

**COOS BAY PUBLIC SCHOOLS  
BOARD OF DIRECTORS  
MILNER CREST EDUCATION CENTER  
1255 HEMLOCK AVE., COOS BAY, OR 97420  
January 8, 2018, at 6:00 PM**

**REGULAR BOARD MEETING AGENDA**

1. **CALL TO ORDER** Welcome and Pledge of Allegiance
2. **APPROVE AGENDA**
3. **APPROVE CONSENT AGENDA**
  - A. \*Approve Minutes of the December 11, 2017, Regular school board meeting
  - B. \*Approve Temporary Hire and Accept Resignations
4. **SCHOOL BOARD RECOGNITION PROCLAMATION**
5. **SHINING STAR AWARD – Sunset Classic Chevy Club**
6. **BUILDING AND STAFF PRESENTATIONS**
  - A. Highlighted School – Millicoma School
  - B. MHS Student Update: Kodee Harwood
  - C. Out of State Travel Request – Robotics Team
  - D. OSEA Business: Sandy Reiber
  - E. CBEA Business: Becky Crane and Melia Jasso
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)
8. **DISTRICT STAFF PRESENTATIONS**
  - A. Superintendent Bryan Trendell
    1. District Update
    2. \*SCESD Local Service Plan
    3. \*Policy AR Changes
      - A. EGACA-AR – Cell Phones – Delete
      - B. GCL-AR – Staff Development – Delete
      - C. JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises
  - B. Personnel & Business Services - Candace McGowne
    1. \*Enrollment Report
    2. \*Financial Report

**9. BOARD ITEMS**

- A. Board Member Highlights
- B. School Board Position #3 Resignation and Committee Assignments
- C. Bond Oversight Advisory Committee Establishment
- D. Superintendent Evaluation and School Board Self-Evaluation
- E. Board Committees
  - 1. \*Policy Committee
- F. \*Policy First Readings
  - 1. CBG – Evaluation of the Superintendent
  - 2. DC – Borrowing Funds - Delete
  - 3. EBBB – Injury/Illness Reports
  - 4. EFA – Local Wellness Program
  - 5. GBMA – Whistle Blower
  - 6. GCL/GDL – Staff Development

**10. ACTION ITEMS TO CONSIDER**

- A. Accept Resignation and Declare Board Position #3 Open
- B. Approve Out of State Travel Request
- C. Approve SCESD Local Service Plan
- D. \*Policy – 2<sup>nd</sup> Reading and Adoption
  - 1. GCBDA-GDBDA – Family Medical Leave
  - 2. GCPB/GDPB – Resignation of Staff
  - 3. JECAC – Student/Parent Relations
  - 4. JG – Student Discipline
  - 5. JHCB – Immunization and Vision Screening/Eye Examination and Dental Screening
  - 6. JO/IGBAB-AR (also IGBAB/JO-AR) Education Records/Records of Students with Disabilities Management
  - 7. LBE – Public Charter Schools

**11. ADJOURN MEETING**

**\* Available in the packet    \*\* Available at the meeting**

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)

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

**CALENDAR**

<b>Date</b>	<b>Event</b>
Jan 15	Martin Luther King Jr. Holiday – No School
Jan 19	Full Day Professional Development Day – No Students
Jan 26	End of Semester Grading Day – No Students
Jan 31	Early Release for K-7 <sup>th</sup> Grade for Parent Conferences
Feb 1	Early Release for K-7 <sup>th</sup> Grade for Parent Conferences

COOS BAY PUBLIC SCHOOLS  
COOS BAY, OREGON

December 11, 2017

### **REGULAR SCHOOL BOARD MEETING**

The Board of Directors of Coos Bay Public Schools met on December 11, 2017, at Milner Crest Education Center, 1255 Hemlock Ave., Coos Bay, Oregon, for a regular school board meeting.

#### **I. CALL TO ORDER**

Chair Adrian DeLeon called the meeting to order at 6:00 p.m. and led in the Pledge of Allegiance.

**Coos Bay Board of Directors members in attendance:** Adrian DeLeon, Mary Fields, Jill Christiana, Dustin Clarke, Jill Vandehey, James Martin, and James LaBine.

**Others present:** Superintendent Trendell, Attorney David Dorsey, Personnel and Business Services Manager Candace McGowne, Board Secretary Peggy Ahlgrim, Ann Marineau, Melia Jasso, Marcia Stewart-Warren, Kevin Black, Jennifer Bunnell, Elias Ashton, Teri Harris Jones, Jessica Sprague, Travis Howard, Sandy Reiber, Becky Crane, Scott Cooper, Kodi Harwood, Jan Schock, Laura Fischer, Wade Lester, and a representative from *Channel 191*.

