BETHEL SCHOOL BOARD MEETING  
District Office – 4640 Barger Drive  
Monday, March 9, 2015  
7:00 p.m.

AGENDA

1. Call to Order  
   Paul Jorgensen, Chair

2. Pledge of Allegiance  
   Alan Laisure, Vice-Chair

3. Approval of Minutes

4. Superintendent’s Report
   A. Student Presentation, Willamette High School
   B. Student Representative Report, Vanesa Garcia, WHS and Seth Sargent, KHS
   C. February Financial Report, William Lewis
   D. Legislative & School Finance Update
   E. Bond Project Update
   F. Achievement Compact, Brian Flick
   G. Policy Update – 1st Reading
      GB: General Personnel Practices – No Changes;
      GBA: Equal Employment Opportunity – No Changes;
      GBC: Staff Ethics – No Changes;
      GBCBA: Drug and Alcohol Abuse by Employee – Updated to reflect new language;
      GBCC: Recruitment, Appointment and Transfer of Employees below the Rank of Superintendent – No Changes;
      GBN: Harassment, Bullying and Cyberbullying (Employees) – Updated to reflect new language.

5. Delegations and Visitors

6. Consent Agenda  
   Personnel Action  
   Resolution No. 49

7. Action Items
   A. Adopt Policies GB, GBA, GBC, and GBCC  
      Resolution No. 50
   B. Adopt "Promise of Oregon"  
      Resolution No. 51

8. Information and Discussion
   A.
9. Board Activity Update
   A.

10. Review of Next Meeting: Monday, April 13, 2015
   A. Student Presentation, Clear Lake Elementary
   B. Student Representative Report, Vanesa Garcia, WHS and Seth Sargent, KHS
   C. Legislative & School Finance Update
   D. Bond Project Update
   E. Instructional Hours Review, Chris Parra
   F. Board Policies Up for Periodic Review
   G.

11. The Board will meet in Executive Session per ORD 192.660 (2)(d) to discuss labor negotiations.

12. Adjournment
ATTENDANCE
Board Members: Greg Nelson, Rich Cunningham, Alan Laisure, Debi Farr, Ginger Poage, Dawnja Johnson, and Chair, Paul Jorgensen.

Absent: None

District staff, students, and community members identified: Superintendent Gill, Pat McGillivray, Mindy LeRoux, Remie Calalang, Carlos Sequeira, Nancy Porter, Robin Hanson, Curt Nordling, and Keli Kephart.

CALL TO ORDER
Chair Jorgensen called the February 23, 2015 meeting of the Board of Directors to order at 7:01p.m.

PLEDGE OF ALLEGIANCE
Vice-Chair Laisure led the Pledge of Allegiance.

ACTION ON MINUTES
Chair Jorgensen presented the Minutes from the February 9, 2015 Board Meeting and asked for additions or corrections. Hearing none, the Board approved the Minutes as submitted.

SUPERINTENDENT’S REPORT
Student Presentation – Danebo Elementary School
Superintendent Gill introduced Principal Mari Ford. Principal Ford introduced 5th Grade Teachers, Meredith Deverell and Kevin Smith. Mrs. Deverell and Mr. Smith received a grant for 35 mini iPads through the Collaboration Grant.

Mr. Smith introduced Connor Paddock, who played two PowToons videos he created using the iPad. Mrs. Deverell introduced students Pedro Sifuentes-Montes and Dakota Smith. Pedro and Dakota used an iPad to demonstrate their math reasoning.

WHS Student Representative, Vanesa Garcia
Vanesa reported that all WHS juniors and their families are expected to attend Junior Night on Thursday, February 26 at Powers Auditorium. Students and families will receive important information on college and career success.

In addition, the spring musical Legally Blonde is running April 30 through May 2 at Powers Auditorium. Vanesa also reported the Wolverine Pageant competitors hosted a car wash yesterday and raised over $400 for Children’s Miracle Network. Wolverine Pageant competitors also have a Pappy’s Pizza fundraiser on February 24 and a staff vs. student basketball game on Thursday, February 26 at 7:00p.m.

Teacher Visitation and Collaboration, Carlos Sequeira
Collaboration Director Carlos Sequeira introduced Fairfield Teacher Jen Hebard. Both explained that because of the funding awarded through the Collaboration Grant many teachers are participating in Teacher Visitation and Collaboration.

TVAC allows teachers to observe classroom practices and collaborate with other teachers. Director Sequeira and Mrs. Hebard stated teachers are providing positive feedback about their experiences.

January Financial Statement, William Lewis
Business Services Director William Lewis reviewed the January financial statement showing an estimated Ending Fund Balance of: $8,313,055.00.
MINUTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
February 23, 2015

Annual Audit Report
Business Services Director William Lewis introduced Larry Grant, Auditor with Grove, Mueller & Swank, P.C.

Director Lewis and Mr. Grant summarized the financial audit for the 2013-2014 fiscal year. Mr. Grant also concluded the District received an “unmodified” opinion. The financial statements are fairly presented in conformity with Government Auditing Standards.

Legislative & School Finance Update
Superintendent Gill stated he and Director Cunningham attended the OSBA/COSA Joint Legislative Day in Salem today.

