

**COOS BAY PUBLIC SCHOOLS**  
**BOARD OF DIRECTORS**  
MILNER CREST EDUCATION CENTER  
1255 HEMLOCK AVE., COOS BAY, OR 97420  
November 14, 2016

**REGULAR BOARD MEETING AGENDA**

**6:00 PM**      **CALL TO ORDER:** Pledge of Allegiance and Welcome

**1.      CONSENT AGENDA**

- A. \*Approve Temporary Hire
- B. \*Approve Minutes of the October 10, 2016, Regular School Board Meeting
- C. \*Approve Minutes of the October 24, 2016, Special School Board Meeting

**2.      PUBLIC INPUT**

Speakers may offer objective criticism of school operations and programs, but the board will not hear personal complaints concerning school personnel nor against any person connected with the school system. The chairman will direct the visitor to the appropriate means for board consideration and disposition of legitimate complaints involving individuals. (Board Policy BDDH)

- A. KJAJ Radio Station
- B. Hough MacAdam Wartnik Fisher & Gorman CPA Audit Report
- C. Building Excellent Schools Together (B.E.S.T.) Committee Update

**3.      BUILDING AND STAFF PRESENTATIONS**

- A. MHS Student Update: Erin Nelson
- B. CBEA Business: Lynda Sanders
- C. OSEA Business: Sandy Reiber

**4.      DISTRICT STAFF PRESENTATIONS**

- A. Superintendent Bryan Trendell
  - 1. District Update
  - 2. School Improvement Grant
- B. Personnel and Business Services Director Candace McGowne
  - 1. \*Financial Report
  - 2. \*Enrollment

**5.      BOARD ITEMS**

- A. \*Board Member Highlights
- B. OSBA Convention Report
- C. OSBA Elections

- D. Committee Reports
  - 1. \*Policy 1<sup>st</sup> Reading
    - A. BBAA – Individual Board Member’s Authority and Responsibilities
    - B. GBA – Equal Opportunity
    - C. GBA-AR(1) – Civil Right Compliance Plan
    - D. GBA-AR(2) - Veteran’s Preference
    - E. GBM – Complaints by Staff
    - F. KG-AR(2) – Facility Use Agreement

**6. ACTION ITEMS TO CONSIDER**

- A. Leave of Absence Request
- B. \*Adopt OSBA Resolution 1 – Adopts proposed 2017-2018 Legislative Priorities and Policies
- C. \*Elect OSBA Board Position 9 for Douglas/South Coast Region
- D. \*Policy 2<sup>nd</sup> Reading & Adoption
  - 1. DLC-AR – Travel Expense Reimbursement Procedures
  - 2. KL – Complaint Procedure for School Patrons
  - 3. KL/GBM-AR(1) (Also GBM/KL-AR(1)) – Complaint Procedure
  - 4. KL/GMB-AR(2) (Also GBM/KL-AR(2)) – Complaint Form

**7. ADJOURN MEETING**

**CALENDAR**

<b>Date</b>	<b>Event</b>
11/16	Policy Committee – 8:00 AM at Milner Crest Education Center
11/23	Conference Trade Day – No students
11/24 – 11/25	Thanksgiving Holiday – No school
12/5	Superintendent’s Advisory Team – 12:00 PM @ Milner Crest Education Center
12/6	Policy Committee – 8:00 AM at Milner Crest Education Center
12/12	Regular School Board Meeting, 6:00 PM @ Milner Crest Education Center
12/19 – 1/2	Winter Break – No school

Visit the District’s Webpage at [www.cbd9.net](http://www.cbd9.net)

The meeting location is accessible to persons with disabilities. Request for other accommodations should be made to Peggy Ahlgrim at 541-267-1310, 541-269-5366 (fax) or [peggya@coos-bay.k12.or.us](mailto:peggya@coos-bay.k12.or.us)

**Board Action**

**Position / Description**

**Name**

**Temporary Hire**

11/14/2016

Special Education Teacher

Cooper, Scott



COOS BAY PUBLIC SCHOOLS  
COOS BAY, OREGON

October 10, 2016

### **REGULAR SCHOOL BOARD MEETING**

The Board of Directors of Coos Bay Public Schools met on October 10, 2016, at Milner Crest Education Center, 1255 Hemlock Ave., Coos Bay, Oregon, for a regular School Board meeting and executive session.

Chair Adrian DeLeon called the meeting to order at 5:32 p.m.

Board members present: Adrian DeLeon, Mary Fields, James Martin, Jill Christiana, Charlene Moore, Sam Aley, and James LaBine. Sam Aley left the meeting at 6:51 p.m. before Board action on items 9.B. – D.

Others present included Superintendent Trendell, Personnel & Business Services Director Candace McGowne, Attorney David Dorsey, Board Secretary Peggy Ahlgrim, Erin Nelson, Cameron Jerde, Teri Harris Jones, Lynda Sanders, Shelly McKnight, Eli Ashton, Chad Putman, Elisa Barcus, and a representative from *Channel 191*.

#### **I. APPROVE AGENDA**

Charlene Moore made the motion, Jill Christiana seconded, to approve the agenda. The motion passed unanimously.

#### **2. DISMISS TO EXECUTIVE SESSION**

The Board dismissed to executive session at 5:32 p.m. based on ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations and ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

#### **3. RECONVENE TO REGULAR BOARD MEETING**

The regular Board meeting reconvened at 6:00 p.m. Adrian DeLeon led in the Pledge of Allegiance and welcomed everyone.

#### **4. CONSENT AGENDA**

Consent agenda is as follows:

A. Approve Temporary Hires

B. Approve Minutes of the September 12, 2016, Regular School Board

Temporary hires were Marcia Stewart-Warren, MHS Language Arts and Heidi Luckman, Behavior Specialist at Milner Crest.

Jill Christiana made the motion, Mary Fields seconded, to approve the Consent Agenda. The motion passed unanimously.

#### **5. BUILDING AND STAFF PRESENTATIONS**

A. Out of State Travel Request: Cameron Jerde, MHS Band Director, requests permission to take Emily Kruse to the Western International Band Clinic in Seattle, WA, in November. They will be traveling with the North Bend director and her students.

- B. MHS Student Report: Erin Nelson reported on Homecoming, the upcoming Civil War football game, the forensics tournament, and upcoming testing.
- C. CBEA Business: Lynda Sanders reported most of the teaching positions have been filled. Oregon Department of Education (ODE) has sent out an attendance survey related to House Bill 4002 to address chronic absences. Board members are encouraged to take the survey. CBEA will be holding a phone bank and canvassing neighborhoods regarding Measure 97 and the upcoming elections.
- D. OSEA Business: There was no report.

## 6. DISTRICT STAFF PRESENTATIONS

### A. Superintendent Bryan Trendell

- 1. District Update: Superintendent Trendell reflected on his first 100 days. It's been a really good start, and he looks forward to the next 100 days. There is work to be done and administrators and staff are working on it.
- 2. Superintendent Goals: Superintendent Trendell shared his goals. They are:
  - The *8 Best Practices in Math Instruction*, from the National Council Teachers of Mathematics, will be embedded in the goals for building administrators and math teachers for the 2016-17 school year.
  - By the end of the 2016-17 school year, the superintendent will improve positive communication throughout the district and community.
- 3. Drug & Alcohol Report: Superintendent Trendell shared a report on drug and alcohol incidents from last year with the Board. The district will continue promoting Red Ribbon Week and the other drug and alcohol prevention strategies, and will look at what else can be done to help students make good choices and get connected and engaged.
- 4. Alternative Education Report: Superintendent Trendell updated the Board on the changes to the alternative program of Destinations Academy. Dale Inskeep has made some good changes this year, and is working on incorporating the Alternative Education Task Force's recommendations of including project based learning, credit recovery and credit by proficiency.
- 5. ODE Achievement Grant: ODE notified Superintendent Trendell that there are grant funds available to the district for improvement on specific achievement compact data points. The funds will be focused on SPED Language Arts, 9<sup>th</sup> grade absenteeism and 5<sup>th</sup> year graduation rate. He will be meeting with ODE later this month for more details and is working on a plan to best utilize the funds.

### B. Director of Teaching and Learning Chad Putman

FIRST Robotics Grant (For Inspiration & Recognition of Science & Technology): Chad Putman updated the Board on the robotics programs in the schools. This year there are five teams; two at Millicoma, two at Sunset and one at Marshfield High School. The district has received \$6,200 in grant funds this year to add to the Title VI-B allocation. The robotics teams meet weekly at the schools and are looking for volunteers. Contact Chad Putman if you are interested in helping.