#### **2. APPROVE AGENDA**

James Martin made the motion, Jill Vandehey seconded, to approve the agenda. The motion passed unanimously.

#### **3. APPROVE CONSENT AGENDA**

Consent agenda is as follows:

A. Approve minutes of the November 13, 2017, Regular school board meeting

Jill Christiana made the motion, Dustin Clarke seconded, to approve the consent agenda. The motion passed unanimously.

#### **4. BUILDING AND STAFF PRESENTATION**

A. Out of State Travel Request: On behalf of MHS wrestling, Travis Howard requested permission for Coach Wittlake and varsity wrestling students to travel out of state to the Reno Classic Wrestling Tournament in Reno, Nevada.

B. MHS Student Report: Kodee Harwood reported on MHS activities which included winter sports, forensics and wrestling tournaments, ASB hosting Shore Acres, and Band and Choir concerts.

C. Highlighted School – Marshfield High School: Principal Travis Howard gave an overview of the PAT Advisory and AVID (Advancement Via Individual Determination) Program. Vice-Principal Eli Ashton provided more details on curriculum for college and career readiness. Jessica Sprague and Jennifer Bunnell provided more details on AVID and how it's being used. Each year more strategies will be incorporated.

Marcia Stewart-Warren and Kevin Black expressed thanks to the board and district office for sending them to the National English Educators Conference.

- D. Oregon School Employee Association (OSEA) Business: Sandy Reiber congratulated the board for passing the bond. A Memo of Understanding has been created for AVID tutors and one is being created for phone stipends for classified staff who work throughout the district. Highlighted classified staff member was Stacy Gulseth for her work with the MHS Key Club.
- E. Coos Bay Education Association (CBEA) Business: Melia Jasso and Becky Crane are excited about the bond passage. They will be working on Oregon Senate Bill 101. The life of Karen Ashcraft was celebrated and donations have been given for teacher professional development in math in her name.

5. **PUBLIC INPUT:** There was no public input.

6. **AUDITOR REPORT:**

Laura Fisher and Sally Jaeggli of Hough, Macadam, Wartnik, Fisher & Gorman, LLC presented the final audit report for Resource Link and the draft Coos Bay School District audit report for the 2016-17 school year. There were some minor changes suggested for internal controls. There are no reportable findings on either of the audits and the district received a clean opinion on both the audits.

7. **DISTRICT STAFF PRESENTATIONS**

A. Superintendent Update

- 1. District Update: Superintendent Trendell updated the board on Positive Behavior Interventions and Supports (PBIS), Teacher Development Group, Oregon Department of Education grant funds, Measure 98 grant and its needs assessment, and district staff and MHS students hosting at Shore Acres.
- 2. Policy AR Changes
  - A. GCBDA/GDBDA-AR(2) – Request for Family and Medical Leave
  - B. GCBDA/GDBDA-AR(3)(A) – Certification of Health Care Provider
  - C. GCBDA/GDBDA-AR(3)(B) – Certification of Health Care Provider
  - D. GCBDA/GDBDA-AR(3)(C) – Military Family Leave
  - E. GCBDA/GDBDA-AR(3)(D) – Military Family Leave
  - F. GCBDA/GDBDA-AR(4) – FMLA/OFLA Eligibility Notice to Employee
  - G. GCBDA-GDBDA-AR(5) – Sample Designation Letter to Employee – FMLA/OFLA Leave
  - H. GCBDA/GDBDA-AR(6) – Designation Letter FMLA/OFLA
  - I. GCBDA/GDBDA-AR(7) – Fitness for Duty Certification
  - J. JFG-AR – Student Searches
  - K. JHCCF-AR – Pediculosis (Head Lice)
  - L. JHFF-AR – Reporting Form Regarding Sexual Conduct with Students

Superintendent Trendell covered the proposed changes for the above listed policies.

B. Personnel & Business Services – Candace McGowne

- 1. Enrollment Report: The enrollment report as of December 4, 2017, was reviewed.
- 2. Financial Report: The financial report as of November 30, 2017, was reviewed.

