



255 NE 6th St., Estacada, OR 97023
(503) 630-6871

BOARD OF DIRECTORS' MEETING

February 10, 2016 Clackamas River Elementary Library

AGENDA

6:00 p.m. A. General Session Call to Order/Roll Call/Pledge of Allegiance

B. Action Item

1. Appoint School Board Candidate, John Miller, to Zone 1 School Board Member
 - a. Oath of Office

6:10 p.m. C. Executive Session to pursuant to ORS 192.660 (2)(i) ... "to review and evaluate the job performance of the chief executive officer, other officers, employees, and staff, if the person whose performance is being reviewed and evaluated does not request an "open hearing."

7:00 p.m. D. General Session Call to Order/Roll Call/Pledge of Allegiance

E. Reports/Presentations

- Student Body Report - High School Skills Club
- CESD Local Service Plan Presentation - presented by Milt Dennison
- Special Education Report - Tina Rhue, Director of Student Services
- PTA/Boosters Updates

F. Hearing of Citizens (Action Items Only)

G. ACTION ITEMS

1. Consent Agenda

- Approval of January 13, 2016 School Board Meeting Minutes
- Approval of Personnel Actions as presented in "Staff Reports."

● **First Reading of Policies (Section G):**

GAB - Job Descriptions
GB - General Personnel Policies
GB-AR - Charter Questions - Delete
GBA - Employment Opportunity
GBAA - Fair Labor Standards Act - Delete
GBAA - AR - Fair Labor Standards Act - Delete
GBC - Staff Ethics
GBC-AR(1) Staff Ethics
GBCB - Staff Expectations - Delete
GBCB-AR - Staff Expectations - Delete
GBD - Board-Staff Communications

GBDA - Mother-Friendly Workplace
GBE - Staff Health and Safety
GBEB - Communicable Disease
GBEB/JHCC-AR - Communicable Diseases
GBEBAA - Staff - HIV, AIDS and HBV
GBEBA/JHCCBA/EBBAB - HBV/Bloodborne Pathogens
GBEBC/JHCCC/EBBAA - Infection Control - HIV, AIDS, HBV
GBEBD/JHCCD - Staff/Student - Rumor Control - HIV, AIDS and HBV - Delete
GBEBE/JHCCE/KBCAA - News/Media - HIV, AIDS or HBV - Delete
GBEC - Drug-Free Workplace - (Version 1) - Delete
GBEC - Drug-Free Workplace - (Version 2) Proposed
GBED - Medical Examinations/Drug Testing
GBED-AR - Medical Examinations/Drug Testing - Delete
GBEDA - Drug and Alcohol Testing - Transportation Personnel
GBEDA -AR - Drug and Alcohol Testing - Transportation Personnel
GBH/JECAC - Staff/Student/Parent Relations
GBI - Gifts and Solicitations
GBJ - Weapons in the Schools - Staff - Delete
GBK/JFCG/KGC - Prohibited Use, Possession, Distribution or Sale of Tobacco
Projects and Inhalant Delivery Systems (Version 1) - Delete
GBK/JFCG/KGC - Prohibited Use, Possession, Distribution or Sale of Tobacco
Projects and Inhalant Delivery Systems (Version 2) - Proposed
GBK/KGC - Tobacco-Free Environment (Version 3) - Delete
GBL - Personnel Records
GBLA - Disclosure of Information - Delete
GBM - Staff Complaints
GBM-AR(1) - Staff Complaints - Delete
GBM-AR(2) - Quejas del personal escolar - Delete
GBM-AR(2) - Staff Complaints Form - Delete
GBN/JBA - Sexual Harassment
GBN/JBA-AR - Sexual Harassment Complaint Form
GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying -
Staff
GBNA-AR - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying -
Complaint Procedures - Staff
GBNAA - Cyberbullying - Delete
GBNAA-AR(1) - Cyberbullying - Delete
GCA - License Requirements
GCAB - Personal Electronic Devices and Social Media - Staff
GCBCA/GDBCA - Continuation Coverage Health Benefits - Delete
GCBDA/GDBDA - Family Medical Leave
GCBDA/GDBDA-AR(1) - Federal Family and Medical Leave/State Family
Medical Leave
GCBDA/GDBDA-AR(2) - Request for Family and Medical Leave
GCBDA/GDBDA-AR(3)(A) - Certification of Health Care Provider
GCBDA/GDBDA-AR(3)(B) - Certification of Health Care Provider
GCBDA/GDBDA-AR(3)(C) - Military Family Leave
GCBDA/GDBDA-AR(3)(D) - Military Family Leave
GCBDA/GDBDA-AR(4) - FMLA/OFLA Eligibility Notice to Employees