Superintendent Gill also shared that several educational entities including OEA, COSA, OAESD, OSEA, OSBA, Stand for Children and others are working on raising statewide awareness on how the potential funding for 2015-2017 fund levels impact the future of Oregon students.

Career and Technical Education Video
Superintendent Gill shared a video with the Board highlighting the various Career and Technical Education courses available at WHS.

Ace Award Nominations Open, Pat McGillivray
Community Relations Director Pat McGillivray reminded the Board that the Annual Ace Award nomination period is open. Nominations are accepted through March 8.

DELEGATIONS AND VISITORS
None.

CONSENT AGENDA
Resolution No. 39 – Personnel Action
Motion: Greg Nelson moved, Rich Cunningham seconded, to approve the Consent Agenda as specified below:

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Brudvig, Erik</td>
<td>Resignation</td>
<td>Accept resignation at end of 2014-2015 school year; Position Held: Special Education Teacher, Cascade Middle School; 2 years at Bethel.</td>
</tr>
<tr>
<td>2</td>
<td>Hubbard Lohonyay, Stella</td>
<td>Resignation</td>
<td>Accept resignation at end of 2014-2015 school year; Position Held: Special Education Teacher, WHS; 2 years at Bethel.</td>
</tr>
<tr>
<td>3</td>
<td>Miller, Dana</td>
<td>Resignation</td>
<td>Accept resignation at end of 2014-2015 school year; Position Held: Principal, Cascade Middle School; 4+ years at Bethel.</td>
</tr>
<tr>
<td>4</td>
<td>Winship, Ryan</td>
<td>Resignation</td>
<td>Accept resignation at end of 2014-2015 school year; Position Held: Grade 1 Teacher, Danebo Elementary; 1 year at Bethel.</td>
</tr>
</tbody>
</table>

Motion passed, 7-0.

ACTION ITEMS
Resolution No. 40 – Accept 2013-2014 Audit Report
Motion: Rich Cunningham moved, Dawnja Johnson seconded, to adopt the audit report as presented.
Motion passed, 7-0.
Resolution No. 41 – 1st Year to 2nd Year Probationary Contracts

Motion: Debi Farr moved, Alan Laisure seconded, to approve one-year renewal of FIRST YEAR TO SECOND YEAR PROBATIONARY CONTRACTS for the 2015-2016 school year for: Kendra Brumett, Amanda Forester, Michelle Richard, Kacey Kintscher, Tara Tardiff, Madeline Wenberg, Carol Pecorilla, Anna Elias, Georgeann Harty, Ian Maurer, Kyle Stephens, Janna Bates, Casey Crane, Brittany Dorris, Jennifer Gerlach, Rachel Hsieh, Makenzie Jenson, David "Mike" Lees, Chad Mart, Brown Plumb, Jessica Surles, Evan Harris, Christine Butler, Bradley McLean, Lisa Suchman, Kenneth Walker, Kristene Olson, Jamie Anderson, Jessica Arnold, Marcy Boyd, Erin Brown, Terry Harrison, Sharon "Sam" Kimelblot, Kimberly Naylor, Dederick Siedler, and Danea deGlee.

Motion passed, 7-0.

Resolution No. 42 – 2nd Year to 3rd Year Probationary Contracts


Motion passed, 7-0.

Resolution No. 43 – 2-Year Contract Employee Status

MINUTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
February 23, 2015


Motion passed, 6-0, Nelson Abstained.

Resolution No. 44 – Non-renewal of Temporary Teaching Contracts for School Year 2015-2016

Motion: Greg Nelson moved, Debi Farr seconded, to approve NON-RENEWAL OF TEMPORARY TEACHING CONTRACTS for the 2015-2016 school year for: Amy Brandon, Cindy Strasdas, Sarah Boulanger, Lauralie Kallinen, Briony McFarland, Tara Tardiff, Ranell Tratham, Madeline Wenberg, Suzanne Light, Craig Steinberg, Melinda Trammell, Sharla Whitten, Cassidy Carter, Bridget Drobac, Evan Harris, Lauren Jones, Margaret “Peggy” Doty, Amanda Sasaki, Brenna Stacy, Kathryn Young, Amanda Zacharek, Kristoffer Cook, Patrick Corbett, Christina Jamerson, Sharon “Sam” Kimelblot, Robin Patterson, Matthew Symonds, Will Larson, Christine Butler, and Jean Kozlowski.

Motion passed, 7-0.

Resolution No. 45 – 1st Year to 2nd Year Probationary Administrative Contracts

Motion: Alan Laisure moved, Greg Nelson seconded, to approve FIRST TO SECOND YEAR PROBATIONARY ADMINISTRATIVE CONTRACTS for the 2015-2016 school year for: Remie Calalang.

Motion passed, 7-0.

Resolution No. 46 – 2nd Year to 3rd Year Probationary Administrative Contracts

Motion: Debi Farr moved, Rich Cunningham seconded, to approve SECOND TO THIRD YEAR PROBATIONARY ADMINISTRATIVE CONTRACTS for the 2015-2016 school year for: Sebastian Bolden, Erika Case, Dawn Delorefice, Dan Hedberg, Evan Rindy, Jill Robinson-Wolgamott, and Carlos Sequeira.

