by the Institute of Medicine of the National Academies, are expected to enhance the diet and health of school children, and help mitigate the childhood obesity trend.

DATES: *Effective date:* This rule is effective March 26, 2012.

Compliance date: Compliance with the provisions of this rule must begin July 1, 2012, except as otherwise noted on the implementation table provided in the preamble under **SUPPLEMENTARY INFORMATION**.

FOR FURTHER INFORMATION CONTACT: William Wagoner or Marisol Aldahondo-Aponte, Policy and Program Development Branch, Child Nutrition Division, Food and Nutrition Service at (703) 305-2390.

SUPPLEMENTARY INFORMATION:**Executive Summary**

This final rule modifies several key proposed requirements to respond to commenter concerns and facilitate successful implementation of the

requirements in a manner that reduces the estimated costs of breakfast changes, as compared to the proposed rule. As a result, the final rule is estimated to add \$3.2 billion to school meal costs over 5 years, considerably less than the estimated cost of the proposed rule.

When considered in the context of other related provisions of the Healthy Hunger-Free Kids Act (HHFKA) of 2010, sufficient resources are expected to be available to school food authorities to cover the additional costs of updated meal offerings to meet the new standards.

Specifically, in addition to improving nutritional quality, the HHFKA mandated that beginning July 1, 2011, revenue streams for a la carte foods relative to their costs be at least as high as the revenue streams for Program meals compared to their costs. Consequently schools should receive over \$1 billion a year in new food revenues beginning in School Year 2011-2012. That will help schools work toward implementing the new standards effective the following year, i.e., July 1, 2012. In addition, USDA estimates that the "School Food Authorities revenues" rule will increase participation in school meal programs by 800,000 children.

In addition, the six-cent per lunch performance-based reimbursement increase included in the HHFKA will provide additional revenue beginning October 1, 2012. The Congressional Budget Office estimated about \$1.5 billion over 5 years will be provided in performance-based funding.

1. Background

The Richard B. Russell National School Lunch Act (NSLA) in Section 9(a)(4), 42 U.S.C. 1758(a)(4), requires that school meals reflect the latest "Dietary Guidelines for Americans" (Dietary Guidelines). In addition, section 201 of the Healthy, Hunger-Free Kids Act of 2010 (Pub. L. 111-296, HHFKA) amended Section 4(b) of the NSLA, 42 U.S.C. 1753(b), to require the Department of Agriculture (USDA) to issue regulations to update the meal patterns and nutrition standards for school lunches and breakfasts based on the recommendations issued by the Food and Nutrition Board of the National Research Council of the

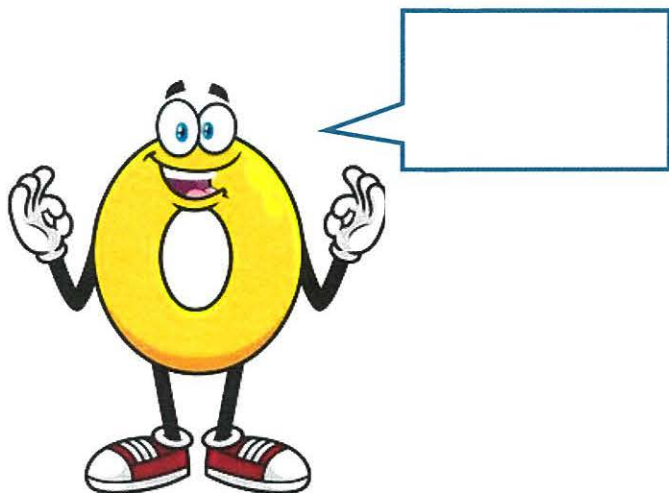
The proposed rule sought to increase the availability of fruits, vegetables, whole grains, and fat-free and low-fat fluid milk in the school menu; reduce the levels of sodium, saturated fat and trans fat in school meals; and meet the nutrition needs of school children within their calorie requirements. The intent of the proposed rule was to provide nutrient-dense meals (high in nutrients and low in calories) that better meet the dietary needs of school children and protect their health. The proposed changes, designed for meals offered to school children in grades Kindergarten (K) to 12, were largely based on the IOM recommendations set forth in the report "School Meals: Building Blocks for Healthy Children" (October 2009).

In summary, the January 2011 proposed rule sought to improve lunches and breakfasts by requiring schools to:

- Offer fruits and vegetables as two separate meal components;
- Offer fruit daily at breakfast and lunch;
- Offer vegetables daily at lunch, including specific vegetable subgroups weekly (dark green, orange, legumes, and other as defined in the 2005 Dietary Guidelines) and a limited quantity of starchy vegetables throughout the week;
- Offer whole grains: half of the grains would be whole grain-rich upon implementation of the rule and all grains would be whole-grain rich two years post implementation;
- Offer a daily meat/meat alternate at breakfast;
- Offer fluid milk that is fat-free (unflavored and flavored) and low-fat (unflavored only);
- Offer meals that meet specific calorie ranges for each age/grade group;
- Reduce the sodium content of meals gradually over a 10-year period through two intermediate sodium targets at two and four years post implementation;
- Prepare meals using food products or ingredients that contain zero grams of trans fat per serving;
- Require students to select a fruit or a vegetable as part of the reimbursable meal;
- Use a single food-based menu planning approach; and
- Use narrower age/grade groups for menu planning.



Cost to Sweet Home Students



We also have to comply with all of the federal government's procurement standards

OMB Guidance

conditions of Federal awards, or (b) are unallowable because they are clearly not allocable to Federal awards, must be adjusted, or a refund must be made at the option of the cognizant agency for indirect costs, including earned or imputed interest from the date of transfer and debt interest, if applicable, chargeable in accordance with applicable Federal cognizant agency for indirect costs regulations. Adjustments or cash refunds may include, at the option of the cognizant agency for indirect costs, earned or imputed interest from the date of expenditure and delinquent debt interest, if applicable, chargeable in accordance with applicable cognizant agency claims collection regulations. These adjustments or refunds are designed to correct the plans and do not constitute a reopening of the negotiation.

G. OTHER POLICIES

1. Billed Central Service Activities

Each billed central service activity must separately account for all revenues (including imputed revenues) generated by the service, expenses incurred to furnish the service, and profit loss.

2. Working Capital Reserves

Internal service funds are dependent upon a reasonable level of working capital reserve to operate from one billing cycle to the next. Charges by an internal service activity to provide for the establishment and maintenance of a reasonable level of working capital reserve, in addition to the full recovery of costs, are allowable. A working capital reserve as part of retained earnings of up to 60 calendar days cash expenses for normal operating purposes is considered reasonable. A working capital reserve exceeding 60 calendar days may be approved by the cognizant agency for indirect costs in exceptional cases.

3. Carry-Forward Adjustments of Allocated Central Service Costs

Allocated central service costs are usually negotiated and approved for a future fiscal year on a "fixed with carry-forward" basis. Under this procedure, the fixed amounts for the future year covered by agreement are not subject to adjustment for that year. However, when the actual costs of the year involved become known, the differences between the fixed amounts previously approved and the actual costs will be carried forward and used as an adjustment to the fixed amounts established for a later year. This "carry-forward" procedure applies to all central services whose costs were fixed in the approved plan. However, a carry-forward adjustment is not permitted, for a central service activity that was not included in the ap-

proved plan, or for unallowable costs that must be reimbursed immediately.

4. Adjustments of Billed Central Services

Billing rates used to charge Federal awards must be based on the estimated costs of providing the services, including an estimate of the allocable central service costs. A comparison of the revenue generated by each billed service (including total revenues whether or not billed or collected) to the actual allowable costs of the service will be made at least annually, and an adjustment will be made for the difference between the revenue and the allowable costs. These adjustments will be made through one of the following adjustment methods: (a) a cash refund including earned or imputed interest from the date of transfer and debt interest, if applicable, chargeable in accordance with applicable Federal cognizant agency for indirect costs regulations to the Federal Government for the Federal share of the adjustment, (b) credits to the amounts charged to the individual programs, (c) adjustments to future billing rates, or (d) adjustments to allocated central service costs. Adjustments to allocated central services will not be permitted where the total amount of the adjustment for a particular service (Federal share and non-Federal share) exceeds \$500,000. Adjustment methods may include, at the option of the cognizant agency, earned or imputed interest from the date of expenditure and delinquent debt interest, if applicable, chargeable in accordance with applicable cognizant agency claims collection regulations.

5. Records Retention

All central service cost allocation plans and related documentation used as a basis for claiming costs under Federal awards must be retained for audit in accordance with the records retention requirements contained in subpart D of this part.

6. Appeals

If a dispute arises in the negotiation of a plan between the cognizant agency for indirect costs and the governmental unit, the dispute must be resolved in accordance with the appeals procedures of the cognizant agency for indirect costs.

7. OMB Assistance

To the extent that problems are encountered among the Federal agencies or governmental units in connection with the negotiation and approval process, OMB will lend assistance, as required, to resolve such problems in a timely manner.

[78 FR 78608, Dec. 26, 2013, as amended at 80 FR 54410, Sept. 10, 2015; 85 FR 49081, Aug. 13, 2020]

Pl. 200, App. V



153 pages

Within the rules, we try to buy locally as much as possible

During the 2022-2023 school year, we purchased over \$160,000 of food from vendors located within 35 miles of the Sweet Home School District.