GCBDA/GDBDA-AR(5) - Sample Designation Letter to Employee - FMLA/OFLA Leave
 GCBDA/GDBDA-AR(6) - Designation Notice - FMLA/OFLA
 GCBDA/GDBDA-AR(7) - Fitness-for-Duty Certification - Proposed
 GCBDB/GDBDB - Early Return to Work - Delete
 GCBDB/GDBDB-AR (1) - Return to Work Procedures- Delete
 GCBDB/GDBCB-AR (2) - Early Return to Work/Employee Responsibilities/Forms - Delete
 GCBDC/GDBDC - Domestic Violence/Harassment/Sexual Assault/Stalking Leave
 GCBDD/GDBDD - Sick Time - Proposed
 GCBDE/GDBDE - Military Leave of Absence
 GCBE - Nonrepresented Staff Vacation Leave - Delete
 GCBF - Break in Service - Delete
 GCC - Recruitment of Licensed Staff - Delete
 GCCA - Posting of Licensed Staff Vacancies - Delete
 GCDA/GDDA - Criminal Records Checks/Fingerprinting
 GCDA/GDDA-AR - Criminal Records Checks/Fingerprinting
 GCDA/GDDA-AR(2) Background Checks for Volunteers - Delete
 GCDL/JFCDL - Ejection from Athletic Contest - Delete
 GCEC/GDEC - Job Sharing - Delete
 GCIA/GDIA-AR - Employment Notification - Delete
 GCL - Staff Development - Licensed - Delete
 GCL-AR - Staff Development - Licensed - Delete
 GCL/GDL - Staff Development
 GCN - Evaluation of Licensed Staff
 GCN-AR - Evaluation of Licensed Staff
 GCPB/GDPB - Resignation of Staff
 GCPC/GDPC - Retirement of Staff - Delete
 GCPD - Discipline and Dismissal of Licensed Staff
 GCPD-AR Discipline and Dismissal of Licensed Staff
 GD - Classified Staff/Classified Staff Positions
 GDA - Instructional Assistants - Delete
 GDC - Recruitment of Classified Staff - Delete
 GDCA - Posting of Vacancies - Delete

● **Second Reading of Policies (Sections C and D):**

CB - Superintendent
 CBA - Qualifications and Duties of the Superintendent
 CBC - Superintendent's Contract
 CBC-AR Superintendent's Contract - Delete
 CBG - Evaluation of the Superintendent
 CC - Administrative Organization - Delete
 CCB - Line and Staff Relations
 CCD - Contracts - Administrative
 CCG - Licensed Evaluation - Administrators
 CCG-AR - Administrative Standards
 CE - Administrative Councils, Cabinets and Committees - Delete

CH - Policy Implementation
CJ - Administrative Intern Program - Delete
CPA - Layoff/Recall - Administrative Personnel
CPA-AR - Layoff/Recall - Administrative Personnel
DB - District Budget
DBC - Budget Calendar
DBEA - Budget Committee
DBH - Budget Adoption Procedures
DBI - Budget Amendment Procedures
DBK - Budget Transfer Authority
DBK-AR - Budget Transfer Authority
DFA - Investment of Funds
DFEA - Admissions to District Events
DGA - Authorized Signatures
DH - Bonded Employees and Officers
DIBA - Insurance Reserve Fund
DIC - Financial Reports and Statements
DID - Property Inventories
DIE - Audits
DJ - District Purchasing
DJ-AR - Expenditure of District Funds for Meals, Refreshments and Gifts
DJB - Petty Cash Accounts
DJC - Bidding Requirements
DJC-AR - Public Contracting Supplemental Rules and Procedures
DK - Payment Procedures
DLC - Expense Reimbursements
DLC-AR Expense Reimbursement
DN - Disposal of District Property
DN-AR - Disposal of District Property

2. Accept Clackamas Education Service District Local Service Plan for FY 16/17.
3. Authorize the District not to participate in open enrollment for the 2016-17 school year.
4. Authorize the District to accept Inter-district transfers, K-12.
5. Resolution #15-16 11-- to authorize the purchase of of up to two, 2016 Type C, Vision Conventional Blue Bird 77 Passenger School Bus for \$111,386.00.