Motion passed, 7-0.

Resolution No. 47 – Three-Year Administrative Contracts

Motion: Ginger Poage moved, Dawnja Johnson seconded, to approve THREE-YEAR ADMINISTRATIVE CONTRACTS (July 1, 2015 through June 30, 2018) for: Brian Flick, Mari Ford, Jennifer Haliski, Mindy LeRoux, Dean Nussbaum, and Jenny Sink.

Motion passed, 7-0.

Resolution No. 48 – Non-Renewal of Temporary Administrative Contracts for School Year 2015-2016

Motion: Dawnja Johnson moved, Greg Nelson seconded, to approve NON-RENEWAL OF TEMPORARY ADMINISTRATIVE CONTRACTS for the 2015-2016 school year for: Lisa Bateman, Zachary Lauritzen, and Monique Siemerink.

Motion passed, 7-0.

INFORMATION AND DISCUSSION

A. Oregon Battle of the Books, Grades 6-8, March 7 at WHS

BOARD ACTIVITY UPDATE

A.

B.

Review of Next Meeting: Monday, March 9, 2015

A. Student Presentation, Willamette High School
B. Student Representative Report, Vanesa Garcia, WHS and Seth Sargent, KHS
C. February Financial Report, William Lewis
D. Legislative & School Finance Update
E. Bond Project Update
F. Achievement Compact, Brian Flick
G. Instructional Hours Review, Chris Parra
H. Board Policies Up for Periodic Review

EXECUTIVE SESSION per ORS 192.660(2)(d)
Chair Jorgensen moved the Board into Executive Session at 8:47 p.m. to discuss labor negotiations.

RETURN TO REGULAR SESSION
Chair Jorgensen returned the Board to regular session at 9:29 p.m.

ADJOURNMENT
There being no further business to bring before the Board, Chair Jorgensen adjourned the meeting at 9:29 p.m.

Clerk – Colt Gill
Chair – Paul Jorgensen
### Revenue Summary

<table>
<thead>
<tr>
<th>Date</th>
<th>Actual</th>
<th>Projected</th>
<th>Projected</th>
<th>Projected</th>
<th>Projected</th>
<th>Projected</th>
<th>2014/2015 ADOPTED BUDGET</th>
</tr>
</thead>
</table>

#### Revenue Sources

**Local Sources:**
- Current levy's levy: $R1111
- Prior years' taxes: $R1112 & 1190 & 1200
- Investment earnings: $R1510
- Misc. local sources: $R1910 & $R

**Intermediate Sources:**
- County School Fund: $R2210
- Lane ESD Transit Dollars: $R2000

**State Sources:**
- SSF: Current Year: $R3101
- SSF: Prior Year: $R3101
- 11% Cap
- High Cost Disability
- Transportation Grant: $R3222
- Common School Fund: $R3103

**Federal Sources:**
- Federal Forest Fees: $R4801

**Other Resources:**
- Beginning fund balance: $R5400
- Interfund Transfer: $R5200

### Expenditure Summary

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<tr>
<th>Date</th>
<th>Actual</th>
<th>Projected</th>
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#### Expenditures

**Salaries:**
- Employee benefits: $200
- Purchased services: $300
- Supplies: $400
- Capital outlay: $500
- Insurance/Dues: $600

**Interfund Transfers:**
- Contingency

**Total, monthly expenditures:**

### CUMULATIVE RESOURCES

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<tr>
<th>Date</th>
<th>Actual</th>
<th>Projected</th>
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### CUMULATIVE EXPENDITURE

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### Month-end Fund Balance

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<tr>
<th>Date</th>
<th>Actual</th>
<th>Projected</th>
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### Footnotes

- Actual is the current month's revenue or expenditure.
- Projected is the estimated revenue or expenditure for the next month.
- Totals represent the cumulative total for the fiscal year.
Strategies for Attaining 2015-2016 Achievement Compact Targets:
“Together, we will reach, teach and inspire each student to excellence”

School Board Priorities

BP.1 Sustain and support effective K-12 academic and behavior systems to improve student achievement, close achievement gaps, and prepare all students to earn an Oregon diploma.

BP.2 Communicate and collaborate with staff, community, legislators, and lobbying partners to provide accurate information and seek appropriate financial resources to meet Oregon’s and Bethel’s education goals for all students.

BP.3 Track district growth to ensure proper development and planning for future operation.

College and Career Ready: (Are students completing high school ready for college or career?)