## **8. BOARD ITEMS**

- A. Board Member Activities and Highlights: Highlights included attending Winter Choir Concert, Forensics Murder Mystery, and First Lego League competition. One of the Sunset robotics teams placed first and will be competing at the state level.
- B. Bond Oversight Advisory Committee: Dusty Clarke is heading up the steering committee to recruit staff, parents and community members to be on the Bond Oversight Advisory Committee. The committee will oversee how the bond money is being spent, construction schedules, etc. The committee will report to the board. There was discussion on whether it should be a board committee or district committee. Mary Fields requested to have item "Bond Oversight Committee" added to Board Action Items to Consider.
- C. Naming of New School Buildings: The board discussed the options for naming the new buildings and will be discussed further.
- D. Board Committees
  - 1. Facilities Planning Committee: James Martin updated the board on the Facilities Planning Committee including plans for the selling of the bonds, establishment of the public oversight committee, Request for Proposals (RFP) for project management and architect, and final design of the buildings.
  - 2. Policy Committee: The committee continues to meet, and Mary Fields gave an overview of the first reading of the policies being presented.
- B. Policy First Readings
  - 1. GCBDA-GDBDA – Family Medical Leave
  - 2. GCPB/GDPB – Resignation of Staff
  - 3. JECAC – Student/Parent Relations
  - 4. JG – Student Discipline
  - 5. JHCB – Immunization and Vision Screening/Eye Examination and Dental Screening
  - 6. KLB – Public Complaints about the Curriculum or Instructional Materials - Delete
  - 7. LBE – Public Charter Schools

## **9. BOARD ACTION ITEMS TO CONSIDER**

- A. Approve Out of State Travel Request: James Martin made the motion, James LaBine seconded, to authorize the wrestling team to travel to Reno, NV, in December. The motion passed unanimously.
- B. Policy – 2<sup>nd</sup> Reading and Adoption: James Martin made the motion, Jill Christiana seconded, to adopt as final policies as listed in section 9.B 1-8. The motion passed unanimously.
  - 1. IGDF – Student Fund-Raising Activities
  - 2. JEA – Compulsory Attendance
  - 3. JECA – Admission of Resident Students
  - 4. JECBD & JECBD – AR – Homeless Students
  - 5. JFC – Student Conduct
  - 6. JFCEB – Personal Electronic Devices and Social Media
  - 7. JFCF – Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence – Student

8. LGA – Compliance with Standards
  - A. Bond Oversight Committee: Mary Fields made the motion, Dusty Clarke seconded, to approve the development of an independent Bond Oversight Committee. The motion passed unanimously.

9. **ADJOURN MEETING**

The meeting was adjourned at 7:33 p.m.

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Adrian DeLeon  
Board Chair

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Peggy Ahlgrim  
Board Secretary

DRAFT

**Board Action**

**Position / Description**

**Name**

**Resignation**

1/8/2018

Special Education Teacher  
Sunset School

Schindele, Cheryl

1/8/2018

Teacher  
Destination Academy

Antonellis-John , Jessie

**Temporary Hire**

1/8/2018

Speech Language Pathologist  
Madison Elementary Schoo

Barth, Amy



# Proclamation

WHEREAS, school boards create a vision for success;

WHEREAS, school boards establish clear standards for student performance;

WHEREAS, school boards ensure that student assessments are tied to established standards;

WHEREAS, school boards are accountable to the community for operating schools that support student achievement;

WHEREAS, school boards align available resources to ensure that students meet standards;

WHEREAS, school boards create a climate that supports the philosophy that all students can learn at high levels;

WHEREAS, school boards build collaborative relationships based on trust, teamwork, and shared accountability;

WHEREAS, school boards are committed to continuous education and training on issues related to student achievement; and

WHEREAS, the committed men and women who serve on the Coos Bay School District School Board, South Coast Education Service District Board of Directors, and Southwestern's Board of Education deserve recognition and thanks for their dedication to the education needs of the citizens of Coos Bay.

NOW, THEREFORE, I, hereby declare the City of Coos Bay's appreciation to the members of the Coos Bay School District School Board, South Coast Education Service District Board of Directors, and Southwestern's Board of Education, and proclaim the month of January to be

## School Board Recognition Month

I urge all citizens to join me in recognizing the dedication and hard work of local school board members in preparing today's students for tomorrow's world.



In witness thereof, I hereunto set my hand and cause the seal of the City of Coos Bay to be affixed on this 2<sup>nd</sup> day of January 2018.

\_\_\_\_\_  
Joe Benetti, Mayor



## Local Service Plan Design

The proposed Local Service Plan has two tiers. Tier one includes services that meet "Core Service" OAR requirements, provide services to all districts, provide services equitably for all districts and stabilizes services. Tier two allows districts to choose what services they want to purchase by "ordering" services by a specified process/time line. The district's allotment of resolution dollars are subtracted from total order and the ESD will bill the district for any services above their resolution allotment.

### 2018-2019 Local Service Plan

#### Tier One: Core Services

Tier 1 services will be offered in each of the four core areas as agreed upon by the component school district Superintendents

#### Core Areas

Admin/Support  
Technology  
Special Education  
School Improvement

#### Tier Two: Menu Services

Districts will select services that they want from a list of programs. Services will be ordered in units that the district determines based on their individual needs.