### C. Personnel & Business Services Director Candace McGowne

- 1. Financial Report: Candace McGowne reviewed the financial reports for September, 2016. The beginning year balance is a little greater than what was budgeted. The audit has almost been completed.

2. Enrollment: Candace McGowne shared the enrollment numbers as of October 3, 2016. The Destinations enrollment numbers do not have GED students separated out.
3. Internal Controls: The auditors recommended establishing internal controls. Candace McGowne presented a document detailing the internal controls the Business Office has been using and would like the Board to approve them.

## **7. PUBLIC INPUT**

Speakers may offer objective criticism of school operations and programs, but the board will not hear personal complaints concerning school personnel nor against any person connected with the school system. The chairman will direct the visitor to the appropriate means for board consideration and disposition of legitimate complaints involving individuals. (Board Policy BDDH)

Elisa Barcus, Director of Nutrition Services, Sodexo: Elisa Barcus invited Superintendent Trendell and the Board to join her and Sodexo at their appreciation reception during Oregon School Board Association's (OSBA) convention in November. She also reported she had attended the Blue Zone Project. She is confident the district will meet the qualifications and she is excited for the possibilities the Blue Zone Project will bring to the district and community.

## **8. BOARD ITEMS**

- A. Board Member Activities & Highlights: Activities reported include Marshfield volleyball, ARK Grand Opening, Kids Prefontaine Race, Policy Committee, Madison Open House, vision screening at Madison, Lighthouse, and Blossom Gulch, Loan Committee, school visits at Blossom Gulch, MHS and Harding, Wednesday Business Connection Lunch x2, and MHS Hall of Fame Banquet. Mary Fields reported on visiting Sunset teachers during a recent reading intervention time. Jill Christiana thanked the Lions Club for their investment and work on vision screening for the students.
- B. OSBA meetings: OSBA's Regional meeting will in Bandon at 6:30 p.m. on October 17<sup>th</sup>. If you are interested in carpooling, contact Adrian DeLeon. Registrations and reservations have been made for OSBA's annual convention in November.
- C. Committee Reports
  1. Policy Committee
    - A. Policy Discussion: BBAA – Individual Board Members Authority and Responsibilities: Mary Fields discussed language that is being proposed. In the second paragraph, she proposes changing it from “majority of members” to “quorum of members”. On #2, it was explained the Board requesting a legal opinion to help determine a position on a particular topic is different from a Board member calling the district's attorney and asking a question. On #5, the Board discussed who approves individual contracts. The Policy Committee will continue to work on the policy.
    - B. Policy 1<sup>st</sup> Reading
      1. DLC-AR – Travel Expense Reimbursement Procedures: The proposed language change has all travel arrangements made through the business office.
      2. KG-AR – Facility Usage: The covered area on Sunset's playground, known as the Thunder Dome, was added to the fee schedule because of the outside lights. On page 6-7, #2, “School Office or Business Office” will be replaced with “Facilities and Maintenance Office”.

**9. BOARD ACTION ITEMS TO CONSIDER**

- A. Out of State Travel Request: James Martin made the motion, James LaBine seconded, to approve travel to the band conference in Seattle. The motion passed unanimously.
- B. Approve Internal Controls: Charlene Moore made the motion, Mary Fields seconded, to approve Internal Controls. The motion passed unanimously.
- C. Adopt Resolution 2017-10 – Adjusting Appropriations: Mary Fields made the motion, James Martin seconded, to adopt Resolutions 2017-10. The grant was originally appropriated for \$2,000. This year the district received \$5,000. This resolution reflects the increase of expenditures by \$3,000. The motion passed unanimously.
- D. Superintendent Goals: James Martin made the motion, Jill Christiana seconded, to approve the Superintendent Goals 1 & 2 as proposed by Superintendent Trendell. James Martin let Superintendent Trendell know the contingency fund is available if a need arises. The motion passed unanimously.

**10. ADJOURN MEETING**

The meeting was adjourned at 7:19 p.m.

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Adrian DeLeon  
Board Chair

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Peggy Ahlgrim  
Board Secretary



COOS BAY PUBLIC SCHOOLS  
COOS BAY, OREGON

October 24, 2016

### **SPECIAL SCHOOL BOARD MEETING**

The Board of Directors of Coos Bay Public Schools met on October 24, 2016, at Milner Crest Education Center, 1255 Hemlock Ave. in Coos Bay, Oregon, for a special School Board meeting.

Chair Adrian DeLeon called the meeting to order at 5:30 p.m. and led in the Pledge of Allegiance.

Board members present: Adrian DeLeon, James Martin, Mary Fields, Jill Christiana, Charlene Moore, James LaBine, and Sam Aley.

Others present included: Superintendent Trendell, Peggy Ahlgrim, Lynda Sanders, Cody Carlson, Scott Cooper, Linda Villarreal, and Mary Gedderly.

#### **I. APPROVE THE AGENDA**

James Martin made the motion, Mary Fields seconded, to approve the agenda. The motion passed unanimously.

#### **2. DISMISS TO EXECUTIVE SESSION**

The Board dismissed to executive session at 5:31 p.m. based on ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent. The Board reconvened from executive session at 6:14 p.m.

#### **3. BOARD ACTION TO CONSIDER**

- A. Approve Temporary Hire: Charlene Moore made the motion, Jill Christiana seconded, to approve the temporary hire which is Kevin Black, Language Arts, at Marshfield High School.
- B. Approve Staff Request: Sam Aley made the motion, James LaBine seconded, to approve the staff request for the 2017-2018 school year. The request was for leave of absence for personal/professional growth. If not leave of absence, to accept his resignation as of January 2, 2017. Sam Aley and James LaBine voted yes. Jill Christiana, Mary Fields, James Martin, Adrian DeLeon and Charlene Moore voted no. The motion failed. Adrian DeLeon let Cody Carlson know what a valued asset he is to Coos Bay School District and that the district would welcome him back in the future.

#### **4. WORKSHOP**

- A. Board Superintendent Working Agreement: The Board and Superintendent Trendell reviewed the Board/Superintendent Working Agreement and sample language for

working agreements from Confederation of Oregon School Administrators (COSA) which Superintendent Trendell provided. During discussion, there were minor changes to some items under Communication and Meeting Operations and Decision Making. Parliamentary procedure was also discussed.

**5. ACTION ITEM TO CONSIDER**

- A. Approve Board/Superintendent Working Agreement: Mary Fields made the motion, Charlene Moore seconded, to approve the Board/Superintendent Working Agreement. The motion passes unanimously.

**6. ADJOURN MEETING**

Before the meeting was adjourned, Jill Christiana asked about Lighthouse Project training for those new to the Board and Superintendent Trendell. The superintendent and new Board members are encouraged to attend that training if it's offered at OSBA's convention. The meeting was adjourned at 6:50 p.m.

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Adrian DeLeon  
Board Chair

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Peggy Ahlgrim  
Board Secretary

**F100 - GENERAL FUND**  
SUMMARY OF EXPENDITURES BY OBJECT  
10/31/2016

	Budget	Expenditures	Balance	% Expended
111 SALARIES, CERTIFIED	\$7,915,260	\$1,877,519	\$6,037,741	23.7%
112 SALARIES, CLASSIFIED	\$3,084,091	\$874,484	\$2,209,607	28.4%
113 SALARIES, CERTIFIED ADMIN	\$1,193,938	\$503,285	\$690,653	42.2%
114 SALARIES, NON-CERTIFIED ADMIN	\$229,835	\$76,502	\$153,333	33.3%
116 EARLY RETIREMENT	\$185,436	\$42,350	\$143,086	22.8%
121 SALARIES, CERTIFIED SUBS	\$379,777	\$36,901	\$342,876	9.7%
122 SALARIES, NON-CERTIFIED SUBS	\$80,575	\$20,370	\$60,205	25.3%
133 SALARIES, CURRICULUM DEV.	\$4,000	\$0	\$4,000	0.0%
134 SALARIES, EXTRA DUTY	\$227,277	\$51,635	\$175,642	22.7%
135 TRAVEL ALLOWANCE	\$21,746	\$6,438	\$15,308	29.6%
136 TRANSFER STIPEND	\$0	\$600	(\$600)	
137 DUTIES - ACTIVITIES/ATHLETICS	\$15,580	\$2,898	\$12,682	18.6%
138 STUDENT WORKERS	\$19,000	\$1,592	\$17,408	8.4%
139 MISC TIMECARDS	\$84,969	\$40,070	\$44,899	47.2%
<b>Total Salary</b>	<b>\$13,441,484</b>	<b>\$3,534,643</b>	<b>\$9,906,841</b>	<b>26.3%</b>