We also have a Buy American policy in place stating that we have to procure American grown/made/canned products as much as we can. There are some exceptions to the policy. For example, very few bananas are grown or cultivated in the U.S. and so we have to use imported bananas. When we buy imported produce, Amber Walker (our nutrition services director) has to fill out paperwork and keep it on file.



BUY AMERICAN!
CHOOSE MADE IN
AMERICA PRODUCTS

Limited refrigerator and freezer space – Sysco helps by delivering what we want in the quantities we need weekly.

We are also proud of our local nutrition services staff

We have not contracted out our nutrition services department to outside companies like many school districts have done.

For example, many school district nutrition services programs are operated by Sodexo which is an European based multi-national company with over 400,000 employees.



Sweet Home's Nutrition Services Decision Makers



Albany, Salem-Keizer and Lincoln County's Nutrition Services Decision Makers



If you would like to try a school lunch this upcoming school year, please let either Terry or me know and we would be happy to buy one for you. (*Adults do have to pay*)



Annual Statement

Sweet Home School District #55 certifies the following:

1. Responsible Persons

The person responsible for implementing and administering the Healthy and Safe Schools (HASS) Plan is:

Name: Loni Weinman
 Position Title: Maintenance Secretary
 Phone Number: 541-367-7133
 Email Address: loni.weinman@sweethome.k12.or.us
 Mailing Address: 1920 Long St., Sweet Home, OR 97386

The person who is the designated Integrated Pest Management (IPM) Coordinator is:

Name: Josh Darwood
 Position Title: Facilities Director
 Phone Number: 541-367-7636
 Email Address: josh.darwood@sweethome.k12.or.us
 Mailing Address: 1920 Long St., Sweet Home, OR 97386

The person responsible for Asbestos Hazard Emergency Response Act (AHERA) information is:

Name: Josh Darwood
 Position Title: Facilities Director
 Phone Number: 541-367-7636
 Email Address: josh.darwood@sweethome.k12.or.us
 Mailing Address: 1920 Long St., Sweet Home, OR 97386

2. Copies of the Healthy and Safe Schools Plan

Copies of the plan are available at each of the following locations:

- Sweet Home School District, 1920 Long St., Sweet Home, OR 97386
- www.sweethome.k12.or.us

3. Testing Certification

Sweet Home School District #55 certifies that it is in compliance with all plan components, including any and all testing required by any part of the plan, except testing of some facilities that were scheduled for water testing during the 2022-23 school year. Those facilities will be tested during the 2023-24 school year along with all other facilities that were already scheduled to be tested during that time.

4. Testing Results

- Sweet Home School Districts schools are current with all required testing as of the date of this document, except testing of some facilities that were scheduled for water testing during the 2022-23 school year. Those facilities will be tested during the 2023-24 school year along with all other facilities that were already scheduled to be tested during that time. Test results can be found on the Sweet Home School District website at www.sweethome.k12.or.us > Our District > > Healthy & Safe Schools (Public Reports). Sweet Home School District will also use current district email lists or communications programs to provide final test results to staff, students, parents of minor students, and other members of their community. This includes providing actual final test results or providing direct access to final test results through links in the communications. Please contact Sebastian Allison sebastian.allison@sweethome.k12.or.us to be added to current district email lists and programs. Specific test results can be found as follows:
 - Lead in Water: <http://sweethome.k12.or.us/our-district/public-reports/>
 - Radon: <http://sweethome.k12.or.us/our-district/public-reports/>

5. Website Link Maintenance

Sweet Home School District certifies that all website links for plan information and test results are current and functional.

6. Major Exposure Reduction Activities

Sweet Home School District has completed the following major activities, which resulted in reduced risk of exposure to hazardous materials:

Facility Name	Building Identification Number (BIN)	Activity resulting in reduced risk of exposure to hazardous materials	Type of hazard addressed	Date of activity	Estimated cost of remediation
District Office	N/A	N/A	N/A	N/A	0
Foster Elementary	21020100	N/A	N/A	N/A	0
Hawthorne Elementary	21020200	N/A	N/A	N/A	0
Holley Elementary	21020300	N/A	N/A	N/A	0
Oak Heights Elementary	21020400	N/A	N/A	N/A	0
Sweet Home Junior High	21020500	Remove Asbestos	Asbestos	June 2022	\$68,800.00
Sweet Home High School	21020600	N/A	N/A	N/A	0
Sweet Home Transportation	N/A	N/A	N/A	N/A	0
Pleasant Valley (leased)	21020002	N/A	N/A	N/A	0
Crawfordsville (leased)	21020001	N/A	N/A	N/A	0
Sweet Home Charter	N/A	N/A	N/A	N/A	0

7. Radon Testing Summary (Optional)

Sweet Home School District has completed radon testing at the following buildings this year and is providing the following summary:

Facility Name	Building Identification Number (BIN)	Number of radon tests conducted	Number of tests that exceed limits	Number of tests that exceed limits after remediation	Number of sites where remediation is still in process
District Office	N/A	0	0	0	0
Foster Elementary	21020100	0	0	0	0
Hawthorne Elementary	21020200	0	0	0	0
Holley Elementary	21020300	0	0	0	0
Oak Heights Elementary	21020400	0	0	0	0
Sweet Home Junior High	21020500	0	0	0	0
Sweet Hone High School	21020600	0	0	0	0
Sweet Home Transportation	N/A	0	0	0	0
Pleasant Valley (leased)	21020002	0	0	0	0
Crawfordsville (leased)	21020001	0	0	0	0
Sweet Home Charter	N/A	0	0	0	0

I certify that the above information is true and accurate to the best of my knowledge.

Loni Weinman	Maintenance Secretary	6/27/2023
Electronic signature of authorized representative	Title	Date of Annual Certification

Board Vice Chairman Jason Redick called the **regular meeting** of the board of Directors of Sweet Home School District No. 55 to order at 6:30 p.m. on July 10, 2023.

Board Members in Attendance

Jason Redick, Sara Hoffman, Dale Keene, Jim Gourley, Mike Adams;

New Board Members; Floyd Neuschwander, Jenna Northern, Amanda Carter, Mary Massey

Absent: None

Staff Members in Attendance

Superintendent: Terry Martin; Administrators: Josh Darwood, Darel Bidwell Certified: Luke Augsburgur; Classified: Michelle Bidwell; Board Recording Secretary: Julie Emmert

Other Attendance: Benny Westcott, New Era, Linda Cutright

2. Action Items**A. Certify May 16, 2023 Election Results**

Zone #2 Amanda Carter	1682 votes
Zone #3 Mary Massey	1060 votes
Zone #4 Floyd Neuschwander	1798 votes
Zone #5 Michael E. Adams	1375 votes
Zone #6 Jenna Jo Northern	1740 votes
Zone #9 Dale Keene	820 votes

Motion No. 23-31: Board Member Jim Gourley moved to accept the May 16, 2023 Election Results. Board Member Mike Adams seconded the motion. The motion passed unanimously

B. All new board members took Oath office; Amanda Carter, Mary Massey, Floyd Neuschwander, Mike Adams, Jenna Northern and Dale Keene

3. Elect Board Officers for 2023-2024 School Year ORS 322.040 BC/BCA

Vice Chairman Redick opened up nominations for Board Chair position

Motion No. 23-32: Board Member Jim Gourley nominated Jason Redick as Board Chair. Board Member Dale Keene seconded the motion.

Motion No. 23-33: Board Member Mary Massey nominated Floyd Neuschwander as Board Chair

Board Vice-chairman Redick put motions to a vote:

Votes for Jason Redick: Board members Jim Gourley, Mike Adams, Sara Hoffman, Dale Keene, Jason Redick

Votes for Floyd Neuschwander: Mary Massey, Jenna Northern, Amanda Carter, Floyd Neuschwander
Vote 5-4 for Jason Redick as Board Chair for the 2023-2024 school year

Chairman Redick opened up nominations for Vice- board chair

Motion No. 23-34: Board Member Jenna Northern nominated Floyd Neuschwander as Board Vice-Chair: Board member Mary Massey seconded the motion.

Motion No. 23-35: Board Member Jim Gourley nominated Mike Adams as Board Vice-Chair **5A**
Board Member Dale Keene seconded the motion.

Board Chairman Redick put motions to a vote for Vice-Chair:

Votes for Floyd Neuschwander: Mary Massey, Jenna Northern, Amanda Carter, Floyd Neuschwander

Votes for Mike Adams: Board members Jim Gourley, Mike Adams, Sara Hoffman, Dale Keene, Jason Redick

Vote 5-4 for Mike Adams as Board Vice-Chair for the 2023-2024 school year

Secretary

Motion No. 23-36: Board Member Mike Adams nominated Dale Keene as Secretary: Board member Mary Massey seconded the motion. The motion passed unanimously

FINAL RESULTS

Board Chair: Jason Redick

Vice-Chair: Mike Adams

Secretary: Dale Keene

4. Agenda Approval/Changes

Chairman Redick called for changes and/or approval of the agenda.