#### Flex Credits

Once the districts have ordered Tier 2 services and have remaining service credits they may access their resolution dollars through an interagency agreement under specific parameters.

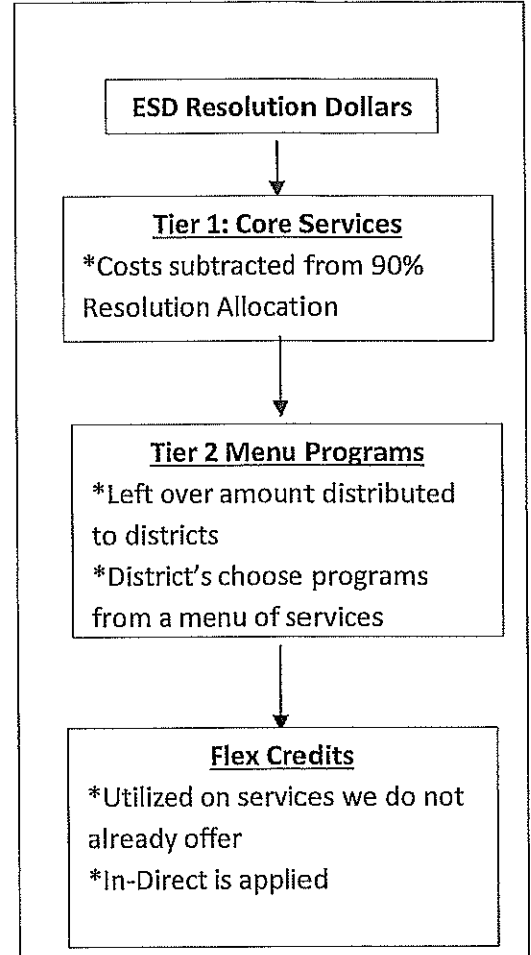
Flex Credit Parameters:

- Utilized for service we do not already offer
- In-Direct will be applied to amount determined

#### Special Considerations

Brookings will receive 80% flex credits

- In-Direct will be applied
- 80% flex credits can be used to purchase any service regardless if the ESD offers the service
- If Brookings discontinues a Tier 2 service and then wishes to purchase the service back within the LSP year they will be billed the cost associated with reinstating the service.



ESD local service plan was \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved on \_\_\_\_\_ (date) by \_\_\_\_\_ (district name).

\_\_\_\_\_  
District Board Chair

*Richard B. ...*  
\_\_\_\_\_  
ESD Board Chair

# Coos Bay School District 9

Code: **EGACA-AR**  
Revised/Reviewed: 1/12/04; 2/27/12; 11/12/13  
Orig. Code(s): EGACA-AR

## Cell Phones

District-owned cell phones may be purchased and authorized for staff use in accordance with the following:

### Cell Phone Authorization

Cell phones may be assigned or made available on a temporary basis by the business manager or designee when it is determined that:

1. The assignment of a cell phone to the employee is a prudent use of district resources;
2. The employee's job responsibilities require the ability to communicate frequently;
3. The employee's job responsibilities involve situations where immediate communication is necessary to ensure the security of district property or safety of students, staff or others while on district property or engaged in district-sponsored activities.

### Cell Phone Use

1. Cell phones are provided specifically to carry out official district business.
2. Personal use of district cell phones is limited to making or receiving calls for family emergency purposes.
3. District cell phones shall not be loaned to others.
4. Employees issued a cell phone are responsible for its safekeeping at all times. Defective, lost or stolen cell phones are to be reported immediately to the business manager who will in turn notify the service provider.
5. Cell phones issued for employee use are to be returned to the business manager at the conclusion of the school year, activity or as otherwise specified.

### Privately-Owned Cell Phones

1. District employees may be reimbursed, or receive a stipend, for use of privately-owned cell phones to conduct district business in accordance with Board policy and this regulation, with prior approval of the business manager.
2. Personal use of privately-owned cell phones by employees authorized to use such equipment for district business is restricted to such times when the employee is not on duty.

## Reimbursement

1. Requests for reimbursement for authorized use of employee-owned cell phones are to be submitted on district-provided forms, available through the office and accompanied by a copy of the billing statement with the district business-related calls highlighted. A notation for each highlighted entry, indicating the nature of the call, is required.
2. All requests for reimbursement must be submitted within 30 days of the due date of the billing statement. Requests submitted after the reimbursement deadline has passed may be denied.
3. District reimbursement for authorized use of employee-owned cell phones will be made in conformance with district payment procedures.