21x PERS	\$3,397,046	\$863,317	\$2,533,729	25.4%
220 SOCIAL SECURITY	\$1,023,473	\$258,203	\$765,270	25.2%
231 WORKERS' COMP	\$52,958	\$23,073	\$29,885	43.6%
232 UNEMPLOYMENT	\$39,965	\$0	\$39,965	0.0%
242 EMPLOYEE INSURANCE	\$4,358,584	\$1,486,424	\$2,872,160	34.1%
243 TUITION FEES	\$90,000	\$20,483	\$69,517	22.8%
244 MOVING EXPENSE	\$0	\$2,175	(\$2,175)	
<b>Total Fringes</b>	<b>\$8,962,026</b>	<b>\$2,653,676</b>	<b>\$6,308,350</b>	<b>29.6%</b>

310 INSTRUCTION SERVICES, Prof	\$1,055,650	\$63,947	\$991,703	6.1%
322 REPAIR AND MAINTENANCE	\$257,150	\$55,563	\$201,587	21.6%
324 RENTALS/LEASES	\$205,238	\$31,016	\$174,222	15.1%
325 ELECTRICITY	\$507,500	\$121,013	\$386,487	23.8%
326 FUEL	\$79,800	\$4,658	\$75,142	5.8%
327 WATER & SEWER	\$93,775	\$32,857	\$60,918	35.0%
328 GARBAGE	\$90,840	\$25,691	\$65,149	28.3%
329 OTHER PROPERTY SERVICES	\$9,975	\$3,549	\$6,426	35.6%
331 STUDENT TRANSPORT., REIMBURS.	\$2,022,000	\$169,443	\$1,852,557	8.4%
332 STUDENT TRANSPORT., NON-REIM.	\$84,000	\$13,971	\$70,029	16.6%
341 TRAVEL IN DISTRICT	\$9,590	\$636	\$8,954	6.6%
342 TRAVEL - OUT OF DISTRICT	\$55,300	\$17,939	\$37,361	32.4%
350 COMMUNICATIONS	\$6,600	\$5,242	\$1,358	79.4%
351 TELEPHONE	\$48,500	\$16,055	\$32,445	33.1%
353 POSTAGE	\$31,000	\$8,456	\$22,544	27.3%
354 ADVERTISING	\$8,370	\$380	\$7,990	4.5%
355 PRINTING SVC.	\$4,500	\$348	\$4,152	7.7%
359 OTHER COMMUNICATION SVCS	\$84,840	\$21,969	\$62,871	25.9%
360 CHARTER SCHOOL PAYMENTS	\$1,915,000	\$547,448	\$1,367,552	28.6%
380 PROF. SERVICE - NON-INSTRUCT.	\$9,050	\$3,329	\$5,721	36.8%
381 AUDIT	\$41,325	\$24,250	\$17,075	58.7%
382 LEGAL	\$31,000	\$5,640	\$25,361	18.2%
383 ARCHITECT/ENGINEERING SERVICE	\$20,000	\$1,693	\$18,307	8.5%
384 BOARD NEGOTIATIONS	\$15,000	\$0	\$15,000	0.0%
386 DATA PROCESSING	\$124,000	\$12,425	\$111,575	10.0%
389 OTHER PROF & TECH SERVICES	\$0	\$0	\$0	0.0%
390 OTHER PROFESSIONAL SERVICE	\$83,200	\$30,149	\$53,051	36.2%
<b>Total Service</b>	<b>\$6,893,203</b>	<b>\$1,217,667</b>	<b>\$5,675,536</b>	<b>17.7%</b>

**F100 - GENERAL FUND**  
SUMMARY OF EXPENDITURES BY OBJECT  
10/31/2016

		Budget	Expenditures	Balance	% Expended
410	SUPPLIES	\$244,407	\$78,048	\$166,359	31.9%
412	CUSTODIAL SUPPLIES	\$94,000	\$25,491	\$68,509	27.1%
413	MAINTENANCE SUPPLIES	\$73,000	\$25,222	\$47,778	34.6%
414	SUPPLIES FOR GROUNDS	\$21,400	\$3,232	\$18,168	15.1%
416	TRANSPORTATION/SHOP SUPPLIES	\$3,300	\$130	\$3,170	3.9%
417	GAS/OIL/LUBRICANTS	\$325,001	\$12,205	\$312,796	3.8%
42x	TEXTBOOKS	\$386,510	\$325,646	\$60,864	84.3%
430	LIBRARY BOOKS	\$42,556	\$4,284	\$38,272	10.1%
440	PERIODICALS	\$4,650	\$3,450	\$1,200	74.2%
460	NON-CONSUMABLE SUPPLIES	\$55,510	\$19,762	\$35,748	35.6%
470	SOFTWARE	119,900.00	\$124,455	(\$4,555)	103.8%
480	COMPUTER HARWARE - NOT CAPITAL	145,524.00	66,387.92	\$79,136	45.6%
	<b>Total Supplies</b>	<b>\$1,515,758</b>	<b>\$688,314</b>	<b>\$827,444</b>	<b>45.4%</b>
540	EQUIPMENT	\$20,000	\$0	\$20,000	0.0%
	<b>Total Capital Outlay</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$20,000</b>	<b>0.0%</b>
610	PRINCIPAL	\$156,670	\$30,317	\$126,353	19.4%
620	INTEREST	\$13,826	\$2,771	\$11,055	20.0%
640	DUES AND FEES	\$42,990	\$23,108	\$19,882	53.8%
650	INSURANCE & JUDGMENTS	\$275,000	\$248,527	\$26,473	90.4%
670	TAXES	\$6,500	\$5,190	\$1,310	79.8%
710	FUND MODIFICATIONS	\$180,200	\$0	\$180,200	0.0%
810	PLANNED RESERVE	\$2,180,392	\$0	\$2,180,392	0.0%
	<b>Total Other</b>	<b>\$2,855,578</b>	<b>\$309,912</b>	<b>\$2,545,666</b>	<b>10.9%</b>
	<b>Total</b>	<b>\$33,688,049</b>	<b>\$8,404,212</b>	<b>\$25,283,837</b>	<b>24.9%</b>

COOS COUNTY PUBLIC SCHOOL DISTRICT #9  
Statement of Revenues, Expenditures and Changes in Fund Balances  
Budget vs. YTD  
For the Fiscal Year Ending June, 30 2017  
Period Ending October 31, 2016

	General Fund			Special Revenue Fund			Debt Service Fund			Capital Projects Fund		
	Budget	YTD Revenues	Balance	Budget	YTD Revenues	Balance	Budget	YTD Revenues	Balance	Budget	YTD Revenues	Balance
<b>Revenues</b>												
Local Sources	8,095,700	287,476	7,808,224	1,079,200	57,915	1,021,285	983,856	134,990	848,866	103,600	18,108	85,492
Intermediate Sources	80,000	42,720	37,280	44,430	913	43,517		0	0			0
State Sources	21,708,349	9,114,912	12,593,437	791,800	17,066	774,734		0	0			0
Federal Sources	0	(2,883)	2,883	3,244,482	363,296	2,881,186		0	0			0
Other Sources	3,804,000		3,804,000	552,831	26,042	526,789	100,100	0	100,100	752,100	0	752,100
<b>Total Revenues</b>	<b>33,688,049</b>	<b>9,442,224</b>	<b>24,245,825</b>	<b>5,712,743</b>	<b>465,231</b>	<b>5,247,512</b>	<b>1,083,956</b>	<b>134,990</b>	<b>948,966</b>	<b>855,700</b>	<b>18,108</b>	<b>837,592</b>
	Budget	YTD Expenses	Balance	Budget	YTD Expenses	Balance	Budget	YTD Expenses	Balance	Budget	YTD Expenses	Balance
<b>Expenditures</b>												
Instruction	17,343,014	4,188,263	13,154,751	2,890,648	495,708	2,394,940			0		102	(102)
Support Services	13,813,947	4,182,861	9,631,086	1,202,386	268,350	934,036		40	(40)	247,100	16	247,084
Community Services			0	1,217,280	216,526	1,000,754	1,083,956		1,083,956			0
Facilities & Construction			0			0			0	40,000	23,524	16,476
Debt Service	350,696	33,088	317,608	41,000		41,000			0			0
Contingency	2,180,392		2,180,392	361,429		361,429			0	83,600		83,600
Unapp. Ending Fund Balance			0			0			0	485,000		485,000
<b>Total Expenditures</b>	<b>33,688,049</b>	<b>8,404,212</b>	<b>25,283,837</b>	<b>5,712,743</b>	<b>980,584</b>	<b>4,732,159</b>	<b>1,083,956</b>	<b>40</b>	<b>1,083,916</b>	<b>855,700</b>	<b>23,642</b>	<b>832,058</b>
Excess of Revenues over/under expenditures		1,038,012			(515,353)			134,949			(5,534)	
Other Financing Sources												
Operating Transfers In		0			0			0			0	
<b>Operating Transfers Out</b>		0			0			0			0	
<b>Total Other Financing Sources</b>		<b>0</b>			<b>0</b>			<b>0</b>			<b>0</b>	
Fund Balances - Beginning of Year		4,043,494			1,032,004			135,328			592,905	
<b>Fund Balances - YTD</b>		<b>5,081,506</b>			<b>516,651</b>			<b>270,277</b>			<b>587,371</b>	