Motion No. 23-37: Board Member Dale Keene moved to approve the agenda as presented. Board Member Jim Gourley seconded the motion. The motion passed unanimously

Debate/Discussion

Dale Keene pulled motion no. 23-37 to approve the agenda, Jim Gourley pulled his 2nd

Motion No. 23-38: Board Member Mary Massey motioned to table the consent agenda for a minimum of two days and reschedule a new session for time to research information. No second motion was given.

Debate/Discussion

7. Consent Agenda

- A. Approve minutes from the June 12, 2023 School Board Meeting
- B. Designate the Local Government Investment Pool and Key Bank as depositories for the District for 2023-2024 ORS 328.441 D
- C. Designate Superintendent as Chief Administrative Officer, District Clerk and Hearings Officer for 2023-2024 ORS 332-515
- D. Designate Pauly Rogers as auditors of record for 2023-2024
- E. Designate The Hungerford Law Firm as attorney of record for 2023-2024 DJCA
- F. Authorize cooperative purchasing agreements with other local education agencies, county, state, and federal agencies for 2023-2024
- G. Designate the Business Manager as the Deputy Clerk, custodian of funds and Budget Officer for 2023-2024 ORS 328.441, 328.445, ORS 294.33
- H. Designate Superintendent as the signature authority on all state and federal grants for 2023-2024 ORS 332.525
- I. Designate Brown & Brown as our Insurance Agent of Record for 2023- 2024

- J. Authorize Business Manager & Superintendent to handle District funds for the 2023-2024 fiscal year
- K. Authorize Sweet Home School Board as the Local Public Contract Review Board ORS 279A.060
- L. Approve to extend the award for Food Products and Non-Food Supplies to Sysco for the 2023-2024 school year

Pull for discussion

- M. Accept resignation of Christy Vough, Science Teacher at the High School effective immediately
- N. Accept resignation of Kaitlyn Tesdal, 6th Grade Teacher at Hawthorne Elementary effective immediately
- O. Accept resignation from L. Carolina Tavarez, Spanish Teacher at Sweet Home High School effective immediately
- P. Approve hire of Caitlin Bowen, Kindergarten teacher at Oak Heights for the 2023-24 school year
- Q. Approve hire of Madelyn Hatch, 2nd Grade Teacher at Oak Heights for the 2023-24 school year
- R. Approve hire of Lindsay Janzer, PE Teacher at Hawthorne Elementary for the 2023-24 school year
- S. Approve hire of Jo Pierce, Learning Resource Center Teacher at the High School for the 2023-24 school year
- T. Approve hire of Breonna North, Language Arts Teacher at the High School for the 2023-2024 school year
- U. Approve hire of Kyra Wafford, Math teacher at the Jr. High school for the 2023-24 school year
- V. Approve out-of-state field trip from the Sweet Home High School Cheer going to the Great Wolf Lodge, Grand Mound, Washington July 17 - 20, 2023

Motion No. 23-39: Board Member Jim Gourley made a motion to accept m,n,o,p,q,r,s,t,u,v of consent agenda. Board Member Mike Adams seconded the motion. The motion passed unanimously.

Motion No. 23-40: Board Member Dale Keene made a motion to pull A-L of consent agenda and place it in discussion. Board Member Mike Adams seconded the motion. The motion passed unanimously.

5. Public Comments: NONE

6. Student & Personnel Reports/Comments

- A. Certified & Classified Representatives: None
 - B. Superintendent's Report:
 - 1. Enrollment - Superintendent Martin shared the attendance awards and enrollment
 - 2. Strategic Plan Progress - Superintendent Martin shared with new board members what our strategic plan is and how we report on it each month.
 - A. Pillar 1 - OUTSTANDING ACHIEVEMENT - School reports out on what they are doing.
 - B. Pillar 2 - THRIVING CITIZEN -Community involvement
 - C. Pillar 3 - THRIVING COMMUNITY
 - D. Pillar 4 - SAFE AND WELCOMING FACILITIES AND SERVICE - Josh Darwood reports on safety updates each month
- Superintendent Martin also shared information on the Orange Frog and explained what it is and how we are applying it in the district

8. Information/Discussion

- A. Budget Update- Kevin Strong, Business Manager was not present, Terry Marin read through the financial report that Kevin Strong prepared
- B. Board Policies- Second read
 - AC-AR – Discrimination Complaint Procedure
 - EHB – Cybersecurity
 - EHB-AR – Cybersecurity
 - GCBDF/GDBDF – Paid Family Medical Leave Insurance
 - ICB – Religious and Cultural Holidays
 - IGBHD – Program Exemptions
 - JFCF-AR – Harassment, Intimidation, Bullying, Cyberbullying, or Teen Dating Violence Reporting Procedures
 - JGE – Expulsion
 - KL – Public Complaints
 - KL-AR(1) – Public Complaint Procedure

Motion No. 23-41: Board Member Mike Adams made a motion to move to next month as a second reading. Board Member Dale Keene seconded the motion. The motion passed unanimously.

- C. Approved minutes from the June 12, 2023 School Board Meeting

Motion No. 23-42: Board Member Jim Gourley made a motion to move the approval of minutes to action items. Board Member Mike Adams seconded the motion. The motion passed unanimously.

- D. Designate the Local Government Investment Pool and Key Bank as depositories for the District for 2023-2024 ORS 328.441 DG

Motion No. 23-43: Board Member Jim Gourley made a motion to move to action item. Board Member Mike Adams seconded the motion. The motion passed unanimously.

- E. Designate Superintendent as Chief Administrative Officer, District Clerk and Hearings Officer for 2023-2024 ORS 332-515

Motion No. 23-44: Board Member Jim Gourlye made a motion to move to action item. Board Member Dale Keene seconded the motion. The motion passed unanimously.

- F. Designate Pauly Rogers as auditors of record for 2023-2024

Motion No. 23-45: Board Member Jim Gourley made a motion to move to action item. Board Member Mike Adams seconded the motion. The motion passed unanimously.

- G. Designate The Hungerford Law Firm as attorney of record for 2023-2024 DJCA

Motion No. 23-46: Board Member Mary Massey made a motion to move to action item. Board Member Dale Keene seconded the motion. The motion passed unanimously.

- H. Authorize cooperative purchasing agreements with other local education agencies, county, state, and federal agencies for 2023-2024

Motion No. 23-47: Board Member Jim Gourley made a motion to move to action item. Board Member Dale Keene seconded the motion. The motion passed unanimously.

- I. Designate the Business Manager as the Deputy Clerk, custodian of funds and Budget Officer for 2023-2024 ORS 328.441, 328.445, ORS 294.33

5A

Motion No. 23-48: Board Member Mike Adams made a motion to move to action item. Board Member Mary Massey seconded the motion. The motion passed unanimously.

- J. Designate Superintendent as the signature authority on all state and federal grants for 2023-2024 ORS 332.525

Motion No. 23-49: Board Member Mike Adams made a motion to move to action item. Board Member Dale Keene seconded the motion. The motion passed unanimously.

- K. Designate Brown & Brown as our Insurance Agent of Record for 2023- 2024

Motion No. 23-50: Board Member Dale Keene made a motion to move to action item. Board Member Jenna Northern seconded the motion. The motion passed unanimously.

- L. Authorize Business Manager & Superintendent to handle District funds for the 2023-2024 fiscal year

Motion No. 23-51: Board Member Dale Keene made a motion to move to action item. Board Member Mike Adams seconded the motion. The motion passed unanimously.

- M. Authorize Sweet Home School Board as the Local Public Contract Review Board ORS 279A.060

Motion No. 23-52: Board Member Mike Adams made a motion to move to action item. Board Member Dale Keene seconded the motion. The motion passed unanimously.

- N. Approve to extend the award for Food Products and Non-Food Supplies to Sysco for the 2023-2024 school year

Motion No. 23-53: Board Member Jim Gourley made a motion to move to action item. Board Member Dale Keene seconded the motion. The motion passed unanimously.

9. Action Items:

- A. Designate the day, time and location for the official school board meetings for the 2023-2024 school year ORS-322-045BD/BDA

Motion No. 23-54: Board Member Dale Keene moved to approve regular monthly board meetings at the district office in the community room on the second Monday of each Month at 6:30 pm for 2023-2024. Board Member Jenna Northern seconded the motion. The motion passed unanimously.

- B. Resolution #01-2324 - Extend the swimming pool operating levy for five years with an unchanged \$0.30 per \$1,000 assessed value rate

Motion No. 23-55: Board Member Jenna Northern moved to approve extending the swimming pool operating levy for five years with an unchanged \$0.30 per \$1,000 assessed value rate. Board Member Mary Massey seconded the motion. The motion passed unanimously.

- C. Authorize district staff to negotiate a contract with ZCS Engineering to provide engineering and project management services for the Oak Heights Elementary School seismic retrofit project.

Motion No. 23-56: Board Member Jim Gourley, moved to Authorize district staff to negotiate a contract with ZCS Engineering to provide engineering and project management services for the Oak Heights Elementary School seismic retrofit project. Board Member Jenna Northern seconded the motion. The motion passed unanimously.

5A

D. Approved minutes from the June 12, 2023 School Board Meeting

Motion No. 23-57: Board Member Jim Gourley, moved to Approve minutes from June 12, 2023. Board Member Mike Adams seconded the motion. The motion passed unanimously.