DELETED

## Staff Development - Licensed

~~District mission and goals, school and district improvement plan and report card data and other such information, will be considered in developing a district program of continuing professional development (CPD) for Board approval.~~

~~Board policy GCL— Staff Development— Licensed, this regulation and related district issued handbooks and materials are recognized as the district's qualified, Continuing Professional Development program.~~

~~The Completion of CPD professional development requirements, as set forth in Oregon Administrative Rule (-OAR) Chapter 584, Division 090255 by the Teacher Standards and Practices Commission (TSPC) for licensing or license renewal, are the sole responsibility of the employee.~~

# Coos Bay School District 9

Code: **JHFE-AR(2)**  
Revised/Reviewed: 9/16/13

## Abuse of a Child Investigations Conducted on District Premises

This form is required to be filled out for all abuse of a child investigations.

An investigation of a report of abuse of a child may be conducted on school premises by an investigator from the Department of Human Services (DHS) or a law enforcement agency according to Oregon Revised Statute (ORS) 419B.045. The school administrator must be notified that the investigation is to take place, unless the administrator is a subject of the investigation. The investigator is not required to reveal information about the investigation to the school as a condition of conducting the investigation.

The investigator shall be advised by a school administrator or a school staff member of a child's disabling conditions, if any, prior to any interview with the child. The school administrator or designee may, at the investigator's discretion, be present to facilitate the investigation.

I, \_\_\_\_\_ (name of investigator or worker), am directing \_\_\_\_\_ (district staff member) not to notify any person, including the parent or guardian of \_\_\_\_\_ (name of student), other than the Department of Human Services (DHS) or law enforcement agency, of this investigation and directing \_\_\_\_\_ (name of district staff member) not to disclose any information obtained during the investigation pursuant to ORS 419B.045. The DHS or law enforcement agency are responsible for notifying the parents or guardians regarding the investigation pursuant to Oregon Administrative Rule (OAR) 413-015-0420. Pursuant to ORS 419B.045, DHS will assume liability and indemnify the district and its staff for complying with this order.

\_\_\_\_\_  
\_\_\_\_\_  
Worker/Investigator Badge or ID Number Name of Agency

\_\_\_\_\_  
\_\_\_\_\_  
Name of Worker's/Investigator's Supervisor Supervisor Contact Information

\_\_\_\_\_  
\_\_\_\_\_  
Investigator Signature Date

### FOR COMPLETION BY DISTRICT STAFF

\_\_\_\_\_  
Name of Administrator Notified  Student not available for interview  
 Student refused to be interviewed  
 Administrator participated in interview

This form should be placed in a separate secure file and not in the student's file.

HR9/28/17 | SL

~~Any investigation of abuse of a child will be directed by the Oregon Department of Human Services or law enforcement officials as required by law. When an administrator is notified that the Department of Human~~

Services or law enforcement would like to interview a student at school, the administrator must request that the investigating official provide the information below. Failure to meet one of the five criteria may result in the administrator's refusal to allow the student interview on district property.

I, \_\_\_\_\_ (Name) of \_\_\_\_\_ (Agency)  
declare that I have the authority to conduct this student interview based on the following:

1.  Warrant (attach copy)

2.  Court order (attach copy)

3.  Exigent circumstances (briefly describe): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4.  Parental consent

Parent or guardian's name: \_\_\_\_\_  
Date consent granted: \_\_\_\_\_

5.  This interview is not considered a "seizure" pursuant to state and federal law.

\_\_\_\_\_  
Signature of interviewer \_\_\_\_\_ Date

\_\_\_\_\_  
Name of student to be interviewed \_\_\_\_\_ Date of interview

Student not available for interview \_\_\_\_\_  
 Student refused to be interviewed \_\_\_\_\_ Name of school official (administrator/  
designee) receiving this form

This form should be placed in a separate file and not in student's educational record file.

**Student/Teacher Ratios 2017/18**  
Based on 1/3/2018 active enrollments

**Blossom Gulch**

	Bdgt Est	Tchr	Avg Size	1/3/18	Tchr	Avg Size
K	149	6	24.8	145	6	24.2
1	149	6	24.8	147	6	24.5
2	138	6	23.0	137	6	22.8
3	155	6	25.8	150	6	25.0
PE Teacher		1		0	1	0.0
Tot	591	25	23.6	579	25	<b>23.2</b>

**Madison**

	Bdgt Est	Tchr	Avg Size	1/3/18	Tchr	Avg Size
K	93	5	18.6	96	5	19.2
1	93	5	18.6	97	5	19.4
2	95	4	23.8	98	4	24.5
3	98	4	24.5	99	4	24.8
PE Teacher		1			1	
Tot	379	19	19.9	390	19	<b>20.5</b>