**Student/Teacher Ratios 2016/17**  
Based on 11/1/2016 active enrollments

**Blossom Gulch**

	Bdgt Est	Tchr	Avg Size	11/1/16	Tchr	Avg Size
K	132	6	22.0	153	6	25.5
1	132	6	22.0	140	6	23.3
2	149	6	24.8	155	6	25.8
3	147	6	24.5	152	6	25.3
Tot	560	24	23.3	600	24	25.0

**Madison**

	Bdgt Est	Tchr	Avg Size	11/1/16	Tchr	Avg Size
K	103	5	20.6	97	5	19.4
1	103	5	20.6	98	5	19.6
2	109	4	27.3	99	4	24.8
3	107	4	26.8	100	4	25.0
Tot	422	18	23.4	394	18	21.9

**Millicoma**

	Bdgt Est	Tchr	Avg Size	11/1/16	Tchr	Avg Size
4	153	5.5	27.8	125	5.5	22.7
5	122	5	24.4	137	5	27.4
6	126	4.5	28.0	119	4.5	26.4
7	122	4	30.5	124	4	31.0
Music Tchr		0.5			0.5	
PE Tchr		0.5			0.5	
	523	20	26.2	505	20	25.3

**Sunset**

	Bdgt Est	Tchr	Avg Size	11/1/16	Tchr	Avg Size
4	98	4	24.5	120	4	30.0
5	105	4	26.3	102	4	25.5
6	107	4	26.8	109	4	27.3
7	102	4	25.5	98	4	24.5
Music Tchr		0.5			0.5	
PE Tchr		0.5			0.5	
	412	17	24.2	429	17	25.2

**Marshfield**

	Bdgt Est	11/1/16
8	235	222
9	203	217
10	208	210
11	179	164
12	195	199
T	1,020	1,012
Core Subj Tchr	24	24
Elective Tchr	14	14
	38	38
Ratio	26.8	26.6

**Harding Learning Center**

Dest	45	4	11.3	65	3.55	20.8
Bell	24	0	24.0	28	0	28.0
GED	35	0.44	79.5	27	0.45	27.0
R.Link	74	3.9	19.0	78	4	19.5

	Bdgt Est	Tchr	Avg Size	11/1/16	Tchr	Avg Size
BG	560	24.00	23.3	600	24.00	25.0
MD	422	18.00	23.4	394	18.00	21.9
ML	523	20.00	26.2	505	20.00	25.3
SN	412	17.00	24.2	429	17.00	25.2
MHS	1020	38.00	26.8	1012	38.00	26.6
HLC	178	8.34	21.3	198	8.00	24.8
	3115	125.34		3138	125	

\* Core subjects include, Language Arts, Math, Social Studies  
Science

## **School Board Activity for the Previous Month**

Presented at the November 14, 2016, School Board Meeting

Madison Site Council  
Special School Board work session  
Policy Committee x 2  
Pastries with parents/Blossom Gulch  
OSBA Conference  
Blue Zone Community Meeting  
Coffee with Superintendent Trendell  
OSBA Regional Meeting - Bandon  
Wednesday Business Connection Lunch  
Blossom Gulch Visit  
Madison School Visit  
Blossom Gulch 3rd grade reading

# Coos Bay School District 9

Code: **BBAA**  
Adopted: 2/11/08  
Readopted: 10/20/09  
Orig. Code(s): BBAA

## Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of his/her position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as his/her own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent and gained through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

### 1. Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information which require additional expense to the district must be submitted to the Board for consideration.

### 2. Requests for Legal Opinions

~~Any Board member may request a legal opinion. Such request, however, shall be made through the Board chair to the superintendent.~~ A request for a legal opinion by a Board member, must be approved by a majority vote of the Board before the request is made to legal counsel. If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the Board chair. Legal counsel is responsible to the Board.

### 3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy Board policy KL – Public Complaints. ~~such~~ Such information is to be conveyed to the superintendent for action.



#### 4. Board Member's Relationship to Administration

Individual Board members will be informed about the district's educational program, may visit schools or other facilities to gain information and may request information from the superintendent. Board members will not intervene in the administration of the district or its schools.

#### 5. Contracts or Agreements ~~Made By Individual Board Members~~

Contracts or agreements made by individual Board members without the Board's authority are invalid.

END OF POLICY

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#### Legal Reference(s):

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.075](#)

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

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

#### Cross Reference(s):

BHD - Board Member Compensation and Expense Reimbursement

# Coos Bay School District 9

Code: **GBA**  
Adopted: 3/10/97  
Readopted: 5/04/10; 12/14/15  
Orig. Code(s): GBA

## Equal Opportunity

~~The district, represented by the elected district school Board, adopts and affirms its intent to provide equal opportunity to all persons. It shall designate and provide programs to eliminate discrimination in all district activities that differentiate treatment, intended or unintended, or any act that is fair in form but discriminatory in operation, either of which is based on race, national origin, religion, gender, sexual orientation, age, disability or marital status.~~

~~Equal employment opportunity and treatment shall be provided in recruiting, hiring, retaining, transferring and promoting of all persons and employees without regard to race, color, religion, national origin, sex, age or physical requirements not constituting a bona fide occupational qualification. Any employment practice based on other than the above is strictly prohibited and continuous monitoring shall be made so that equal employment opportunity shall be offered to all persons.~~

~~Teachers shall always be judged solely on their professional competence and never on the basis of their religious beliefs, nonbeliefs, or associations. No person shall be barred from employment as a teacher because of membership in a religious group. However, no distinctly religious dress may be worn while teaching in a public school.~~

~~The Board directs the superintendent of the district to develop plans and procedures, with necessary rules and regulations to accomplish these purposes, and to do so by involving staff and public in their development, to submit them to the Board for approval, to announce them generally to the staff and public, and to provide for their implementation in practice.~~

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, religion, sex, sexual orientation<sup>1</sup>, national origin, marital status, age, veterans' status<sup>2</sup>, genetic information and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The superintendent will appoint an employee to 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 will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments of 1972. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with

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<sup>1</sup>“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behavior differs from that traditionally associated within the individual’s sex at birth.

<sup>2</sup>The district grants a preference in hiring and promotion to qualified veterans and disabled veterans. A veteran is eligible to use the preference any time when applying for a position at any time after discharge or release from service in the Armed Forces of the United States.

Title IX. The name, address and telephone number of the Title IX coordinator will be provided to all students and employees.

The superintendent will develop other specific recruiting, interviewing and evaluation procedures as are necessary to implement this policy.

END OF POLICY

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**Legal Reference(s):**

[ORS 174.100](#)  
[ORS 192.630](#)  
[ORS 243.672](#)  
[ORS 326.051](#)  
[ORS 332.505](#)  
[ORS 342.934](#)  
[ORS 408.225](#)  
[ORS 408.230](#)  
[ORS 408.235](#)  
[ORS 659.850](#)  
[ORS 659.870](#)  
[ORS 659A.003](#)  
[ORS 659A.006](#)  
[ORS 659A.009](#)  
[ORS 659A.029](#)  
[ORS 659A.030](#)  
[ORS 659A.109](#)  
[ORS 659A.142](#)  
[ORS 659A.145](#)  
[ORS 659A.233](#)  
[ORS 659A.236](#)  
[ORS 659A.309](#)  
[ORS 659A.321](#)  
[ORS 659A.409](#)  
[ORS 659A.805](#)

[OAR 581-021-0045](#)  
[OAR 581-022-1720](#)  
[OAR 839-003-0000](#)  
[OAR 839-006-0435](#)  
[OAR 839-006-0440](#)  
[OAR 839-006-0445](#)  
[OAR 839-006-0450](#)  
[OAR 839-006-0455](#)  
[OAR 839-006-0460](#)  
[OAR 839-006-0465](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).  
Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).  
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2006); 29 C.F.R Part 1626 (2006).  
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2006).  
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2006).  
Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2006).  
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2006).  
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).  
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).  
Americans with Disabilities Act Amendments Act of 2008.  
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.  
Title II of the Genetic Information Nondiscrimination Act of 2008.