H. Superintendent's Report

I. Executive Director of Administrative Services Report

- Financial Report

J. Board of Directors' Reports

K. Hearing of Citizens (Non-Action Items)

L. Adjournment

SPECIAL NEEDS CONTACT STATEMENT

Notice to persons having questions about, or requests for special needs and accommodations in order to attend an Estacada School District of School sponsored event: Please contact the Special Services Department, Administrative Assistant, at 255 NE 6th Avenue, Estacada, OR 97023 or call (503) 630-6871, ext. 2904. Requests can also be made at the Central Office, located at 255 NE 6th Avenue, Estacada, OR 97023 or (503) 630-6871, ext. 2912. Contact should be made two full business days in advance of the event.

EEO STATEMENT Estacada School District does not discriminate against an individual's race, color, religion, gender, sexual orientation, national origin, marital status, age or disability.

<p>Estacada School District #108 Policy</p>

Code: **BDDH-AR (1)**
Adopted: 7/14/04
Revised: 7/9/08

Public Participation in Board Meetings

Board meetings are not public meetings; they are meetings held in the public.

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites district citizens to attend Board meetings to become acquainted with the program and operation of the district. Members of the public also are encouraged to share their ideas and opinions with the Board when appropriate, as described below.

It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids¹ and services.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternative, equally effective means of communication will be used.

Audience

During an open session of a Board meeting, members of the public are specifically invited to make professional comments during the designated portion of the agenda. At the discretion of the chairman, further public participation may be allowed. If members of the public fail to follow the guidelines below, the Board Chair will stop the speaker and either redirect the speaker or terminate the speaker's opportunity to be heard. If the speaker fails to comply, he/she will be asked to leave the meeting or become subject to a 911 call and/or a future "no trespass" order.

Request for an Item on the Agenda

A member of the public may request the superintendent place an item of concern on the agenda of a regular Board meeting. This request should be made in writing and presented to the superintendent for consideration at least 10 business days prior to the scheduled meeting.

¹ Auxiliary aids include, but are not limited to, such services and devices as qualified interpreters, assistive listening systems, note takers, readers, taped texts, Brailled materials and large print.

Procedures for Public Participation in Meetings

Those wishing to speak before the School Board must sign the citizen comment sheet prior to the start of the regular meeting. No additional speakers will be accepted after the "Speaker Sign-in Sheet" is removed, but citizens are welcome to sign up for the next meeting at the next Board Meeting. While the School Board wants to hear from the public, comments must be limited to three minutes. All citizens must abide by the "Public Participation in Board Meeting" policy. Citizen comments related to an action item on the agenda will be heard during "Citizen Comment Action" section of the agenda only. Citizen comments on all other matters will be heard during the "Citizen Comment Non-Action Item" section of the agenda. Speakers are limited, within their three-minute access, to the topic(s) they have listed on the "Speaker Sign-in Sheet." The Board, at its discretion, may require that a proposal, inquiry, or request be submitted in writing, and reserves the right to refer the matter to the administration for action or study.

Neither the Board nor District personnel are expected or required to respond to comments and/or questions during Board Meetings.

Any person who is invited by the chairman to speak to the Board during a meeting should state his/her name and address and, if speaking for an organization, the name and identity of the organization and state their purpose for appearing. A spokesman should be designated to represent a group with a common purpose.

Statements by members of the public should be brief and concise. The chairman may use discretion to establish a time limit on discussion or oral presentation by visitors.

Questions asked by the public, when possible, will be answered immediately by the chairman or referred to staff members for reply. Questions requiring investigation may, at the discretion of the chairman, be referred to the superintendent for response at a later time.

At the discretion of the Board chairman, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing the Board secretary with a completed registration card prior to the Board meeting in order to allow the chairman to provide adequate time for each agenda item.

The Board chairman should be alert to see that all visitors have been acknowledged and thanked for their presence and especially for any contributed comments on agenda issues. Similar courtesy should be extended to members of staff who have been in attendance. Their return for future meetings should be welcomed.

Petitions

Petitions may be accepted at any Board meeting. No action will be taken in response to a petition before the next regular meeting. Petitions will be referred to the superintendent for consideration and recommendation.

Criticisms of Staff Members

While speakers may offer objective criticism of school operations and programs, the Board will not hear personal complaints concerning district personnel nor against any person connected with the school system. To do so could expose the Board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The Board chairman will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

Public Notification

These procedures will be published on the back of every Board meeting agenda.

END OF POLICY

Legal Reference(s):

[ORS 165.535](#)

[ORS 165.540](#)

[ORS 192.610 - 192.690](#)

[ORS 332.057](#) Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).