- E. Designated the Local Government Investment Pool and Key Bank as depositories for the District for 2023-2024 ORS 328.441 DG
- F. Designated Superintendent as Chief Administrative Officer, District Clerk and Hearings Officer for 2023-2024 ORS 332-515
- G. Designated Pauly Rogers as auditors of record for 2023-2024
- H. Designated The Hungerford Law Firm as attorney of record for 2023-2024 DJCA
- I. Authorized cooperative purchasing agreements with other local education agencies, county, state, and federal agencies for 2023-2024 I
- J. Designated the Business Manager as the Deputy Clerk, custodian of funds and Budget Officer for 2023-2024 ORS 328.441, 328.445, ORS 294.33
- K. Designated Superintendent as the signature authority on all state and federal grants for 2023-2024 ORS 332.525
- L. Designated Brown & Brown as our Insurance Agent of Record for 2023- 2024
- M. Authorized Business Manager & Superintendent to handle District funds for the 2023-2024 fiscal year
- N. Authorized Sweet Home School Board as the Local Public Contract Review Board ORS 279A.060
- O. Approved to extend the award for Food Products and Non-Food Supplies to Sysco for the 2023-2024 school year

Motion No. 23-58: Board Member Mary Massey, moved to approve Items E-O from the action items. Board Member Jim Gourley seconded the motion. The motion passed unanimously.

10. Board Comments: Mary Massey thank the board for walking through the process and the public for electing her to the board

11. Late Items – No late items

12. Future Agenda Items

- A. Next Board Officers Meeting TBD at 3:30 p.m. Superintendent's Office
- B. Next Board Meeting August 14, 2023 at 6:30 p.m. in DO Boardroom
- C. 2023 Summer Board Conference - August 11, 2023 - August 13, 2023 at the Salem Convention Center

D. Inservice - August 28, 2023 - more details to come

5A

13. Adjournment

The meeting adjourned at 7:58 p.m.

Signature, Board Chairman

Julie Emmert, Board Recording Secretary

(This meeting was also recorded and saved supt/board/audio)

DONATION

Oregon Real Estate Professionals
2345 S Santiam Hwy
Lebanon OR, 97355

Oregon Real Estate Professionals donated ~~200~~ \$5 gift cards to distribute to all 6 schools to use as positive behavior incentives.

Addison Daye Reukauf
1163 Geary Street SE Apt G1
Albany, Oregon 97322

August 1st, 2023

Sweet Home Jr. High School
880 22nd Ave
Sweet Home, OR 97386

Dear Amanda GaVette,

Please accept this letter as my formal resignation from my position as a language arts and social studies teacher at Sweet Home Jr. High School, effective two weeks from today's date, 8/1/23.


Ultimately, while I enjoy working at the middle school level, my passion is social studies and I've decided to accept a full-time social studies position at West Salem High School. I am excited to embark on this new journey teaching high school.

I would like to thank you for the opportunities and experiences I have had while in this position. I appreciated you taking time out of your days to focus on my development and growth. I have learned a lot from you that I will take with me as I continue to progress in my career. I truly could not have made it through this year without your support and advice.

Thank you for your kindness and understanding.

Sincerely,

Addison Reukauf

A handwritten signature in black ink, appearing to read 'Addison Reukauf', with a stylized, cursive script.

SWEET HOME SCHOOL DISTRICT 55

RECOMMENDATION TO HIRE

CANDIDATE NAME: Ashley Patton

POSITION: 2nd Grade

JOB #: 45-23241

DATE: 7/31/23

BUILDING: Oak Heights

ADMINISTRATOR: Todd Barrett

Does this candidate hold a current Oregon License?	yes	<input type="checkbox"/>	no	<input checked="" type="checkbox"/>
Does this candidate hold an Out-of-State License?	yes	<input type="checkbox"/>	no	<input checked="" type="checkbox"/>
Is this candidate in the process of obtaining an Oregon License?	yes	<input checked="" type="checkbox"/>	no	<input type="checkbox"/>

Type of Endorsement: Restricted Teaching

Have three reference checks been completed? yes ☒ no ☐

Effective Date: 2023-24 School year.

Other Information:

Office use only:

Superintendent review date: _____

Board approval date: _____

SWEET HOME SCHOOL DISTRICT 55

5E

RECOMMENDATION TO HIRE

CANDIDATE NAME: Rebecca (Becca) Raab

POSITION: HS Biology And Integrated Science

JOB #: 43-2324

DATE: July 31-2023

BUILDING: High School

ADMINISTRATOR: Ralph Brown Raff J. Brown

Does this candidate hold a current Oregon License? yes ☒ no ☐
Does this candidate hold an Out-of-State License? yes ☐ no ☒
Is this candidate in the process of obtaining an Oregon License? yes ☐ no ☒

Type of Endorsement: Initial / Teaching - Secondary Science-Biology

Have three reference checks been completed? yes ☐ no ☒

Effective Date: _____

only 1 has returned
my call/email
(RA)

Other Information:

Office use only:
Superintendent review date: _____
Board approval date: _____

SWEET HOME SCHOOL DISTRICT 55

RECOMMENDATION TO HIRE

CANDIDATE NAME:

Hannah Humphreys

POSITION:

6th Grade

JOB #:

42-2324

DATE:

7/26/23

BUILDING:

Hawthorne Elementary

ADMINISTRATOR:

Aaron Luff

Does this candidate hold a current Oregon License?

yes

☒

no

Does this candidate hold an Out-of-State License?

yes

☒

no

Is this candidate in the process of obtaining an Oregon License?

yes

no

Type of Endorsement:

Oregon preliminary

Have three reference checks been completed?

yes

☒

no

Effective Date:

ASAP

Other Information:

She like a notice of hire so she can apply for housing.

Office use only:

Superintendent review date:

Board approval date:

YTD GENERAL FUND SPENDING COMPARED TO ADOPTED BUDGET & YTD SPENDING LAST YEAR

BY OBJECT CODE

07/31/2023

2023-2024 Spending by Function

Function	Budget	Actual	% of Budget
1000 Instruction	16,075,745	205,093	1.3%
2000 Support	12,837,574	1,119,961	8.7%
3000 Community	433,390	38,243	8.8%
5200 Transfers	1,757,500	0	0.0%
	31,104,209	1,363,297	4.4%

OBJECT	DESCRIPTION	2023-24 Adopted Budget	YTD as of 7/31/22	YTD as of 7/31/23	Year-to-Year Increase/ <Decrease>	Spending as a % of budget
0111/0123	Licensed Salaries	7,248,739	0	0	0	0.0%
0112/0124	Classified Salaries	5,062,531	179,408	218,617	39,209	4.3%
0113/0114	Administrators/Managers	1,846,669	88,448	90,987	2,539	4.9%
0121	Substitutes - Licensed	317,000	0	0	0	0.0%
0122	Substitutes - Classified	427,000	20,851	22,390	1,539	5.2%
0132	Overtime	35,000	575	562	(13)	1.6%
0134/0135	Extra Duty	416,980	1,250	1,250	0	0.3%
0210	Public Employees Retirement Sys.	1,485,008	24,271	23,708	(563)	1.6%
0213	PERS Debt Service	2,322,704	36,154	44,788	8,634	1.9%
0220	Social Security	1,174,575	20,196	24,689	4,493	2.1%
0231	Worker's Compensation	148,548	5,633	4,805	(828)	3.2%
0232	Unemployment Compensation	40,944	578	645	67	1.6%
0233	Oregon Paid Leave	86,262	0	0	0	0.0%
0240	Contractual Employee Benefits	3,063,000	38,391	41,367	2,976	1.4%
0241	Tuition Reimbursement - Admin.	10,000	0	0	0	0.0%
0242	Tuition Reimbursement - Certified	20,000	0	0	0	0.0%
0243	Conference/Wrkshp Reimb. - Cert.	10,000	0	0	0	0.0%
0244	Conference/Wrkshp Reimb. - Classif.	2,500	0	0	0	0.0%
0245	District Paid Deferred Comp	19,450	330	630	300	3.2%
0249	Personal Choice Enroll Fee	2,000	0	0	0	0.0%
0312/0319	Instructional Services	45,000	0	0	0	0.0%
0321	Cleaning Services	15,000	0	0	0	0.0%
0322	Repairs and Maintenance Services	55,710	0	5,706	5,706	10.2%
0324	Rentals	8,000	0	0	0	0.0%
0325	Electricity	384,000	22,237	23,723	1,486	6.2%
0326	Fuel (Heating)	249,000	0	643	643	0.3%
0327	Water and Sewage	245,000	0	0	0	0.0%
0328	Garbage	90,500	3,364	5,426	2,062	6.0%
033X	Other Transportation	77,850	0	0	0	0.0%
0340	Travel	38,855	5,194	8,802	3,608	22.7%
0351/9	Telephone/Data Communications	147,800	13,991	12,371	(1,620)	8.4%
0353	Postage	25,000	1,255	255	(1,000)	1.0%
0354	Advertising/Public Notices	3,500	0	0	0	0.0%
0355	Printing and Binding	43,475	0	0	0	0.0%
0360	Charter School Payments	1,300,000	171,804	188,529	16,725	14.5%
0374	Other Tuition	35,000	0	0	0	0.0%
0381	Audit Services	33,000	0	0	0	0.0%
0382/0384	Legal & Negotiation Services	22,500	74	6,895	6,821	30.6%
0388	Election Services	10,000	0	0	0	0.0%
0389	Other Non-instructional Prof/Tech	630,500	56,874	64,359	7,485	10.2%
0410	Supplies and Materials (incl. bus fuel)	400,223	3,033	5,142	2,109	1.3%
0412/413	Supplies Tires & Vehicle Parts	85,000	558	289	(269)	0.3%
0414	Supplies Custodial	133,000	0	7,959	7,959	6.0%
0415	Supplies Maintenance	378,500	45,752	54,561	8,809	14.4%
0416	Supplies Grounds	26,000	6,045	1,008	(5,037)	3.9%
0417	Supplies Maintenance Vehicles	8,000	8,450	0	(8,450)	0.0%
0420	Textbooks	1,970	1,320	0	(1,320)	0.0%
0430	Library Books	14,730	256	390	134	2.6%
0440	Periodicals	3,355	0	0	0	0.0%
0460	Non-consumable Items	293,665	0	2,687	2,687	0.9%
0470	Computer Software	64,291	8,411	14,363	5,952	22.3%
0480	Computer Hardware	120,295	0	756	756	0.6%
052x/054x	Equipment Acquisition	100,000	0	0	0	0.0%
0640	Dues and Fees	81,080	17,208	18,294	1,086	22.6%
0651/5	Liability Insurance & Settlements	135,000	111,887	136,783	24,896	101.3%
0653	Property Insurance Premiums	303,000	278,723	329,918	51,195	108.9%
0711	Transfer to Josai	7,500	0	0	0	0.0%
0712	Transfer to Long Term Maintenance	1,400,000	0	0	0	0.0%
0713	Transfer to PERS Reserve Fund	100,000	0	0	0	0.0%
0715	Transfer to Curriculum/Tech. Fund	250,000	0	0	0	0.0%
		31,104,209	1,172,521	1,363,297	190,776	4.4%