**Cross Reference(s):**

AC - Nondiscrimination  
ACA - Americans with Disabilities Act

# Coos Bay School District 9

Code: **GBA-AR(1)**  
Revised/Reviewed: 3/10/97; 5/04/10; 10/12/15  
Orig. Code(s): GBA-AR

## Civil Rights Compliance Plan

The district shall offer equal opportunity for employment and education for all persons regardless of age, disability, sexual orientation, veteran's status, genetic information, national origin, race, color, religion, marital or parental status, gender, linguistic background, geographic location or culture.

1. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity administered or authorized by the Board.
2. No person shall, on the basis of age, disability, sexual orientation, veteran's status, genetic information, national origin, race, color, religion, marital or parental status, gender, linguistic background, geographic location or culture be discriminated against in terms of recruitment or selection.
3. The district shall provide equal opportunity in hiring and advancement.
4. This policy shall apply, subject to the exemptions granted by state or federal law.

Inquiries about the district's Civil Rights Compliance Plan or Title IX compliance should be directed to the superintendent, phone number (541) 267-3104, or Director of the Office of Civil Rights, Department of Health, Education and Welfare, 1321 Second Avenue, Seattle, Washington 98101.

Inquiries about the district's compliance with Section 504 of the Rehabilitation Act of 1973 should be directed to the superintendent or designee, phone number (541) 267-3104.

A person or persons who believe they have a grievance under the Civil Rights Compliance Plan, Title IX, or Section 504 may file a grievance under provisions outlined in Board policy KL- Complaint Procedure for School Patrons.

# Oregon School Boards Association Selected Sample Policy

Code: **GBA-AR(2)**  
Revised/Reviewed:

## Veterans' Preference

Oregon's Veterans' Preference Law requires the district to grant a preference to qualified and eligible veterans and disabled veterans at each stage in the hiring and promotion process. To be **qualified** for veterans' preference, a veteran or disabled veteran must meet the minimum and any other special qualifications required for the position sought. To be **eligible** for veterans' preference a veteran or disabled veteran must provide certification they are a veteran or disabled veteran as defined by Oregon law<sup>1</sup>.

The district is not obligated to hire or promote a qualified and eligible veteran or disabled veteran. The district is obligated to interview all minimally qualified veterans or disabled veterans and to hire or promote a qualified or eligible veteran or disabled veteran if he or she is equal to or better than the top candidate after the veterans' preference has been applied.

A veteran may submit a written request to the district for an explanation of the reasons why they were not selected for the position.<sup>2</sup> The district shall provide the reasons for not selecting the candidate when requested.

### Recruitment Procedures

All job postings or announcements will include a concise list of minimum and any special qualifications required for the position. Job postings will include a statement that the district's policy is to provide veterans and disabled veterans with preference as required by law and the job posting will require applicants to provide certification of eligibility for preference, in addition to other requested materials.<sup>3</sup>

### Selection Procedures<sup>4</sup>

- Step 1: Before the review of any applications the [human resource director] will establish an evaluation scoring guide based on the minimum and any special qualifications listed in the job posting.
- Step 2: The [human resource director] will review the application materials using the above evaluation scoring guide to determine which applicants meet the minimum and any special qualifications listed in the job posting. In assessing the applicant materials of a veteran or disabled veteran the [human resource director] shall evaluate whether the skill experience obtained in the military are transferable to the posted position. In this step the district **does not** apply a

<sup>1</sup>Oregon Revised Statute (ORS) 408.225: definition of veteran.

<sup>2</sup> Oregon Revised Statute (ORS) 408.230(5)

<sup>3</sup>**Verification of Veteran's Preference**

A veteran will submit: (a) a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215); or (b) proof of receiving a nonservice connected pension from the U.S. Department of Veterans Affairs. A disabled veteran will submit a copy of their letter from the Department of Veterans Affairs verifying disabled veteran status.

<sup>4</sup>OSBA recommends use of a scored system. If the district chooses not to use a scored system the law requires that the district give special consideration in the district's hiring decision to veterans and disabled veterans and the district will need to be able to demonstrate the method used for providing special consideration." ORS 408.230(2)(c).

veterans' preference. Any applicants that do not meet the minimum and any special qualifications shall be removed from the applicant pool.

- Step 3: Based on Step 2, the [human resource director] determines who will be interviewed. All qualified and eligible veterans or disabled veterans shall be given an opportunity to interview.
- Step 4: Interview questions and scoring sheets will be developed and each scoring sheet must be completed after each interview by the interviewers.
- Step 5: Following completion of the interviews, the [human resource director] shall complete the selection matrix and score the applicants based on the scoring sheets completed during interviews. Veterans' preference points must be applied by adding 5 points to an eligible veteran and 10 points to an eligible disabled veteran.<sup>5</sup>
- Step 6: The [human resource director] makes the offer to the applicant with the highest final score. The district is not obligated to hire or promote a qualified and eligible veteran or disabled veteran.

The district is obligated to hire or promote a qualified or eligible veteran or disabled veteran if they are equal or better than the top candidate after the veterans' preference has been applied.

A veteran may submit a written request to the district for an explanation of the reasons why they were not selected for the position. The district shall provide the reasons for not selecting the candidate when requested.

### **Filing a Complaint**

A veteran or disabled veteran is encouraged to contact the [human resource office] if they have any concerns or questions concerning the application of or the process used for veterans' preference.

A veteran or disabled veteran claiming to be aggrieved by a violation of Board policy GBA - Equal Employment Opportunity or this administrative regulation, may file a written complaint with the Civil Rights Division of the Bureau of Labor and Industries (BOLI) in accordance with Oregon Revised Statute (ORS) 659A.820.

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<sup>5</sup>The points are based on a 100 point scoring matrix. If a 100 point scoring matrix is not used, the district must use a multiplier equivalent to 5 percent for a veteran and 10 percent for a disabled veteran, or the equivalent.



# Coos Bay School District 9

Code: **GBM**  
 Adopted: 3/14/88  
 Readopted: 2/27/12; 5/11/15  
 Orig. Code(s): GBM

## **Staff Complaints by Staff**

It is an unlawful employment practice for an employer to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment for the reason that the employee has in good faith reported information in a manner as to disclose employer violations of any federal or state law, rule or regulation, mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health and safety.

Employees who contend that they have been subject to a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations shall follow the procedure set forth in Board policy KL - Complaint Procedure for School Patrons and the accompanying ARs.

~~This complaint procedure will not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement, nor will it be used in any instance where a collective bargaining agreement provides a dispute resolution procedure. Disputes concerning an employee's dismissal, contract nonrenewal or contract nonextension will not be processed under this procedure. All matters covered by a collective bargaining agreement will be addressed by the procedures set forth in the bargaining agreement.~~

All possible efforts will be made to resolve complaints ~~informally, quickly~~ and at ~~the lowest level which they occur,~~ prior to proceeding with formal action.