<table>
<thead>
<tr>
<th>All Students Target (All)</th>
<th>Disadvantaged Student Target (Dis)</th>
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<tbody>
<tr>
<td>4-Year Graduation Rate (BP.1, BP.2)</td>
<td></td>
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</table>

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<thead>
<tr>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
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<tbody>
<tr>
<td>All Dis All Dis All Dis</td>
<td></td>
<td></td>
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<tr>
<td>67 66 69 68 72 71</td>
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</tbody>
</table>

- Offer intervention classes for students needing to meet the essential skills requirement
- Track all student progress toward graduation through the On-Track for Success reporting system and other data systems
- Revised Alternative Education process
- Establish supports for students in grades 9-12 not on track
- Participation in CTE classes and the Revitalization Grant

5 – Year Completion Rate (BP.1, BP.2)

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<tr>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
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<td>88 85 91 89 94 92</td>
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</table>

- Counselors work with students who will not graduate with a regular diploma in four years and plan a course of action for completing the graduation requirements

Earning 9+ College Credits (BP.1, BP.2)

<table>
<thead>
<tr>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
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<tbody>
<tr>
<td>All Dis All Dis All Dis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38 30 39 32 40 33</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- School counselors continue to share College Now offerings and other courses offered for college credit when visiting classrooms and forecasting with students
- Continue to promote the IB program and offer AP classes
- Participation in CTE classes and the Revitalization Grant
- SB 800 classes at Kalapuya High School (KHS)
- KHS college credit as graduation requirement

**Post-Secondary Enrollment (BP.1, BP.2)**

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>68</td>
<td>71</td>
<td>73</td>
</tr>
<tr>
<td>Dis</td>
<td>59</td>
<td>61</td>
<td>63</td>
</tr>
</tbody>
</table>

- Improve participation in the ASPIRE mentoring program
- Continue to host College Knowledge Night
- Continue to participate in the SAIL program (Summer Academy to Inspire Learning)
- Find avenues to get middle school and high school students to visit college campuses
- Continue to work closely with the Rotary Airport and Bethel Education Foundation

**Progressions:** (Are students making sufficient progress toward college and career readiness?)

**Kinder Assessment Participation (BP.1, BP.2)**

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
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</thead>
<tbody>
<tr>
<td>All</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Dis</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

- Train staff and implement procedures for the administration of the assessment and assure compliance
- Build partnerships with early learning hubs and local pre-schools

**3rd Grade Reading Proficiency (BP.1, BP.2)**

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>85</td>
<td>82</td>
<td>86</td>
</tr>
<tr>
<td>Dis</td>
<td>84</td>
<td>88</td>
<td>86</td>
</tr>
</tbody>
</table>

- Implement with fidelity a coherent curriculum aligned to Common Core State Standards
- Provide adequate instructional time
- Provide multi-tiered intervention support
- Provide high quality professional development
- Prepare students for the new Smarter Balanced Assessment
- School data teams reviewing student progress
• TOSA support at the building level
• Pacing/Implementation guides created with Teacher self assessments
• Use Bethel’s On-Track for Success and Performance Tracker reporting systems

5th Grade Math Proficiency (BP.1, BP.2)

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>77</td>
<td>70</td>
<td>79</td>
</tr>
<tr>
<td>Dis</td>
<td>73</td>
<td>81</td>
<td>76</td>
</tr>
</tbody>
</table>

• Implement with fidelity a coherent curriculum aligned to Common Core State Standards
• Provide adequate instructional time
• Provide multi-tiered intervention support
• Prepare students for the new Smarter Balanced Assessment
• School data teams reviewing student progress
• TOSA support at the building level
• Pacing/Implementation guides created with Teacher self assessments
• Use Bethel’s On-Track for Success and Performance Tracker reporting system

6th Grade Not Chronically Absent (BP.1, BP.2)

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
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<tbody>
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</tr>
<tr>
<td>Dis</td>
<td>89</td>
<td>96</td>
<td>90</td>
</tr>
</tbody>
</table>

• School teams review attendance regularly
• Administrators will access supports when necessary to increase student attendance, such as Bethel’s Attendance Support Coordinator
• Schools will work closely with Bethel’s Homeless Liaison when student are absent due to homelessness
• Schools will share On-Track data reports with Bethel’s Title 10 coordinator
• Schools recognize students for attendance
• Use Bethel’s On-Track for Success and Performance Tracker reporting systems

8th Grade Math Proficiency (BP.1, BP.2)

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>74</td>
<td>67</td>
<td>77</td>
</tr>
<tr>
<td>Dis</td>
<td>70</td>
<td>79</td>
<td>73</td>
</tr>
</tbody>
</table>

• Implement with fidelity a coherent curriculum aligned to Common Core State Standards
• Middle schools continue to offer electives for math interventions
• Implementation of proficiency based grading practices
• Offer algebra at the 8th grade level
• Prepare students for the new Smarter Balanced Assessment
• School data teams reviewing student progress
• TOSA support at the building level
• Proficiency based grading implemented
• Provide high quality professional development
• Use Bethel’s On-Track for Success and Performance Tracker reporting systems

<table>
<thead>
<tr>
<th>9th Grade Credits Earned (BP.1, BP.2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-16</td>
</tr>
<tr>
<td>All</td>
</tr>
<tr>
<td>79</td>
</tr>
</tbody>
</table>

• Track and monitor 9th student grades at the 6 week, 12 week and 18 week intervals in each semester. This allows for early intervention.
• Train Study Hall staff to follow-up and support students who are failing classes
• Use Bethel’s On-Track for Success and Performance Tracker reporting systems