**Millicoma**

	Bdgt Est	Tchr	Avg Size	1/3/18	Tchr	Avg Size
4	145	5.5	26.4	137	5	27.4
5	121	5	24.2	127	5	25.4
6	132	4.5	29.3	134	5	26.8
7	112	4	28.0	120	4	30.0
Music Tchr		0.5			0.5	
PE Tchr		1			2	
Tot	510	20.5	24.9	518	21.5	<b>24.1</b>

**Sunset**

	Bdgt Est	Tchr	Avg Size	1/3/18	Tchr	Avg Size
4	99	4	24.8	113	4	28.3
5	120	4	30.0	110	4	27.5
6	105	4	26.3	102	4	25.5
7	108	4	27.0	111	4	27.8
Music Tchr		0.5			0.5	
PE Tchr		1			2	
Tot	432	17.5	24.7	436	18.5	<b>23.6</b>

**Marshfield**

	Bdgt Est	1/3/18
8	219	215
9	214	209
10	202	210
11	191	196
12	144	162
T	970	992
Core Subj Tchr	24	24
Elective Tchr	14	13.5
	38	37.5
Ratio	25.5	<b>26.5</b>

**Harding Learning Center**

	Bdgt Est	Tchr	Avg Size	1/3/18	Tchr	Avg Size
Dest	60	4	15.0	58	3.8	15.3
Bell	23	0	24.0	21	0	21.0
GED	42	0.45	93.3	31	1	31.0
R.Link	77	4	19.3	79	4	19.8

	Bdgt Est	Tchr	Avg Size	1/3/18	Tchr	Avg Size
Lthse	218	0	0	211	0	0
BG	591	25.00	23.6	579	25.00	23.2
MD	379	19.00	19.9	390	19.00	20.5
ML	510	20.50	24.9	518	21.50	24.1
SN	432	17.50	24.7	436	18.50	23.6
MHS	970	38.00	25.5	992	37.50	26.5
HLC	202	8.45	23.9	189	8.80	21.5
Tot	3084	128.45		3104	130.3	

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

**Coos Bay School District**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**For Fiscal Year 17/18 as of 12/31/2017**

	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>												
(1000) Local Sources	8,150,000	7,546,152	603,848	1,357,884	655,625	702,259	4,647,323	1,485	4,645,838	335,800	53,715	282,085
(2000) Intermediate Sources	50,000	47,054	2,946	35,000	3,413	31,587	0	0	0	0	0	0
(3000) State Sources	24,237,824	14,359,908	9,877,916	1,126,946	196,240	930,706	0	0	0	2,463,000	0	2,463,000
(4000) Federal Sources	15,000	(116)	15,116	3,685,910	486,635	3,199,275	0	0	0	0	0	0
(5000) Other Sources	5,004,000	4,990,910	13,090	1,151,228	1,157,977	(6,749)	100,100	107,702	(7,602)	68,192,000	1,745,924	66,446,076
<b>Total Revenues</b>	<b>37,456,824</b>	<b>26,943,909</b>	<b>10,512,915</b>	<b>7,356,968</b>	<b>2,499,890</b>	<b>4,857,078</b>	<b>4,747,423</b>	<b>109,188</b>	<b>4,638,235</b>	<b>70,990,800</b>	<b>1,799,639</b>	<b>69,191,161</b>
<b>Expenditures</b>												
(1000) Instruction	19,280,109	7,367,622	11,912,487	3,908,047	1,133,831	2,774,216	0	0	0	0	0	0
(2000) Support Services	14,469,232	5,964,603	8,504,629	1,833,720	548,943	1,284,777	150	0	150	3,291,825	90,371	3,201,454
(3000) Community Services	0	0	0	1,513,657	533,752	979,905	0	0	0	0	0	0
(4000) Facilities & Construction	0	0	0	0	0	0	0	0	0	66,295,000	72,670	66,222,330
(5000) Debt Service/Transfers	1,085,280	981,677	103,603	47,784	15,000	32,784	4,747,273	0	4,747,273	0	0	0
(6000) Contingency	2,622,203	0	2,622,203	219,903	0	219,903	0	0	0	710,600	0	710,600
(7000) Unapp. Ending Fund Balance	0	0	0	0	0	0	0	0	0	693,375	0	693,375
<b>Total Expenditures</b>	<b>37,456,824</b>	<b>14,313,903</b>	<b>23,142,921</b>	<b>7,523,112</b>	<b>2,231,526</b>	<b>5,291,586</b>	<b>4,747,423</b>	<b>0</b>	<b>4,747,423</b>	<b>70,990,800</b>	<b>163,042</b>	<b>70,827,758</b>
<b>Fund Balances - December 31, 2017</b>		<b>12,630,006</b>			<b>268,364</b>			<b>109,188</b>			<b>1,636,598</b>	



## **POLICY COMMITTEE**

Mary Fields called the meeting to order at 8:15 a.m. Those present included Mary Fields, Jill Christiana, and Peggy Ahlgrim.