The following Board Policies contain information and special processes for specific areas of complaint:

<b>Type of Complaint</b>	<b>Board Policies</b>	<b>Administrative Regulations</b>
<u>Public Complaints</u>	<u>KL</u>	<u>KL/GBM-AR(1) and AR(2)</u>
<u>Curriculum/Instructional Resources &amp; Materials;</u> <u>Talented &amp; Gifted Program</u>	<u>IIA</u> <u>IGBHE</u> <u>IGBB, IGBBA, IGBBC</u>	<u>IIA-AR</u> <u>IGBHE-AR</u> <u>IGBBA-AR</u>
<u>Compliance with State Educational Standards</u>	<u>LGA</u>	<u>LGA-AR(1) &amp; LGA-AR(2)</u>
<u>Harassment e.g. (sexual, hazing, bullying, menacing, intimidation, cyberbullying, teen dating violence, domestic violence)</u>	<u>GBN/JBA &amp; JBA/GBN</u> <u>GBNA</u> <u>JFCF</u> <u>JHFF</u>	<u>GBN/JBA-AR &amp; JBA/GBN-AR</u> <u>GBNA-AR</u> <u>JFCF-AR</u> <u>JHFF-AR</u>
<u>Complaints by Staff</u>	<u>GBM</u>	<u>GBM/KL-AR (1) and AR(2)</u>
<u>Equal Educational Opportunity</u>	<u>JB</u>	
<u>Nondiscrimination Disability</u>	<u>AC</u> <u>ACA</u>	<u>AC-AR</u> <u>ACA-AR(1) &amp; ACA-AR(2)</u>

The Complaint Form (Board Policy KL/GBM-AR(2)) may be used for filing your complaint. Copies are also available at the school offices and on Coos Bay School District's Policy website: <http://policy.osba.org/coosbay/index.asp>

END OF POLICY

**Legal Reference(s):**

[ORS 332.107](#)

[ORS 342.895](#)

[ORS 659A.199](#)

[OAR 581-022-1720](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

Staff Complaints - GBM

1-1

# Coos Bay School District 9

Code: **KG-AR(2)**  
Revised/Reviewed: 8/13/16

## Facility Usage Agreement

(See KG-AR(1) for Priority Levels, Insurance Requirements and Fee Structure)

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Organization: \_\_\_\_\_  
*Local Business, Non-profit 501c3, Boys & Girls Club Team, Fraternal Organization, Private Party*

Primary Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

School Location Requested: \_\_\_\_\_  
*Which school and what location within the school such as Blossom cafeteria, gym, classroom, field*

Dates & Time of Use: \_\_\_\_\_  
*If using on multiple days you may attach a schedule of dates and times*

Intended Use of Facility: \_\_\_\_\_

Projected Number of Users: \_\_\_\_\_ Who is supervising Event(s): \_\_\_\_\_

Other Needs: \_\_\_\_\_  
*User will pay actual cost of personnel needed for technology, custodial services, moving equipment and equipment rental*

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facility ~~Supervisor~~ Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### DISTRICT USE

Organization Type: \_\_\_\_\_ Priority Level: \_\_\_\_\_

Proof of Insurance Received: ~~\_\_\_\_\_~~ Verified Use with School: \_\_\_\_\_

Rental Calculation: \_\_\_\_\_ X \$ \_\_\_\_\_ = \_\_\_\_\_  
*Room type being rented: Classroom, gym etc. Days, hours Rate Amount Due*

\_\_\_\_\_ \$ \_\_\_\_\_  
Other Charges such as personnel time, equipment rental

Payment Type: Cash, Check or Credit: \_\_\_\_\_





**Resolution to adopt the OSBA 2017-18 Legislative Priorities and Policies as recommended by the Legislative Policy Committee**

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**WHEREAS**, the OSBA Legislative Policy Committee is charged under the OSBA Constitution with developing the association's recommended Legislative Priorities and Policies, and

**WHEREAS**, the OSBA Legislative Policy Committee met on January 30-31, 2016, and April 22-23, 2016, to develop the Proposed OSBA Legislative Priorities and Policies for 2017-18, and

**WHEREAS**, the OSBA Legislative Policy Committee sent the Proposed OSBA Legislative Priorities and Policies for 2017-18 out to the membership of OSBA for comment and suggested changes, and

**WHEREAS**, the overwhelming majority of the comments received by the membership were in support of the Proposed OSBA Legislative Priorities and Policies for 2017-18 developed by the OSBA Legislative Policy Committee, and

**WHEREAS**, the OSBA Legislative Policy Committee met via telephone conference call on August 22, 2016, to review the comments received by the membership, and

**WHEREAS**, the OSBA Legislative Policy Committee discussed the comments from the membership and made no modifications to the Proposed OSBA Legislative Priorities and Policies for 2017-18, and

**WHEREAS**, the OSBA Legislative Policy Committee approved the Proposed OSBA Legislative Priorities and Policies for 2017-18 at its August 22, 2016, meeting and urged the OSBA Board of Directors to approve the Proposed OSBA Legislative Priorities and Policies for 2017-18 and place them before the membership for approval.

**THEREFORE, BE IT RESOLVED** by the OSBA Board of Directors that the Proposed OSBA Legislative Priorities and Policies for 2017-18 be placed before the membership for consideration during the 2016 OSBA election season, and

**BE IT FURTHER RESOLVED** that the Proposed OSBA Legislative Priorities and Policies for 2017-18 and a copy of this resolution be forwarded to all member boards of the Association in accordance with the OSBA Board of Directors adopted elections calendar.

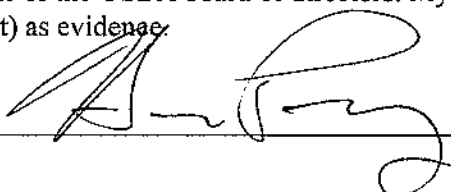
*Submitted by: OSBA Board of Directors*

# Candidate Questionnaire OSBA Board of Directors

Name: Hank Perry \_\_\_\_\_ Date: 9/23/16 \_\_\_\_\_

District/ESD/CC: \_Douglas ESD\_\_\_\_\_ Position: Board Chair \_\_\_\_\_

I certify that if elected, I will faithfully serve as a member of the OSBA board of directors. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.

Signed:  \_\_\_\_\_

*Be brief; please limit your responses to 50 words per question.*

1. Describe in your own words the mission and goals of OSBA.

**To provide services to school districts that can't, or can't reasonably, be provided by the district themselves. More importantly, to advocate for public education both on the state and federal level as well as with the general public.**

2. What do you want to accomplish by serving on the OSBA board of directors?

**I want to represent our Southwest Oregon region and, in particular, our smaller school districts. I'd also like to help OSBA keep the pressure on the Legislature and the Governor's office to adequately fund public education in Oregon.**

3. What leadership skills do you believe you bring to the board of directors? Give an example of a situation in which you demonstrated these skills.

**I have been very involved in contract negotiations in the past 18 years at both the Glendale school district and the Douglas ESD. We have been able to reach agreements that are both fair to our employees and that also financially benefit the districts.**

*(continued)*

4. What do you see as the two most challenging issues faced by OSBA?

**First, the continuing need to lobby for adequate school funding, and, secondly, to continue providing quality training opportunities to districts.**

5. What do you see as the two most challenging issues faced by your region?

**I believe that enrollment and poverty significantly affect public education outcomes in our region.**

6. What is your plan for communicating with boards in your region?

**I plan to obtain contact information for all of my member districts and will communicate by phone or e-mail as needed. Additionally, I will supply my contact information to all of the board chairs.**

**Deadline: Friday, September 30, 2016, 5 p.m.**

*Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.*

# Candidate personal/professional resume

## OSBA Board of Directors

Name: Hank Perry Date: 9/23/16

Address: 1871 NE Stephens Street

City / ZIP Roseburg, OR 97470

Business phone: 541-440-4753

Fax (if applicable): \_\_\_\_\_

Residence phone: n/a

E-mail: Hank.Perry@desd.k12.or.us

District/ESD/CC: Douglas ESD

Term expires: 6/30/19 Years on board: 13

**Deadline: September 30, 2016, 5 p.m.**

Send your picture (head shot, labeled with your last name). A high-resolution digital photo is preferred but a print is acceptable. E-mail to [OSBAelections@osba.org](mailto:OSBAelections@osba.org) or mail to: Oregon School Boards Association  
1201 Court St NE, Ste 400  
Salem, OR 97301

### Work or service performed for OSBA or local district (include committee name and if you were chair):

I served as a board member for the Glendale School District for 17 years. I also served on the negotiating team, the facilities committee (during a district-wide renovation) and I served as board chair for several years. I was also a member of the Glendale Booster Club for several years before joining the school board.

I have served on the Douglas ESD Board of Directors for 13 years, serving as board chair this last year.

Additionally, I have served on the OSBA Board of Directors this last year.

### Other education board positions held/dates:

I served as a member of the OSBA Legislative Policy Committee board for 4 years (2008 through 2011) and I've also served on the OSBA Legal Trust board for the past two years.

### Occupation (Include at least the past five years):

Employers:

Dates:

I have been retired for the last 8 years.



*(Continued)*

**Schools attended** (Include official name of school, where and when):

High school: Graduated from West High School, Waterloo, Iowa, in 1962.

College: Attended Riverside City College, in Riverside, CA, in 1968-69.

Degrees earned: N/A

Education honors and/or awards: Attended and completed OSBA's Leadership Oregon in 2011.