<table>
<thead>
<tr>
<th>9th Grade Not Chronically Absent (BP.1, BP.2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-16</td>
</tr>
<tr>
<td>All</td>
</tr>
<tr>
<td>91</td>
</tr>
</tbody>
</table>

• School teams review attendance regularly
• Administrators will access supports when necessary to increase student attendance, such as Bethel’s Attendance Support Coordinator
• Schools will share On-Track data reports with Bethel’s Title 10 coordinator
• Schools will work closely with Bethel’s Title 10 Coordinator when students are absent due to homelessness
• Use Bethel’s On-Track for Success and Performance Tracker reporting systems
Subject: General Personnel Policies

Policy Number: GB  Effective Date: 3/15

Date of Original Policy and Revisions: 1/84, 5/91, 1/95, 1/00, 2/06, 12/08, 10/11

Cancels Policy No.: GAA, G  Dated: 1/84

Date of Next Review: 3/18

POLICY
The district will establish written personnel rules that define specific tasks and set forth uniform procedures in hiring such as application, interviewing, and hiring practices to guide its administrators and supervisors. Policies, other than those that directly affect economic benefits or the grievance procedure, will be initiated and drafted by the Superintendent for adoption by the Board of Directors.

REPORTS
None.

ATTACHMENTS
None.

END OF POLICY

REFERENCES / COMMENTS
Bethel Administrative Rule GB: General Personnel Practices
Subject: Equal Employment Opportunity

Policy Number: GBA    Effective Date: 3/15

Date of Original Policy and Revisions: 3/87, 5/91, 1/95, 11/95, 1/00, 2/06, 12/08, 10/11

Cancels Policy No.: GAAA    Dated: 3/87

Date of Next Review: 3/18

POLICY
The district will support the belief that personnel diversity will improve and strengthen society and our schools. The Board of Directors supports equal employment opportunity, and equal treatment shall be practiced by the district. The district shall establish procedures to recruit, hire, and maintain individuals in a nondiscriminatory manner and to promote equal opportunity for all individuals.

Equal employment opportunity and treatment shall be practiced by the district regardless of actual or perceived race, color, national origin, ethnicity, cultural background, religion, veterans’ status, genetic information, sex/gender, sexual orientation, marital status, age, socioeconomic status, source of income, familial status, physical characteristic, or linguistic characteristics of a national origin group, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The Superintendent or designee will serve as the officer in charge of compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act of 2008 (ADA), and Section 504 of the Rehabilitation Act of 1973. The Superintendent or designee will coordinate compliance requirements of Title IX of the Education Amendments of 1972. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be provided to all students and employees.

REPORTS
None.

ATTACHMENTS
None.

END OF POLICY

REFERENCES
ORS 326.051    ORS 659.015    ORS 659.035    ORS 659.230    ORS 659.360
ORS 332.505    ORS 659.029    ORS 659.037    ORS 659.270    ORS 659.410 – ORS 659.430
ORS 342.934    ORS 659.030    ORS 659.150    ORS 659.340

Title II of the Genetic Information Nondiscrimination Act of 2008.

See Policy: AC - Nondiscrimination
POLICY

1. CONFLICT OF INTEREST

No district employee will use his/her district position to obtain personal financial benefit or avoidance of financial detriment or financial gain or avoidance of financial detriment for relatives, household members or for any business with which the employee, household member or relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the $50 gift limit for one who has a legislative or administrative interest in any matter subject to the decision or vote of the district employee.

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

1. Employees will not use their position to obtain financial gain or avoidance of financial detriment from students, parents or staff;

2. Any device, publication or any other item developed during the employee’s paid time shall be district property:

3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;

4. No district employee may serve as a Board or budget committee member in the district;

5. An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time he/she needs to fulfill the position’s responsibilities; nor will an employee use any district facilities, equipment or materials in performing outside work.

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

If an employee has a potential or actual conflict of interest, the employee must notify his/her supervisor in writing of the nature of the conflict and request that the supervisor disposes of the matter giving rise to the conflict. In order to avoid both potential and actual conflicts of interests, district employees must abide by the following rules when an employee’s relative or member of the household is seeking and/or holds a position with the district:
1. A district employee may not appoint, employ, promote, discharge, fire or demote or advocate for such an employment decision for a relative or a member of the household, unless he/she complies with the conflict of interest requirements of ORS Chapter 244. This rule does not apply to employment decisions regarding unpaid volunteer position, unless it is a Board-related position.

2. A district employee may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. An employee may still serve as a reference, provide a recommendation, or perform other acts that are part of the normal job functions of the employee.

3. More than one member of an employee’s family may be hired as a regular district employee. In accordance with Oregon law, however, the district may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family.

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

1. The employee’s spouse;  
2. Any children of the employee, or his/her spouse; and  
3. Brothers, sisters, half-brothers, half-sisters, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, mothers-in-law, fathers-in-law, aunts, uncles, nieces, nephews, stepparents, stepchildren, or parents of the employee, or his/her spouse.