6A

Schools' Insurance Costs Are Soaring – And Climate Change Isn't the Only Reason

By Mark Lieberman | Education Week | June 27, 2023

School districts are just like homeowners, renters, drivers, and small businesses—they need insurance, even as it's become prohibitively expensive.

The 900-student Davis district in southern Oklahoma spent \$61,000, or roughly \$68 per student, on liability insurance for the 2019-20 school year. Last school year, the cost for the same coverage was \$150,000, or \$167 per student.

Next school year, it'll be \$261,000, or \$290 per student. That's a 328 percent jump just in two years.

"That's the cost of two teachers," Mark Moring, the district's superintendent, said of this year's increase. "For a school like us, that's a whole grade level worth of math textbooks or science textbooks."

District leaders in states like Alaska and Minnesota have recently reported similar challenges. Major insurance companies like State Farm and Allstate are pulling out of offering home insurance in states like California. In the Des Moines, Iowa, schools, insurance companies are providing less umbrella coverage and covering more types of claims only after a district pays its rising deductible, said Shashank Aurora, the district's chief financial officer.

Why is the cost of insurance rising so precipitously? Several factors provide clues.

For one, climate change is causing more frequent natural disasters that affect school district operations and require insurance companies to pay out. And it's not only districts in hard-hit areas that see higher premiums as a result.

Districts' coverage costs are increasingly determined by what's happening nationally, not just in their own communities, said Kelli Hanson, executive director of the Schools Insurance Group, which provides insurance to schools in California.

"The more hurricanes we have in Florida, we're impacted. The more flooding in the Midwest, we're impacted," Hanson said.

The state's smallest school districts face the steepest risks, Hanson said. If a district with a single school building has to close because of wildfires, students and staff can't just relocate to another school building or nearby district office, so they have to find entirely new facilities, which can often be quite expensive. **6A**

"Those are the ones that are usually a more costly claim," Hanson said.

Meanwhile, new laws allowing more lawsuits over sexual abuse are putting school districts in an unflattering legal spotlight—while also contributing to higher insurance premiums because of the added legal liability. In California, for instance, a new law passed in 2019 dramatically extends the statute of limitations for plaintiffs to sue over child sexual abuse, including in schools.

Districts have had to pay millions of dollars out of their own budgets as a result because they often didn't have robust insurance coverage at the time these events took place, Hanson said.

In West Virginia, the state's Board of Risk and Insurance Management recently announced liability insurance rate hikes that could double or triple the annual amount districts have to pay, WV Metro News reported. School boards there are lobbying state lawmakers to place tighter caps on the amount school districts are required to pay plaintiffs in physical abuse cases.

Cybercrime and insurance market volatility are factoring into higher premiums

The growing frequency of cybercrimes is another factor putting districts at risk. The Shanksville-Stonycreek district in southwestern Pennsylvania saw cybersecurity insurance costs triple after a hacker got access to some of the district's files in 2019, said Sidney Clark, the district's business manager and board secretary.

And some districts have adopted controversial policies that are alienating their providers altogether. In Iowa, at least two districts nearly lost insurance coverage recently after they announced that they would be allowing teachers to carry guns on campus. After consulting with other providers who also wouldn't commit to coverage, both districts have since nixed the policy.

Districts in Louisiana, Mississippi, and Ohio have gotten some latitude from state and local governments to arm staff members after legislation that's passed since the deadly school shooting in Uvalde, Texas, last spring. But those schools would likely also risk wariness from insurance providers.

Some insurance woes have nothing to do with districts themselves, but rather with the volatility of the insurance industry. Providers have had a harder time staying afloat given the increased claims of all types in recent years, leaving less competition to drive rates down, said Geoffrey Sinclair, an Oregon-based insurance agent who works with dozens of school districts and serves as vice president of public sector practice at Brown & Brown.

That's true in Oklahoma, where one of two main providers of school property and casualty insurance shut down during the pandemic. As a result, Moring said, he has no choice but to sign with the Oklahoma School Insurance Group (OSIG), no matter what its coverage plan looks like. **6A**

In turn, OSIG has struggled to keep rates down for the hundreds of districts in its membership, said Rick Thomas, a retired superintendent who has served as OSIG's executive director for the last school year.

Over the last three years, Thomas said, OSIG has raised from \$14 million to \$30 million the amount of money it pays out to districts directly before seeking reimbursement from re-insurers—external companies that charge higher premiums.

It's also increased the number of re-insurers that cover a percentage of schools' annual claims from 25 to 70 in an effort to hold the line on premiums. Companies are more willing to take on districts' claims if they're covering a smaller piece of the overall pie, Thomas said.

Districts have a role to play in protecting against losses

School districts aren't entirely powerless to stop insurance costs from swelling. In many cases, providers want to see that districts are proactively preparing for the unlikeliest scenarios.

Schools with safety plans with details on how they'll deal with wildfires—what they're doing to keep shrubbery away from buildings, how they'll evacuate if necessary, for instance—are more likely to receive favorable insurance coverage, Hanson said.

In Pennsylvania, Clark said his district has worked with its insurance providers to demonstrate that it's staying on top of the latest cybersecurity threats.

And in Oklahoma, Thomas said OSIG is launching a pilot program with 25 schools to install sensors that alert facilities teams when pipes are freezing and in danger of bursting.

He also encourages districts, within their means, to proactively replace leaky or outdated roofs. That's easier said than done for districts in many states that struggle to secure voter support or state aid for building maintenance.

Insurance challenges are intertwined with the broader issues schools are facing, Hanson said.

"We all have to do our part," she said. "If we can do that, then hopefully it will get us in a better spot."

POLICY UPDATES

First Reading – June 12, 2023

Second Reading – July 10, 2023

~~Third Reading – August 14, 2023~~
Second**AC-AR – Discrimination Complaint Procedure****JFCF-AR – Harassment, Intimidation, Bullying, Cyberbullying, or Teen Dating Violence Reporting Procedures****KL – Public Complaints****KL-AR(1) – Public Complaint Procedure****Summary**

The revisions to the complaint procedures are to clarify timelines and more closely align with legal requirements.

Local District Responsibility

Revise and re-approve administrative regulations

EHB – Cybersecurity**EHB-AR – Cybersecurity****Summary**

Cybersecurity is an increasing issue in schools across the country. To help districts establish norms and procedures, OSBA is releasing a new optional policy.

Local District Responsibility

Consider adopting new policy EHB – Cybersecurity (Optional) and approving EHB-AR – Cybersecurity.

GCBDF/GDBDF – Paid Family Medical Leave Insurance**Summary**

The Oregon Legislature has passed paid family leave laws with benefits becoming available on September 3, 2023. This policy is intended to help districts make decisions and implement these laws. Employer notices; filings; employee protections.

Collective Bargaining Impact

Districts may bargain aspects of paid family leave. Many districts have received requests to bargain regarding over these topics.

ICB – Religious and Cultural Holidays**IGBHD – Program Exemptions****Summary**

Districts are prohibited from discriminating against student, staff and community members on the basis of religion and other protected classes. To assist districts in valuing the cultural and religious backgrounds of the communities that they serve, OSBA is releasing new optional policy ICB– Religious and Cultural Holidays. OSBA has also updated policy IGBHD - Program Exemptions to more closely match the legal requirements for requesting an exemption from school activities.