Other applicable training or education:

**Activities, other state and local community services:**

My wife and I have served as 4-H leaders in our local community for many years. We have also participated in the Glendale Garden Club for many years, as well as the Glendale Community Choir.

**Hobbies/special interests:**

Hunting, fishing, gardening, raising livestock, and building. I built our retirement home and all the outbuildings on our small farm. That project continues, and I hope it will do so until my last breath!

**Business/professional/civic group memberships; offices held and dates:**

**Additional comments:**

*Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.*

### Travel Expense Reimbursement Procedures

Expense reimbursement for staff traveling on approved district business will be governed by the following procedures. These procedures are applicable regardless of what agency eventually absorbs the costs. Travel expenses include travel fares, meals and lodging and expenses incident to travel. Only travel expenses as are ordinary and necessary in the conduct of approved travel for district business purposes and directly attributable to it will be reimbursed. As used in this policy, an “ordinary” expense means one that is common and accepted in the profession; a “necessary” expense means one that is essential and appropriate in order to conduct district business.

Reimbursement procedures established by the district will also apply to Board members traveling on district business, as applicable.

#### Approval of Travel

1. All out-of-district travel must be approved by the superintendent or their designee prior to travel using the district’s Travel Request form.
- ~~2. Travel and lodging reservations, conference registrations, and expense advances for **certified and classified employees staff and Board members** shall be made through the business office. **Travel and lodging reservations, conference registrations, and expenses advances for administrators and Board members should be made through the superintendent’s secretary.**~~
2. It is the responsibility of the traveler to submit the Travel Request form and any other pertinent materials and brochures in a timely manner.

#### Meals Per Diem

4. When travel involves an overnight stay, the employee will be paid a per diem amount (daily expense allowance) for meals in lieu of providing receipts. The per diem amount will be based on the following table:

Breakfast - \$7.50	First Day Eligibility Last Day Eligibility	After an overnight stay. Day of return to the district.
Lunch - \$7.50	First Day Eligibility Last Day Eligibility	After an overnight stay. Must be unable to return to the district before 2 p.m.
Dinner - \$15.00	First Day Eligibility Last Day Eligibility	Must leave before 4 p.m. and be followed by an overnight stay. Must be unable to return to the district before 7 p.m.

5. Expenses which consist primarily of the cost of furnishing meals for others will be reimbursed upon submission of a travel expense report which includes:
  - a. Names of guests;
  - b. Organizations involved;
  - c. An explanation of the district business purpose of the meeting.

### **Incidental Expenses**

Other expenses such as parking fees, shuttle or taxi fees and toll charges will be reimbursed with a receipt.

### **Lodging Expenses**

Lodging will be at reasonable commercial establishments either at the site of the employee's business or within the same general area. Employees shall use the district's travel credit card or district check to pay for lodging expense.

### **Transportation**

6. Employees and other district representatives will use the "least cost method" when traveling by motor vehicle. This is done by following these priorities:
  - a. A district vehicle, if available; or
  - b. If a district vehicle is not available, a rental car may be reserved by contacting the approved car rental company; or
  - c. Employees may use their own vehicles. In such cases, the district will reimburse at the current rate the district would have paid had the employee rented from the car rental company or the IRS mileage amount, whichever is lower. If reimbursed based on the IRS mileage rate, fuel costs are part of the mileage reimbursement. All persons operating their private vehicle on behalf of the district must carry at least the minimum insurance required by state law.
  - d. Other vehicle related expenses such as parking, valet service, taxi, shuttle and bus fare, will be reimbursed with receipts.
7. Airfare will be reserved using the least cost method and by using advanced booking and any other cost saving methods. Reservations will be arranged by the business office.

### **Combining Business and Personal Travel**

As long as it does not interfere with the business purpose of the trip, an employee may combine business and personal travel. However, the following restrictions apply:

8. The district will reimburse for only those expenses incurred by the employee which are within the parameters of this policy, and which are directly related to the business conducted. All other expenses will be borne by the traveler. (An example of an additional expense for which the district would not be responsible would be an increase in room rate for double occupancy.)
9. Time used in excess of what is needed for the conduct of school business and related travel will be credited against vacation days or personal leave time for which the employee is eligible.

## **Travel Credit**

Individuals traveling on approved district business through a vendor offering travel or lodging credits (i.e., frequent flyer mileage, etc.) are required to account for those credits and may use them only for future approved district business travel purposes. The district prohibits the personal accrual of travel credits for individuals traveling on approved district business.

## **Exceptions to this Policy**

Under emergencies or other extenuating circumstances, the superintendent or business manager may grant exceptions to this policy. These exceptions will be noted and records must be kept of related expenditures.

In accounting for business expenses and reimbursements, the superintendent will follow the general provisions of this policy, but will be accountable under the provisions set forth in his/her individual employment contract.

# Coos Bay School District 9

Code: **KL**  
 Adopted: 7/12/99  
 Readopted: 2/27/12  
 Orig. Code(s): KL

## Complaint Procedure for School Patrons

Whenever a written or oral complaint by a school patron is made to administration, to the Board as a whole, or to an individual Board member, the following ~~procedure process in administrative regulation KL/GBM-AR-Complaint Procedure~~ shall be followed to resolve complaints as quickly and fairly as possible and to provide a process for the complainant that is uniform in all schools in the district.

~~Board Policy KL/GBM-AR(1) outlines the detailed process. Board Policy KL/GBM-AR(2) is the Complaint form. The following is an outline of the Coos Bay School District complaint process. The district seeks prompt and equitable resolution of all complaints. Please refer to Board Policy KL for the official district policy.~~ If you have any questions regarding the district’s complaint policy, please contact the superintendent’s office at 541-267-1310.

The Board advises the public that the proper channeling of complaints ~~around instruction, discipline or learning materials~~ begins at the level ~~which where~~ the issue occurred. For example, if you have an issue regarding a homework assignment, speak with the teacher first. If you are not satisfied with the results, address the issue with their direct supervisor to reach a resolution. If you are still not satisfied, proceed to the next level.

If the complaint is against a licensed member, the collective bargaining agreement will be followed.

Begin the complaint process at the level ~~which which it the issue~~ occurred. If you are unsure, complaints will be directed to the appropriate level when they are received.

1. Teacher or other employee
2. Principal Administrator or supervisor (~~appropriate central office administrator~~)
3. Superintendent
4. Board
- ~~4.—~~

The following Board Policies contain information and special processes for specific areas of complaint:

Type of Complaint	Board Policies	Administrative Regulations
Public Complaints	KL	KL/GBM-AR(1) and AR(2)
<u>Curriculum/Instructional Resources /Instructional&amp; Materials Talented &amp; Gifted Program</u>	<del>##/IIA,</del> IGBHE <u>IGBB, IGBBA, IGBBC</u>	<del>##/IIA-AR,</del> IGBHE-AR <u>IGBBA-AR</u>
Compliance with <u>State Educational Standards</u>	LGA	LGA-AR(1) & LGA-AR(2)

Harassment <u>e.g.</u> (sexual, hazing, bullying, menacing, <u>intimidation, cyberbullying, teen dating violence, domestic violence</u> )	GBN/JBAA; & JBA/GBN GBNA; JFCF JHFF	JBA/GBN/JBA-AR & JBA/GBN-AR GBNA-AR JFCF-AR JHFF-AR
<del>Staff complaints</del> <u>Complaints by Staff</u>	GBM	GBM/KL-AR(1) and AR(2); KL/GBM-AR
Equal Educational Opportunity	JB	JB-AR
Nondiscrimination <u>Disability</u>	AC <u>ACA</u>	AC-AR <u>ACA-AR(1) &amp; ACA-AR(2)</u>

The Complaint form (Board Policy KL/GBM-AR(2)) may be used for filing your complaint. Copies are also available at the school offices. ~~and on~~ Here is a link to the form: [https://ebpsd9-my.sharepoint.com/personal/peggya\\_coos\\_bay\\_k12\\_or\\_us/Documents/1%2015-16/Masters/Sharepoint/Administrative%20Action%20Form.pdf](https://ebpsd9-my.sharepoint.com/personal/peggya_coos_bay_k12_or_us/Documents/1%2015-16/Masters/Sharepoint/Administrative%20Action%20Form.pdf)  
~~Here is a link to the~~ Coos Bay School District's Policy website: <http://policy.osba.org/coosbay/index.asp>

END OF POLICY

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**Legal Reference(s):**

[ORS 192.610 - 192.690](#)

[ORS 332.107](#)

[OAR 581-022](#)-1940

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).  
Connick v. Myers, 461 U.S. 138 (1983).