II. GIFTS

District employees must comply with the following rules involving gifts:

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

1. “Gift” means something of economic value given to an employee without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

2. “Relative” in the gift context means the spouse of the employee; any children of the employee or of the employee’s spouse; siblings, spouses of siblings or parents of the employee or of the employee’s spouse; any individual for whom the employee has a legal support obligation; or any individual for whom the employee provides benefits arising from the employee’s public employment or from whom the employee receives benefits arising from that individual’s employment.

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The term spouse includes domestic partners.
3. “Member of the household” means any person who resides with the employee.

**Determining the Source of Gifts**

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

**Determining Legislative and Administrative Interest**

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

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

**Determining the Value of Gifts**

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

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

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

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

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the employee’s meal or reception will use reasonable methods to determine the per-person value or benefit conferred. The following examples are deemed reasonable methods of calculating value of benefit conferred:

   a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payer reasonably expects to attend the reception or dinner;

   b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or

   c. The source calculates the actual amount spent on the employee.
3. Upon request by the employee, the source will give notice of the value of the merchandise, goods, or services received.

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

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

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

1) The entertainment is incidental to the main purpose of another event (i.e. a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or

2) The employee is acting in their official capacity for a ceremonial purpose.

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

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

3) Gifts from “relatives” and “members of the household” are permitted in an unlimited amount; they are not considered gifts under the ethics rules.

4) Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties.

5) Food, lodging, and travel generally count toward the $50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:

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

      1. Reasonable expenses (i.e. food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meetings do not count toward the $50 aggregate amount IF:
a. The employee is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND

i. The giver is a unit of a:
   a. Federal, state, or local government
   b. An Oregon or federally recognized Native-American Tribe: OR
   c. Non-profit corporation.

b. The employee is representing the district:
   i. On an officially sanctioned trade-promotion or fact finding mission: OR

   ii. Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the Superintendent.

2. The purpose of this exception is to allow employees to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

6) Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the employee is at the event to give a speech or answer questions as part of a scheduled program.

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

7. Food or beverage consumed by an employee acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(I)(i).

8. Waiver or discount of registration expenses or materials provided to employee at a continuing education event that the employee may attend to satisfy a professional licensing requirement.

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

10. Reasonable expenses paid to employee for accompanying students on an educational trip.

**Honoraria**
An employee may not solicit or receive, whether directly or indirectly, honoraria for the employee or any member of the household of the employee if the honoraria are solicited or received in connection with the official duties of the employee.
The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of $50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the employee.

REPORTS
None.

ATTACHMENTS
None.

END OF POLICY

REFERENCES / COMMENTS
ORS 244.010 to 244.400
ORS 260.005
ORS 294.311
ORS 294.336
ORS 332.016
ORS 659A.309

OAR 199-005-0003 to 199-020-0020
OAR 584-020-0040

OR. ETHICS COMM’N, OR. GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).
Subject: Drug and Alcohol Abuse by Employees

Policy Number: GBCBA   Effective Date: 4/15

Date of Original Policy and Revisions: 10/90, 1/95, 1/00, 2/06, 1/09, 10/11

Cancels Policy No.: N/A   Dated: N/A

Date of Next Review: 4/18

POLICY
The Board believes that all students have the right to learn in an atmosphere that is conducive to their success. The abuse of drugs and alcohol by employees will have a deleterious effect on the ability of the student to learn and on the ability of the staff to provide a meaningful educational program. The district intends to provide a safe work environment and encourage personal health. With respect to the use and abuse of chemicals, all district employees are responsible to act as role models for students.

Prohibited Conduct
The possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the district's activities is prohibited. The possession or distribution of drug paraphernalia associated with illegal drug use or of "look-alike" substances that are represented or purported to be illegal or controlled substances is also prohibited.

Any employee who admits to or who is observed to be under the influence of alcohol or illegal drugs while at work or who possesses, sells, trades, or offers for sale illegal drugs may be subject to disciplinary action up to and including recommendation for dismissal and a referral for possible prosecution.

a. "Drugs" shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance. Alcohol shall include any form of alcohol for consumption, including beer, wine, wine coolers, or liquor.

b. "Workplace" shall mean the site for the performance of work done for the district. This includes any district building or any district-approved vehicle (including the employee's own vehicle) used to transport students or fellow employees to and from school or school activities, or to transport fellow workers to and from different work sites; and off-school property during any district-sponsored activity or district-approved activity, event or function, such as field trip or athletic event, where students are under the jurisdiction of the district.

Prescription Medication
Any employee who is under the treatment of a physician and who must bring prescription medicines to the workplace shall carry the medicines in the original container bearing the name of the drug, the name of the physician, and the prescribed dosage.

Reporting the Use or Presence of Drugs or Alcohol
Any employee who is aware of the use of drugs or alcohol by employees or the presence of controlled substances on district property, in district vehicles, or at school-sponsored activities should bring such information to the attention of a supervisor or the Assistant Superintendent or designee.
Employee Counseling
It is the responsibility of the employee's supervisor to counsel with an employee and/or refer the employee to the Assistant Superintendent or designee for appropriate counseling whenever changes in performance are observed that suggest an employee may have a problem with drugs or alcohol. The supervisor or the Assistant Superintendent or designee may suggest that the employee voluntarily seek help.