Local District Responsibility

Revise and re-adopt policy IGBHD – Program Exemptions

Consider adopting new policy ICB – Religious and Cultural Holidays

JGE – Expulsion**Summary**

ORS 339.250(2) and OAR 581-021-0070 require school districts to have a policy on expulsion. There has been some confusion on the board's role in expulsions, especially related to the expulsion hearing. This change clarifies the board's role and gives the board the option of delegating the hearings officer role in the policy, thus relieving the board of the obligation to meet every time there is a recommendation for expulsion to designate a hearings officer. The board retains authority on appeal.

Local District Responsibility

Revise and readopt policy JGE - Expulsion

Code: AC-AR
Adopted: 11/12/19
Revised/Readopted: 12/13/21; 4/11/22
Orig. Code: AC-AR

Discrimination Complaint Procedure

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

Step 1: Complaints may be oral or in writing and must be filed with the principal. Any staff member that receives an oral or written complaint shall report the complaint to the principal.

The principal shall investigate and determine the action to be taken, if any, and reply in writing, to the complainant within 10 school days of receipt of the complaint.

Step 2: If the complainant wishes to appeal the decision of the principal, the complainant may submit a written appeal to the superintendent or designee within five school days after receipt of the principal's response to the complaint.

The superintendent or designee shall review the principal's decision within five school days and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the principal's decision. The superintendent or designee will respond in writing to the complainant within 10 school days.

Step 3 If the superintendent was not the decision maker in the previous step, a complainant who wishes to appeal a decision reached in step 2 may appeal the decision within five school days to the superintendent. The superintendent shall review such decision within 10 school days and may meet with all parties involved. The superintendent will review the merits of the complaint and the designee's decision. The superintendent will respond in writing to the complainant within 10 school days.

Step 4: If the complainant is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board within five school days of receipt of the superintendent's response. The Board may decide to hear or deny the request for appeal at a Board meeting. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within ~~30+0~~ days of receipt of the appeal by the Board ~~this meeting~~.

If the principal is the subject of the complaint, the individual may start at Step 2 and should file a complaint with the superintendent or designee.

If the superintendent is the subject of the complaint, the complaint may start at Step 3 and should be referred to the Board chair.

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

The timelines established in each step of this procedure may be extended upon mutual consent of the district and the complainant in writing, but will not be longer than 30 days from the date of the submission of the complaint at any step. The overall timeline of this complaint procedure may be extended beyond 90 days from the initial filing of the complaint upon written mutual consent of the district and the complainant.

The complainant, if a person who resides in the district, a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the ~~initial~~^{initialing} filing of the complaint, may appeal¹ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

¹ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

DISCRIMINATION COMPLAINT FORM

Any person, including students, staff, visitors and third parties, may file a complaint.

6B

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

Student/Parent ☐ Employee ☐ Job applicant ☐ Other ☐ _____

Type of discrimination:

- | | | |
|--|---|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Mental or physical | <input type="checkbox"/> Age |
| <input type="checkbox"/> Color | <input type="checkbox"/> disability | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Marital status | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Familial status | <input type="checkbox"/> Discriminatory use of a |
| <input type="checkbox"/> National or ethnic origin | <input type="checkbox"/> Economic status | Native American mascot |
| <input type="checkbox"/> Gender identity | <input type="checkbox"/> Veterans' status | <input type="checkbox"/> Other _____ |

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

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

Suggested solution/resolution/outcome: _____

This complaint form should be mailed or submitted to the principal.

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

Corrected 4/19/23

Code:

EHB

Adopted:

Cybersecurity

{Optional policy. OSBA recommends consulting with your IT professionals prior to adoption.}

The purpose of information security is to protect the confidentiality, integrity and availability of district data as well as any information systems that store, process, or transmit district data, and protect the information resources of the district from unauthorized access or damage.

The underlying principles followed to achieve that objective are:

1. Information Confidentiality: The ability to access or modify information is provided only to authorized users for authorized purposes;
2. Information Integrity: The information used in the pursuit of the district objectives can be trusted to correctly reflect the reality it represents; and
3. Information Availability: The information resources of the district, including the network, the hardware, the software, the facilities, the infrastructure, and any other such resources, are available to support the objectives for which they are designated.

The requirement to safeguard information resources must be balanced with the need to support the pursuit of legitimate district objectives. The value of information as a resource increases through its appropriate use; its value diminishes through misuse, misinterpretation, or unnecessary restrictions to its access.

This policy[and accompanying administrative regulation] applies to all staff and third-party agents of the district as well as any other district affiliate, including students, who are authorized to access district data and to all computer and communication devices and systems that store, process, or transmit district data.

END OF POLICY

Legal Reference(s):

ORS Chapter 192

ORS 332.107

ORS 336.184

ORS 646A.600 - 646A.626

Children's Internet Protection Act, 47 U.S.C. §§ 254(h) and (l); 47 C.F.R. § 54.520.

Children's Online Privacy Protection Act of 1998, 15 U.S.C. §§ 6501 to 6505; 16 C.F.R. § 312.

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. § 99.

Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. § 1320d; 45 C.F.R. §§ 160, 164.

Protection of Pupil Rights, 20 U.S.C. § 1232h; Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. § 98.

Code:

EHB-AR

Revised/Reviewed:

Cybersecurity

{Optional AR.}

Throughout its lifecycle, an information system that stores, processes or transmits district data shall be protected in a manner that is considered reasonable and appropriate, as defined in documentation approved and maintained by the [Information Technology Department], given the level of sensitivity, value and criticality that the district data has to the district.

Individuals who are authorized to access district data shall adhere to the appropriate Roles and Responsibilities, as defined in this administrative regulation.

Roles and Responsibilities

“Designated Information Security Officer (ISO)” means an employee designated by the superintendent to oversee the information security program. The ISO will be a senior-level employee in the district. The responsibilities of the ISO include the following:

1. Developing and implementing a district-wide information security program;
2. Documenting and disseminating information security policies and procedures;
3. Coordinating the development and implementation of required information security training and awareness program for staff and administrators;
4. Coordinating a response to actual or suspected breaches in the confidentiality, integrity or availability of district data and following statutory requirements;
5. Implement Multi-Factor Authentication (MFA) for logins[; and] [.]
6. [Implementing an IT security audit.]

“Data owner” means a management-level employee of the district who oversees the lifecycle of one or more sets of district data. Responsibilities of a data owner include the following:

1. Assigning an appropriate classification to district data;
2. Determining the appropriate criteria for obtaining access to district data;
3. Ensuring that data custodians implement reasonable and appropriate security controls to protect the confidentiality, integrity and availability of district data;
4. Understanding and approving how district data is stored, processed, and transmitted by the district and by third-party agents of the district; and

5. Understanding how district data is governed by district policies, state and federal regulations, contracts and other legal binding agreements.

6B

“Data custodian” means an employee of the [Information Technology Department] who has administrative and/or operational responsibility over district data. In many cases, there will be multiple data custodians. A data custodian is responsible for the following:

1. Understanding and reporting on how district data is stored, processed and transmitted by the district and by third-party agents of the district;
2. Implementing appropriate physical and technical safeguards to protect the confidentiality, integrity and availability of district data;
3. Documenting and disseminating administrative and operational procedures to ensure consistent storage, processing and transmission of district data;
4. Provisioning and deprovisioning access to district data as authorized by the data owner;
5. Understanding and reporting on security risks and how they impact the confidentiality, integrity and availability of district data;
6. Back up data daily; and
7. Force email and domain passwords to expire at least annually.

“User” for the purpose of information security, means any employee, contractor or third-party agent of the district who is authorized to access District Information Systems and/or district data. A user is responsible for the following:

1. Adhering to policies, guidelines and procedures pertaining to the protection of district data;
2. Reporting actual or suspected vulnerabilities in the confidentiality, integrity or availability of district data to a manager or the [Information Technology Department]; and
3. Reporting actual or suspected breaches in the confidentiality, integrity or availability of district data to the [Information Technology Department].

Classification of Information

Data classification, in the context of information security, is the classification of data based on its level of sensitivity and the impact to the district should that data be disclosed, altered or destroyed without authorization. The classification of data helps determine what baseline security controls are appropriate for safeguarding that data. All district data should be classified into one of three sensitivity levels or classifications: confidential, sensitive and public. In some cases, data could fall into multiple categories, i.e., salaries.

Data should be classified as confidential when the unauthorized disclosure, alteration, or destruction of that data could cause a significant level of risk to the district or its affiliates. Examples of confidential data include data protected by state or federal privacy regulations and data protected by confidentiality

agreements. The highest level of security controls should be applied to confidential data. Examples: student data, evaluation and disciplinary records.¹

6B

Data should be classified as sensitive when the unauthorized disclosure, alteration or destruction of that data could result in a moderate level of risk to the district or its affiliates. By default, all district data that is not explicitly classified as confidential or public data should be treated as sensitive data. A reasonable level of security controls should be applied to private data. Examples: salaries and staff personal contact information.

Data classified as sensitive may be disclosable as public record under Oregon Revised Statute (ORS) Chapter 192. However, the sensitivity level of the data can warrant the assigned data classification and associated safeguard security controls.