### **1. POLICY REVIEW**

Policies AC, AC-AR, CCG, CCG-AR, EFAA-AR, GBEDA-AR, GBI, GCBDA/GDBDA-AR(1), GCDA/GDDA, GCDA/GDDA-AR, and JO/IGBAB-AR were reviewed.

More information is being gathered on the following:

AC and AC-AR,

The following will be recommended for deletion or not adopted:

CCG-AR, and GBEDA-AR,

The following will be moved forward for a first reading:

CCG, EFAA-AR, GBI, GCBDA/GDBDA-AR(1), GCDA/GDDA, GCDA/GDDA-AR, JO/IGBAB-AR

### **2. ADJOURN MEETING**

The meeting adjourned at 10:15 a.m.

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Mary Fields, Board Member

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Peggy Ahlgrim, Board Secretary

# Coos Bay School District 9

Code: **CBG**  
Adopted: 2/09/87  
Readopted: 12/01/09  
Orig. Code(s): CBG

## Evaluation of the Superintendent

The superintendent's job performance will be evaluated in writing annually on the administrative job description, any applicable standards of performance, Board policy, and progress in attaining any goals for the year established by the superintendent and/or the Board. This evaluation will be used as the basis for renewal/nonrenewal and for salary and benefit adjustments.

Additional criteria for the evaluation, if any, will be developed at a public Board meeting prior to conducting the evaluation, and the superintendent will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the superintendent and his/her performance will be in executive session, unless the superintendent requests an open session; however, such an executive session will not include directives about or a general evaluation of any district goal, objective or operation. Results of the evaluation will be written and placed in the superintendent's personnel file.

~~At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent's employment contract and state law and rules. In those situations where the superintendent's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy. If the superintendent's performance is deemed to be unsatisfactory, the superintendent will be notified in writing of specific areas to be remedied and will be given an opportunity to correct these problems. If performance continues to be unsatisfactory, the Board may either dismiss the superintendent or nonrenew his/her contract pursuant to Board policy, the employment contract with the superintendent, state administrative regulations and state law.~~

END OF POLICY

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### Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)  
[ORS 332.107](#)

[ORS 332.505](#)  
[ORS 342.513](#)  
[ORS 342.815](#)

[OAR 581-022-1720](#)

Hanson v. Culver Sch. Dist. (FDAB 1975)

**~~Cross Reference(s):~~**

~~BDC—Executive Sessions~~

~~CB—Superintendent~~

~~CBA—Qualifications and Duties of the Superintendent~~

Coos Bay School District 9

Code: DC  
Adopted: 5/11/87  
Readopted: 2/27/12  
Orig. Code(s): DC

**Borrowing Funds**

The Board may authorize the borrowing of funds for the purpose of meeting current expenses and other legal expenditures when provision has been made for such expenditures in the authorized budget.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.075](#)  
[ORS 332.107](#)

Deleted

# Coos Bay School District 9

Code: **EBBB**  
Adopted: 7/01/02  
Readopted: 12/15/09; 3/10/14  
Orig. Code(s): EBBB

## Injury/Illness Reports

All injuries or illnesses sustained by the employee while in the actual performance of the duty of the employee occurring on district premises, in district vehicles, at a district sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a ~~supervisor~~building administrator. ~~All accidents involving students, visiting public or district property will be reported immediately to a building administrator.~~

A written report will be submitted within 24 hours to the superintendent or designee. Reports will cover property damage as well as personal injury.

In the event of a work-related injury or illness to an employee, resulting in overnight hospitalization for medical treatment other than first aid, the superintendent or designee shall ~~inform~~report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA). ~~A~~This report will be made within 24 hours after notification to the district of an injury or illness. Fatalities or catastrophes shall be reported to OSHA within eight hours.

As used in this policy:

An injury or illness is work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a pre-existing condition.

Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment; visits to a doctor or health care professional solely for observation or counseling, diagnostic procedures including administering prescription medications used solely for diagnostic purposes, and any procedure that can be labeled first aid.

A “catastrophe” is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.

ALL injuries or illnesses sustained by ~~the an~~the an employee, while in the actual performance of the duty of the employee or by a student or visiting public will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

~~Monthly records will be maintained. An analysis of the data and trends will be made at least annually.~~

The ~~Board will receive~~district office will maintain records and reports on serious injuries or illnesses, including accidents involving district property or employees, students or visiting members of the public, and periodic statistical reports on the number and types of injuries or illnesses occurring in the district, as well as on the measures being taken to prevent such injuries or illnesses in the future.