Awareness
The administration will distribute copies of this policy to each employee annually and will periodically provide information about the dangers of drug and alcohol abuse in and outside the workplace.

The district shall develop a list of appropriate community agencies and service providers who are qualified to meet personnel needs regarding alcohol or other substance abuse, and will make the list available to employees.

REPORTS
None.

ATTACHMENTS
None.

END OF POLICY

REFERENCES / COMMENTS
None.
Subject: Recruitment, Appointment, and Transfer of Administrative and Supervisory Employees Below the Rank of Superintendent

Policy Number: GBCC Effective Date: 4/15

Date of Original Policy and Revisions: 12/86, 9/91, 1/95, 1/00, 2/06, 1/09, 10/11

Cancels Policy No.: GBCC, GBCD, GBCE Dated: 12/86 (All)

Date of Next Review: 4/18

POLICY
The district will establish rules for the recruitment, appointment, and transfer of employees below the rank of Superintendent. The Board of Directors shall approve all recommendations regarding the appointment and transfer of administrative employees and the hiring of all licensed employees.

REPORTS
None.

ATTACHMENTS
None.

REFERENCES / COMMENTS
Bethel Administrative Rule GBCC: Recruitment, Appointment and Transfer of Employees Below the Rank of Superintendent
POLICY

It is the intent of the Bethel School District to promote harmonious human relationships that enable students to gain a true understanding of the rights and duties of people in our diverse society. Furthermore, it is our intent to promote the principles of equality and human dignity. A work environment shall be available to all employees, volunteers, and other district representatives that is free from verbal, physical, racial, and sexual harassment, intimidation, bullying, and cyberbullying.

Harassment, including intimidation, hazing, menacing, bullying, and cyberbullying will not be tolerated in the Bethel School District, on the area immediately adjacent to school grounds, on school-provided transportation or at any official school bus stop, activity, program, event, internship, or trip sponsored by the district. Additionally, incidents of harassment, including intimidation, hazing, menacing, bullying, and cyberbullying that interfere with or disrupt the educational process are prohibited.

This policy gives notice to all employees that all harassment, including intimidation, hazing, menacing, bullying, and cyberbullying allegations shall be investigated and dealt with quickly and effectively.

A learning and working environment, free from harassment, including intimidation, bullying, and cyberbullying, shall be available to all employees, volunteers, and district representatives in the Bethel School District.

HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, including intimidation and bullying, is defined as unwanted behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature. Harassment is often related to the protected class status of a person. “protected class” means a group of persons distinguished or perceived to be distinguished by actual or perceived disability, race (see Policy JFCFA – Racial Harassment), color, national origin, ethnicity, cultural background, religion, veterans’ status, genetic information, sex, gender, sexual orientation, age, marital status, socioeconomic status, source of income, familial status, physical characteristic, or linguistic characteristics of a national origin group. Harassment includes any act that substantially interferes with an employee’s, volunteers, or district representative’s benefits, opportunities, and performance, or that has the effect of:

- Physically harming a person or endangering someone’s property
- Knowingly placing someone in reasonable fear of physical harm to the person or damage to the person’s property
- Creating a hostile work environment

Hazing

Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student/staff or volunteer for the purpose of initiation or as a condition or precondition of retaining membership in, or affiliation with, any district-sponsored/work activity or grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any...
BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of an employee or volunteer; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person’s willingness to participate.

Menacing
Menacing includes, but is not limited to, any act intended to place a student, school employee, volunteer, district representative or parent/guardian in fear of imminent serious physical injury.

Cyberbullying
“Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio, game, or video) that defames, intimidates, harasses or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person’s true, false, or misrepresented identity. In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Use of personal communication devices or district property to harass another is prohibited.

The following examples of cyberbullying include but are not limited to the following:
• sending or posting mean, vulgar, or threatening messages or images;
• posting sensitive, private information about another person; or,
• targeted use of computer viruses to intentionally degrade, disrupt, or damage another person’s files or equipment.

Process and Consequences (See Administrative Rule GBN: Harassment, including Intimidation, Bullying, and Cyberbullying – Employee, for complaint procedures)
Any employee, volunteer, or district representative who violates policy GBN, or who witnesses and fails to report such violation as soon as possible, shall be subject to appropriate disciplinary action.

1. Employees, volunteers, or other district representative who perceive that they are the object of harassment, including intimidation, bullying, or cyberbullying shall, at the earliest opportunity, report the incident to a building or central office administrator, unless the superintendent is the alleged perpetrator and then it shall be reported to the board chair who shall consult the district’s legal counsel.
   If the allegation is reported to the building administrator, that administrator shall notify the superintendent or designee. The allegation, unless leveled against the superintendent, shall be investigated by the building administrator and a central office administrator, and discipline shall be enforced as it is necessary. If the complaint is found to be without merit, or cannot be substantiated, all parties shall be so notified.

2. Individuals determined to be guilty of harassment, including intimidation, bullying, or cyberbullying, shall have the right to appeal the determination to the superintendent and the board of directors.

REPORTS
None.

ATTACHMENTS
None.
END OF POLICY

REFERENCES / COMMENTS

Title VII of the Civil Rights Act of 1964

This policy complies with the recommendation put forth by the Board of Directors’ Legal Counsel.