Data should be classified as public when the unauthorized disclosure, alteration or destruction of that data would result in little or no risk to the district and its affiliates. Examples of public data include information intended for broad use within the district community at large or for public use. While little or no controls are required to protect the confidentiality of public data, some level of control is required to prevent unauthorized modification or destruction of public data. Examples: board minutes and policies.

{Examples may vary based on the needs of the district.}

Online Services and Applications

District employees are encouraged to research online services or applications to support the pursuit of district objectives. However, district employees are prohibited from installing or using applications, programs or other software, or online systems/websites that store, collect or share confidential or sensitive data until the ISO approves the vendor and software or service. Before approving the use or purchase of any such software or online service, the ISO, or designee, shall verify that it meets the requirements of all applicable laws, regulations and board policies, and that it appropriately protects district data. This prior approval is required whether or not the software or online service is obtained or used without charge.

Implementation

The [Information Technology Department] is directed to develop operating policies, standards, baselines, guidelines and procedures for the implementation of this administrative regulations to include, but not limited to, addressing data encryption, logical access control, physical access control, vulnerability management, risk management and security logging and monitoring.

Violations of Policy and Misuse of Information

Violations of this administrative regulation include, but are not limited to: accessing information to which the individual has no legitimate right; enabling unauthorized individuals to access information; disclosing information in a way that violates applicable policy, procedure or other relevant regulations or laws; inappropriately modifying or destroying information; inadequately protecting information; or ignoring the

¹ These examples are for IT purposes and may not be consistent with record request and disclosure requirements.

explicit requirements of data owners for the proper management, use and protection of information resources.

6B

Violations may result in disciplinary action in accordance with district policies, procedures and/or applicable laws. Sanctions may include one or more of the following:

1. Suspension or termination of access;
2. Disciplinary action up to and including dismissal; and
3. Civil or criminal penalties.

Employees are [encouraged] to report suspected violations of this administrative regulation to the ISO or to the appropriate data owner. Reports of violations are considered sensitive information until otherwise designated.

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Code:
Adopted:

GCBDF/GDBDF

Paid Family Medical Leave Insurance *
(Version 2)

{Optional policy. This version is designed for districts providing an equivalent plan instead of using Paid Leave Oregon.}

The district provides an equivalent plan for paid family and medical leave and does not participate in Paid Leave Oregon. This plan has been approved by the Employment Department. ^{1} The district will file the Oregon Quarterly Tax Report as required.

The district will make available a notice poster that outlines the requirements and procedures for the equivalent plan.² This poster will be displayed in each of the district's buildings or worksites in an area that is accessible to and regularly frequented by employees. This poster will be provided³ to remote employees upon hire or assignment to remote work.

END OF POLICY

Legal Reference(s): ORS 657B.210 – 657B.260
OAR 471-070-2200 - 2460

¹ { Deadlines for the district to file an exemption application can be found on OAR 471-070-2205. Application requirements can be found in OAR 471-070-2210. }

² For poster requirements, see OAR 471-070-2330.

³ By hand delivery, regular mail, or through an electronic delivery method.

Code:

ICB

Adopted:

Religious and Cultural Holidays**

{Optional policy. The district could adopt portions of the policy or make changes to better meet the district's needs. If the district adopts this policy, OSBA encourages the district to engage the community to determine what the major holidays are in your community.}

Accommodation for Religious Instruction and Cultural Observance

The district recognizes each student's individual right to free exercise of religion. The district may accommodate students' religious or cultural¹ observance, while neither promoting one religion or culture over another nor preferring religion over non-religion. Specific requests for religious or cultural accommodation should be directed to the student's teacher or principal [in accordance with Board policy IGBHD - Program Exemptions].

Release Time for Religious and Instruction and Cultural Holidays

The district will permit elementary and secondary school students to be released from school each week consistently for religious instruction in accordance with Oregon law [and Board policy JEF - Release Time for Religious Instruction].

Accommodation of Absences for Religious [and Cultural Reasons]

Any student unable to attend classes on a particular day due to religious beliefs [or cultural observance] shall be excused from attendance requirements for that day. No such absence shall be counted against a student in determining eligibility for educational benefits, exclusion from programs, reduction of grades or failure.

Scheduling Around Major Religious and Cultural Holidays

For purposes of this policy, "major religious or cultural holidays"² are holidays, observance of which: (1) is common among adherents of a student's religion or culture; (2) include ritual or worship obligations or practices that cannot reasonably be fulfilled during school activities;³ and (3) fulfillment of such obligations or practices would necessarily conflict with scheduled school activities.⁴

¹ An example of a major non-religious cultural holiday would be the Chinese New Year.

² Districts are encouraged to engage with the community to identify holidays that are observed by students, staff and community members that would be considered major religious or cultural holidays.

³ For example, holiday-related dietary restrictions may still be observed while at school, but group prayer or ritual hymns may not.

⁴ If such obligations occur in the evening, then there would be no constraints on scheduling such activities during the school day, so long as the students will be timely released to engage in such evening activities.

1. **Schoolwide and Gradewide Events.** Schools should avoid scheduling important events that by their nature cannot be made up (such as picture day, open house, prom, graduation, and Outdoor School) on days that conflict with major religious or cultural holidays that may impact student attendance or participation. Such events shall be scheduled on major religious or cultural holidays only if such scheduling is reasonably necessary to carry out the proper functioning of a school program or course of study, to avoid an unreasonable burden on other students, or if such scheduling is outside the control of school employees.

The district will make a good faith effort to identify major religious or cultural holidays observed in the local community by consulting generally accepted sources of information. Students and families may request that one or more holidays from their religious or cultural tradition be included on the district's list of major religious or cultural holidays under this policy.

2. **Field Trips, Cocurricular and Extracurricular Activities.** When scheduling other special events such as field trips, try-outs, plays, concerts and major cocurricular and extracurricular activities, staff must consider the potential for students to experience conflicts on major religious or cultural holidays. Staff will inform students and parents of plans as far in advance as possible, so that conflicts with major religious or cultural holidays can be avoided, if it is possible to do so without making burdensome demands on programs or other students, and otherwise accommodated if not. Parents and students are encouraged to communicate their need for accommodation to the school, for major religious or cultural holidays not already recognized by the district.

The field trip approval process will include a question about scheduling and major religious or cultural holidays. For a field trip to be scheduled on a major religious or cultural holiday, an administrator must review and approve the request. Administrator approval is also required to schedule a major cocurricular or extracurricular activity on a major religious or cultural holiday when scheduling is within the control of the school or district.

3. **Tests and Assignments.** Any tests and assignments a student misses because of religious instruction or religious or cultural observances shall be given to the student at another time. Teachers shall provide students a meaningful opportunity and reasonable time to make up missed classwork, tests, quizzes, and final exam reviews, and to complete homework due on that day or the following school day. When scheduling tests, staff must consider the potential for students to experience conflicts on major religious or cultural holidays. Make-up opportunities will not be required of a student on the school day immediately after a student is absent from school to observe a major religious or cultural holiday.

4. **Final Exams.** Final exams are scheduled based on the district-adopted calendar. The Board should consider the likely resulting exam schedule and possible conflicts with major religious or cultural holidays as they consider calendar options.

Communication

The superintendent will prepare guidelines implementing this policy, including a list of major religious holidays and cultural holidays, which will be communicated to staff. School staff will be informed at least twice per year of dates of major religious or cultural holidays. Parents will be informed at least annually about this policy and their student's right to request accommodation. Information including a list of major

religious or cultural holidays will be made available on the district website. Parents are encouraged to communicate their student's need for accommodation to the school.

6B

The superintendent shall reconsider the scope of this policy and recommend changes to the Board as needed if the total number of school days identified as major religious or cultural holidays is likely to impose an unreasonable burden on the district's ability to schedule important school events.

END OF POLICY

Legal Reference(s):

ORS 336.035(2)
ORS 336.465
ORS 336.615
ORS 336.625

ORS 336.635
OAR 581-002-0035
OAR 581-021-0009

OAR 581-021-0071
OAR 581-022-2050
OAR 581-022-2110
OAR 581-022-2505

PROPOSED

Code: IGBHD
Adopted: 10/12/98
Revised/Readopted: 11/14/22
Orig. Code(s): IGBHD

Program Exemptions**

~~The district~~~~The Board~~ may excuse students from a state-required program or learning activity for reasons of religion, disability, or other reasons deemed appropriate by the district.

An alternative education program for credit may be provided.

When granted, the Board's approval of an alternative is based upon and includes:

1. A written request from the student and the student's parents or guardian listing the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt;
2. An evaluation of the request and approval by appropriate school personnel (the alternative should be consistent with the student's educational progress and career goals as described in OAR 581-022-2270 and OAR 581-022-2060).

Following approval by the Board at one of its scheduled meetings, and upon completion of the alternative, credit shall be granted to the student.

END OF POLICY

Legal Reference(s):

~~If the district receives a request for a disability accommodation, the district should consider its obligations under the Individuals with Disabilities in Education Act and Section 504 of the Rehabilitation Act.~~

ORS 336.035(2)
ORS 336.465
ORS 336.615
ORS 336.625

ORS 336.635

OAR 581-002-0035
OAR 581-021-0009

OAR 581-021-0071
OAR 581-022-2050
OAR 581-022-2110
OAR 581-022-2505

6B

Cross Reference(s):

IGAI - Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education

JED - Student Absences and Excuses

Corrected 4/19/23

Code: JFCF-AR
Revised/Reviewed: 12/13/21; 1/09/23
Orig. Code: JFCF-AR

Hazing, Harassment, Intimidation, Menacing, Bullying, Cyberbullying, or Teen Dating Violence Reporting Procedures – Student

The superintendent has responsibility for investigations concerning acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, and incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the report presented. This will generally be done by the principal or their designee.