**Cross Reference(s):**

IIA - Textbook Selection and Adoption



# Coos Bay School District 9

Code: **KL/GBM-AR(1)**  
Adopted: 7/12/99  
Readopted: 2/27/12; 3/20/15  
Orig. Code(s): KL

## Complaint Procedure for the Public

### **Level 1 Complaint is regarding an employee who is not an administrator:**

#### 1. Meet with employee

In an effort to resolve the issue at the level where it occurs, ~~the complainant must meet~~ with the employee ~~principal or supervisor to register his/her complaint~~ discuss the issue and resolve it.:

#### 2. Meet with employee's administrator or supervisor

If the complainant is not satisfied with the results of his/her meeting with the employee, he/she must refer the complaint to the administrator or supervisor who shall arrange a meeting with the employee and the complainant within five working days. Each may be represented at this meeting, and at all ensuing meetings. The administrator or supervisor shall keep a written record. Upon hearing both parties in the complaint, the administrator or supervisor shall, within a period of five working days, render a written decision to both parties. If the complaint is against a licensed member, the collective bargaining agreement will be followed. See Article 10 of the agreement.

If the complaint, whether written or oral, involves a staff member and the nature of the complaint could have an effect on that employee's evaluation, the administrator or supervisor must first advise the employee of the nature of the complaint and shall arrange a meeting whereby the complainant and the employee may resolve the problem. This meeting is to be arranged within five working days following the date the complaint was initially registered with the administrator or supervisor. Upon hearing both parties in the complaint, the administrator or supervisor shall, within a period of five working days, render a written decision to both parties.

#### 3. Submit complaint in writing to the superintendent

If the complainant is not satisfied with the administrator or supervisor's decision, within 10 working days of receiving the decision, the complainant may refer the complaint, in writing, to the superintendent.

The superintendent may appoint an investigating officer or team to review all facts in the complaint, including testimony from both parties to the complaint and other individuals as deemed appropriate to the complaint.

The investigator or team's written findings shall be submitted to the superintendent within 10 working days of their appointment.

If the superintendent chooses not to appoint an investigator or team, he/she shall hear both parties to the complaint and shall render a written decision within 10 working days following receipt of the written complaint.

#### 4. Request a Board hearing

-If the complainant is not satisfied with the superintendent's decision, within 10 working days of receiving the superintendent's decision, he/she may submit a written request for a hearing before the Board, through the School Board secretary.

~~If the complaint involves a staff member and the staff member is not notified advised of the complaint within five working days the complaint shall not be used against the bargaining unit member in any subsequent action by the district.~~

~~If the complaint, whether written or oral, involves a staff member and the nature of the complaint could have an effect on that employee's evaluation, the principal or supervisor must first advise the employee of the nature of the complaint and shall arrange a meeting whereby the complainant and the employee may resolve the problem. This meeting is to be arranged within five days following the date the complaint was initially registered with the principal or supervisor.~~

## **Level 2 Complaint is regarding an administrator or supervisor**

### 1. Meet with administrator or supervisor

In an effort to resolve the issue at the level where it occurs, the complainant must meet with the administrator or supervisor to register his/her complaint. Each may be represented at this meeting, and at all ensuing meetings. The administrator or supervisor shall keep a written record of the complaint and the meeting. Upon hearing the complaint, the administrator or supervisor shall, within a period of five working days, render a written decision to the complainant.

### 2. Submit complaint in writing to the superintendent

If the complainant is not satisfied with the decision, within 10 working days of receiving the administrator's or supervisor's decision, the complainant may refer the complaint, in writing, to the superintendent.

The superintendent may appoint an investigating officer or team to review all facts in the complaint, including testimony from both parties to the complaint and other individuals as deemed appropriate to the complaint.

The investigator or team's written findings shall be submitted to the superintendent within 10 working days of their appointment.

If the superintendent chooses not to appoint an investigator or team, he/she shall hear both parties to the complaint and shall render a written decision within 10 working days following receipt of the written complaint.

If the investigation by the superintendent is going to take longer than 10 working days for good cause, the complainant will be notified within 10 working days of the superintendent receiving the complaint.

### 3. Request a Board hearing

If the complainant is not satisfied with the superintendent's decision, within 10 working days of receiving the superintendent's decision, he/she may submit a written request for a hearing before the Board, through the School Board Secretary.

~~If the complainant is not satisfied with the results of his/her meeting with the employee, he/she must refer back to the principal or supervisor who shall arrange an informal hearing with the employee and the complainant. Each may be represented at this hearing, and at all ensuing meetings or levels. The principal or supervisor shall keep a record. Upon hearing both parties in the complaint, the principal or supervisor shall, within a period of five days, render a written decision to both parties.~~

### Level 3 Complaint regarding the superintendent

#### 1. Meet with the superintendent

In an effort to resolve the issue at the level where it occurs, the complainant must meet with the superintendent to register his/her complaint. Each may be represented at this meeting, and at all ensuing meetings. The superintendent shall keep a written record of the complaint and the meeting. Upon hearing the complaint, the superintendent shall, within a period of 10 working days, render a written response to the complainant.

#### 2. Request a Board hearing

If the complainant is not satisfied with the superintendent's response, within 10 working days of receiving the superintendent's response, he/she may request a hearing before the Board, through the Board Chair. The Board may refer the investigation to a third party.

~~Within 10 days of receiving the principal's or supervisor's decision, if the complainant is not satisfied with that decision, he/she may refer the complaint in writing to the superintendent.~~

~~The superintendent may appoint an investigating officer or team to review all facts in the complaint, including testimony from both parties to the complaint and other individuals as deemed appropriate to the complaint.~~

~~The investigator's or team's written findings shall be submitted to the superintendent within 10 days of their appointment.~~

~~If the superintendent chooses not to appoint an investigator or team, he/she shall hear both parties to the complaint and shall render a decision within 10 days following receipt of the written complaint.~~

If a complaint alleges a violation of state standards and is not resolved at the local level, then the district will supply the complainant with appropriate information in order to file a direct appeal to the State Superintendent of Public Instruction as outlined in Oregon Administrative Rules (OAR) 581-022-1940.

#### **Level 4**

~~If the complainant is not satisfied with the decision at Level 3, he/she may request a formal hearing before the Board, through the superintendent. Rules and policies governing employee hearings and decisions shall be invoked.~~

#### **Level 5**

~~Failing satisfaction at Level 4, the complainant may refer to the courts.~~

**Administrative Action Form**

The district is interested in suggestions, complaints and commendations involving employees or programs. When such is registered, we are interested in investigating the incident to see if there has been a misunderstanding or if some corrective action should be taken to improve the district. Commendations are of value to the district because they improve morale, recognize the efforts of the staff and encourage district employees to take pride in their work.

As both complaints and commendations are of value to the district, we welcome comments and request you fill in the information requested below. Formal complaints and requests for School Board appeals must be submitted through this completed form. You may attach a letter or additional information when submitting the form.

For more information about the complaint process, please call the superintendent's office at 541-267-1310.

Attach additional sheets to this form, if necessary.

Name of employee/program to which this form applies:

\_\_\_\_\_

Nature of suggestion, complaint or commendation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



~~Date complaint received: \_\_\_\_\_ Date~~

~~complaint received: \_\_\_\_\_~~

~~Received by:~~

~~\_\_\_\_\_ Received~~

~~by: \_\_\_\_\_~~

~~Date response sent: \_\_\_\_\_ Date~~

~~met with staff: \_\_\_\_\_~~

~~Attach response to this form for your records. Date~~

~~response sent: \_\_\_\_\_~~

~~Date sent to Human Resources: \_\_\_\_\_~~

~~Attach documents to the form for your records.~~





Print name here

Telephone

Signed

\_\_\_\_Date

\_\_\_\_Address

**For administrator use only**

Policy ~~KL/GBM Complaints~~ Documentation

~~Collective~~

~~Bargaining Agreement Complaints~~ Licensed

Staff Documentation

Date complaint received: \_\_\_\_\_

Date complaint received: \_\_\_\_\_

Received by: \_\_\_\_\_

Received by: \_\_\_\_\_

Date response sent: \_\_\_\_\_

Date met with staff: \_\_\_\_\_

Attach copy of response and other documents ~~to this form for your records.~~

Date response sent:

to this form for your records. ~~Date response sent:~~ \_\_\_\_\_

\_\_\_\_\_ Date sent to Human Resources: \_\_\_\_\_

Attach documents to the form for your records.

Complaint Form ~~-~~ KL/GBM-AR(2)