Policy AC – Nondiscrimination

Policy JFCFA – Racial Harassment

Administrative Rule GBN – Harassment, Including Intimidation, Bullying, and Cyberbullying - Employee

Administrative Rule KL – Complaint Procedure
March 9, 2015

RESOLUTION NO. 14-15: 49

RESOLUTION: CONSENT AGENDA/PERSONNEL ACTION

The Board of Directors, School District No. 52, Lane County, approves personnel action involving licensed employees and extra duty contracts at each regularly scheduled School Board meeting. If the Board of Directors would like to discuss any of these recommendations in executive session, the employee should be identified by the number preceding the name and it will be withdrawn pending further instruction from the Board. Remie Calalang is available for questions.

RECOMMENDATION:
It is recommended that the School Board approve the Consent Agenda as reflected in this resolution and any addendum presented along with this resolution.

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<th>Name</th>
<th>Type</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Haliski, Jennifer</td>
<td>Resignation/Retirement/Rehire</td>
<td>Accept resignation effective 3/31/15 to enter retirement. Offer Temporary 1.0 FTE contract from 4/1/15 to end of the 14/15 school year; Position Held: Principal, Prairie Mountain School; 7 years at Bethel.</td>
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<td>2</td>
<td>Hedberg, Jean</td>
<td>Infant Care Leave</td>
<td>Approve .5 FTE Infant Care Leave from 4/1/15-6/10/15; Position: 1.0 FTE Health Teacher @ WHS.</td>
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<td>3</td>
<td>Reed, Gordon</td>
<td>Hire for 2014-2015</td>
<td>Offer Extra Duty Contract for Boys Tennis Coach @ WHS.</td>
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<tr>
<td>4</td>
<td>Robinson, Ben</td>
<td>Hire for 2014-2015</td>
<td>Offer Extra Duty Contract for JV Softball Coach @ WHS.</td>
</tr>
<tr>
<td>5</td>
<td>Wolfram, Josh</td>
<td>Hire for 2015-2016</td>
<td>Offer Extra Duty Contract for Head Football Coach @ WHS.</td>
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Recommended by: Remie Calalang, Human Resources Director

ATTEST _______________________________            ______________________________________
Clerk                                                                                        Chair

MOVED BY ________________________________
SECONDED BY _____________________________
DATE ________________________________
RESOLUTION: Passed / Failed

BOARD MEMBERS     AYE   NAY   ABSTAIN   ABSENT
Rich Cunningham
Debi Farr
Dawnja Johnson
Paul Jorgensen
Alan Laisure
Greg Nelson
Ginger Poage
March 9, 2015

RESOLUTION NO. 14-15: 50

BE IT RESOLVED, That the Board of Directors, School District No. 52, Lane County, hereby adopts the following Board Policy:

GB: General Personnel Practices
GBA: Equal Employment Opportunity
GBC: Staff Ethics
GBCC: Recruitment, Appointment and Transfer of Employees below the Rank of Superintendent

ATTEST

Clerk

Chair

MOVED BY ________________________________
SECONDED BY ________________________________
DATE ________________________________
RESOLUTION: Passed / Failed

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March 9, 2015

RESOLUTION NO. 14-15: 51

Whereas, This state’s children constitute “The Promise of Oregon” through their potential as thinkers, leaders, and caretakers of their generation and the future; and

Whereas, We believe funding a strong system of public education is the best investment Oregonians can make to strengthen our economy, create thriving communities and improve the quality of life for every Oregonian; and

Whereas, We support a well-rounded curriculum that meets the needs of Oregon’s students, including: art, music, PE, career and technical training and co-curricular activities, and

Whereas, We must ensure that efforts to close the academic achievement gap and supports for students who have been historically underserved are expanded; and

Whereas, Oregon’s public schools have experienced a prolonged period of unstable and inadequate funding that has resulted in dire consequences: thousands of teacher and staff layoffs, unacceptably large class sizes and one of the shortest school years in the country; and

Whereas, The 2013-15 budget marked the beginning of a turnaround in school funding, the 2015 Legislative Session will prove whether that turnaround will continue forward or stall; and

Whereas, Oregon’s political leaders have codified an ambitious “40-40-20” goal for our education system to reach by the year 2025, which requires a significant financial investment to attain; and

Whereas, The case must be made to Oregon’s voters that the Legislature needs to prioritize investments in full-day kindergarten, a full school year for every student in every district and modern, safe school facilities in every community in our state; and

Whereas, School Board members need to help shoulder the responsibility for making the case to Oregon’s voters that investments must be made so that every child has the opportunity to become a responsible and productive citizen of our state.

Now, Therefore, the Bethel School District No. 52, Lane County, Board of Directors of School District No. 52, Lane County pledges to join in and support the efforts of “The Promise of Oregon” campaign to ensure that Oregon’s lawmakers continue to prioritize investments to improve the educational outcomes for Oregon’s greatest natural resource: our children.

ATTEST

Clerk

Chair

MOVED BY ____________________________
SECONDED BY _______________________
DATE ________________________________
RESOLUTION: Passed / Failed