All reports will be investigated in accordance with the following procedures:

- Step 1** Any reports or information on acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to the building principal or designee. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step 2** The district official receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The principal or designee will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The principal or designee conducting the investigation shall notify the person making the report within 10 working days of receipt of the information or report, and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- A copy of the notification letter or the date and details of notification to the person making the report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent when Step 2 is appealed.
- Step 3** If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within 10 working days.

Step 4 If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within 30+0 working days of receipt following completion of the appeal by the Board hearing.

Reports against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, ~~within 20 days~~, in open session what action, if any, is warranted. A final decision will be made within 30 days of receipt of the report.

Reports against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, ~~within 20 days~~, in open session what action, if any, is warranted. A final decision will be made within 30 days of receipt of the report.

Reports against the Board chair may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, ~~within 20 days~~, in open session what action, if any, is warranted. A final decision will be made within 30 days of receipt of the report.

Timelines may be extended upon written agreement between both parties. This also applies to reports filed against the superintendent or any Board member.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all reported acts of hazing, harassment, intimidation or bullying, menacing, or cyberbullying, or incidents of teen dating violence and documentation will be maintained as a confidential file in the district office.

Corrected 4/19/23

Code: JGE
 Adopted: 9/14/15
 Revised/Readopted: 1/09/23
 Orig. Code: JGE

Expulsion**

{Required policy: ORS 339.250(2) and OAR 581-021-0070 require policies on expulsion.}

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.

A student may only 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 conduct ~~behavior~~ have been ineffective, except that expulsion may not be used to address truancy; or
3. When required by law.

The use of expulsion for discipline of a student in fifth ~~sixth~~ grade or lower is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observations or upon a report from an employee, the student's conduct poses a direct threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

The age of the student and the past pattern of behavior will be considered prior to imposing the expulsion.

No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. ~~By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer.~~

{Choose one of the following two options.}

[The Board delegates the authority to decide on an expulsion to the superintendent. { } The superintendent may designate another person to handle the potential expulsion, and the superintendent, a designee or another individual may act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will not be associated with

{ The Board can retain authority for all expulsions. If the Board chooses not to delegate this authority, any recommendations for expulsion from administration would come to the Board for resolution. The Board would have to meet and determine next steps for all expulsions. }

the initial actions of the building administrators. The hearings officer will conduct the hearing and make the final decision regarding the expulsion. A decision of the hearings officer may be appealed by the parent of the student if age 18 or over to the Board for review. **6B**

If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At a future meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision.]

OR

[When a recommendation for expulsion is made, the Board will meet and review the recommendation. The Board will hold or arrange for the expulsion hearing unless it has been waived.]

If the Board is conducting the expulsion hearing, the Board may designate a Board member or a third party to run the hearing. The superintendent will provide relevant information to the Board, including the superintendent's recommendation and duration on disciplinary action.² This information will be available in identical form to the Board, the student if age 18 or over and the students' parents at the same time. The Board will make the final decision regarding the expulsion.]

When a recommendation for an expulsion is made and a ~~When an expulsion~~ hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service³ or by certified mail⁴ at least five days prior to the scheduled hearing. Notice shall include:
 - a. The specific charge or charges and the specific facts which support the charge or charges;
 - b. ~~The conduct constituting the alleged violation, including the nature of the evidence of the violation and reason for expulsion;~~
 - c. ~~A recommendation for expulsion~~ statement of intent to consider the charges as reason for expulsion;
 - d. The student's right to a hearing;
 - e. When and where the hearing will take place; and
 - f. ~~The right to representation~~ student may be represented by counsel or other persons.
2. ~~The Board may expel, or may delegate the authority to decide on an expulsion to the superintendent or superintendent's designee, who may also act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer designated by the Board will conduct the hearing and will not be associated with the initial actions of the building administrators;~~

² Evidence may include the relevant past history and student education records.

³ The person serving the notice shall file a return of service. (OAR 581-021-0070)

⁴ When "certified mail is given to a parent of a suspended student, the notice shall be placed in the mail at least five days before the date of the hearing." (OAR 581-021-0070)

3. ~~Expulsion hearings will be conducted in private and will not be open to the general public unless the student or the student's parents request an open session;~~
4. ~~If in case the parent or student does not understand~~ has difficulty understanding the English language ~~or has other serious communication disabilities~~, the district will provide an interpreter during the hearing. All communications will be in a manner that is understandable to the parents and student translator;
5. The student shall be permitted to have representation present at the hearing to advise and to present arguments. The representation may be an attorney; ~~and/or parent or other person~~. The district's attorney may be present;
6. The student shall be afforded the right to present their version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;
7. The student shall be permitted to be present and to hear the evidence presented by the district;
8. The hearings officer or the student may record the hearing;
9. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;
10. ~~The Board has delegated authority to the superintendent or designee to act as the hearings officer; the superintendent may designate himself, or a third party, as the hearings officer. The hearings officer's decision is final. However, a decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review. If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At its next regular or special meeting the Board will review the hearings officer's decision and will affirm, modify or reverse the decision;~~
11. ~~A Board conducted hearing or a Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:~~
 - a. The name of the minor student;
 - b. The issues involved, including a student's confidential records;
 - c. The discussion;
 - d. The vote of Board members, which may be taken in executive session when considering an expulsion.

Prior to expulsion for reasons other than a weapons violation, the district must notify the student and parents of proposed alternative programs of instruction or instruction combined with counseling and document this notification to a student subject to expulsion for reasons other than a weapons policy violation. ~~The district must document to the parent of the student that proposals of alternative education programs have been made:~~

END OF POLICY

Legal Reference(s):

ORS 192.660
ORS 332.061

ORS 336.615 - 336.665
ORS 339.115

ORS 339.240
ORS 339.250
OAR 581-021-0050 - 021-0075

Cross Reference(s):

JG - Student Discipline

Corrected 4/19/23

Code: KL-AR(1)
Adopted: 5/11/15
Revised/Readopted: 3/13/23
Orig. Code: KL-AR

Public Complaint Procedure

A parent or guardian of a student attending a school in the district, a person who resides in the district, a staff member, or a student who wishes to express a concern should discuss the matter with the school employee involved.

The Administrator: Step One

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator within five working days of the employee's response. The administrator shall evaluate the complaint and render a decision within five working days after receiving the complaint. (A form is available, but is not required.)

The Superintendent: Step Two

If Step One does not resolve the complaint, within 10 working days of the written response from the administrator, the complainant may file a written, signed complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy.

The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, prepare a report of their findings and conclusion, and provide the report¹ in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

The Board: Step Three

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board will review the findings and conclusion of the superintendent in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision as the district's final decision. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues.

If the Board chooses not to hear the complaint, the superintendent's decision in Step Two is final².

¹ If the Board chooses to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).

~~² If the Board choose to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).¶~~

~~The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.~~ **6B**

¶
The complainant shall be informed in writing or in electronic form of the Board's decision within 30~~20~~ working days from the receipt~~hearing~~ of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

The timelines may be extended upon written agreement between the district and the complainant.

The district's final decision for a complaint processed under this administrative regulation that alleges a violation of Oregon Administrative rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant, who is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and this complaint is not resolved through the complaint process, the complainant may appeal³ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon OARs 581-002-0001 - 581-002-0023.

Complaints against the principal should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the request to place the complaint on the Board agenda~~appeal~~. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. The Board may use executive session if the subject matter qualifies under Oregon law. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint~~appeal~~. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide³ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint~~appeal~~. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

³ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

Complaints against the Board chair may be referred directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complainant appeal. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Charter Schools of which the District Board is a Sponsor

The appeal of a complaint from a public charter school to be reviewed by the district Board will be presented by the Board chair and reviewed by the Board at a Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board will review the appeal and make a decision about appropriate action, which may include, but is not limited to, holding a hearing, requesting information, and recognizing the decision reached by the public charter school board. A decision will be reached, within 20 days, in open session, unless allowed in executive session. A final written decision regarding the appeal shall be issued by the district Board within 30 days of receipt of the complainant appeal. The written decision of the district Board will address each allegation in the complaint and include reasons for the district Board's decision.

Corrected 4/19/23



Sweet Home Junior High School vice principal Don Hopkins (right) presents outstanding leadership awards to (from left) Kathy Rice, Robin Reeser, Skeeter Curtis and Valerie Hyer in May 1973. Photo credit: *The New Era*

The Sweet Home School District would like to recognize Don Hopkins for his many contributions to the Sweet Home School District. Don served the district in numerous roles including Sweet Home Junior High School vice principal, Holley Elementary School principal, Crawfordsville Elementary School principal, Board member, Board Chair, budget committee member and budget committee chair. Most recently, Don and his family established a generous endowment fund with the Sweet Home Alumni Foundation that will benefit graduating Sweet Home High School students in perpetuity. Don passed away on Tuesday, July 25.