END OF POLICY

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**Legal Reference(s):**

[OAR 437-001-0015](#)

[OAR 437-001-0700](#)

[OAR 437-001-0760](#)

[OAR 581-022-1420](#)

HB 3045 (2013)

**Cross Reference(s):**

EH - Electronic Data Management

GBE - Staff Health and Safety

# Coos Bay School District 9

Code: **EFA**

Adopted: 11/13/06

Readopted: 2/27/12; 9/10/12; 1/12/15;  
1/11/16; 7/06/17

Orig. Code(s): EFA

## **Local Wellness Program**

The Board recognizes that childhood obesity has become an epidemic in Oregon as well as throughout the nation. Research indicates that obesity and many diseases associated with obesity are largely preventable through diet and regular physical activity. Additional research indicates that healthy eating patterns and increased physical activity are essential for students to achieve their academic potential, full physical and mental growth, and lifelong health and well-being.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that promotes healthy eating through nutrition education, serving healthy and appealing foods at district schools, developing food-use guidelines for staff, and establishing liaisons with nutrition service providers, as appropriate.

The input of staff (including but not limited to, physical education and school health professionals), students, parents, the public, representatives of the school food authority, and public health professionals will be encouraged. The superintendent will develop administrative regulations as necessary to implement the goals of this policy throughout the district.

### **WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT**

#### **Implementation Plan**

The district shall develop and maintain a plan to manage and coordinate the implementation of this wellness policy.

The plan will:

1. Delineate roles, responsibilities, actions and timelines specific to each school;
2. Include information about who will be responsible to make what change, by how much, where and when;
3. Include specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, and in food and beverage marketing; and
4. Include specific goals and objectives for nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

In an effort to measure the implementation of this policy, the Board designates the district principals as the people who will be responsible for ensuring each school meets the goals outlined in this policy.

### **Record Keeping**

The district will retain the following records to document compliance with the requirements of the wellness policy at the district's administrative offices.

5. The written wellness policy;
6. Documentation demonstrating that the policy has been made available to the public;
7. Documentation of efforts to review and update the local wellness policy, including an indication of who is involved in the update and the methods the district uses to make stakeholders aware of their ability to participate;
8. Documentation to demonstrate compliance with the annual public notification requirements;
9. The most recent assessment on the implementation of the local wellness policy;
10. Documentation demonstrating the most recent assessment on the implementation of the local wellness policy has been made available to the public.

### **Annual Notification of Policy**

The district will make available to the public annually, an assessment of the implementation, including the extent to which the schools are in compliance with policy, how the policy compares to model policy and a description of the progress being made in attaining the goals of the policy. The district will make this information available through the district website and/or districtwide communications. The district will also publicize the name and contact information of the district or school official(s) leading and coordinating the policy, as well as information on how the public can get involved with the local wellness policy.

### **Triennial Progress Assessments**

At least once every three years, the district will evaluate compliance with the local wellness policy, to assess the implementation of the policy and produce a triennial progress report that will include:

11. The extent to which schools under the jurisdiction of the district are in compliance with the policy;
12. The extent to which the district's policy compares to model wellness policy; and
13. A description of the progress made in attaining the goals of the district's policy.

The district or school will actively notify households/families of the availability of the triennial progress report.



## **Revisions and Updating the Policy**

The district will update or modify the local wellness policy based on the results of the triennial assessments and/or as district priorities change; community needs change; wellness goals are met; new health science, information and technology emerge; and new federal or state guidance or standards are issued. The local wellness policy will be assessed and updated as indicated at least every three years following the triennial assessment.

## **Community Involvement, Outreach and Communications**

The district will actively communicate ways in which the community can participate in the development, implementation and periodic review and update of the local wellness policy through a variety of means appropriate for the district. The district will also ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

## **Nutrition Promotion and Nutrition Education**

Nutrition promotion supports the integration of nutrition education throughout the school environment. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught and coordinated with the district's nutrition and food services operation.

## **Nutrition Guidelines**

It is the intent of the Board that district schools be proactive in encouraging students to make nutritious food choices. All food and beverage items sold to students in a K-12 public school as part of the regular or extended school day shall meet minimum state and federal standards. Exceptions to this requirement include items that are part of the USDA National School Lunch Program or School Breakfast Program. Other exceptions are foods and beverages provided in the following instances:

1. When the school is the site of school-related events or events for which parents and other adults are a significant part of an audience; or
2. The sale of food or beverage items before, during or after a sporting event, interscholastic activity, a play, band or choir concert.

Although the Board believes that the district's nutrition and food services operation should be financially self-supporting, it recognizes, however, that the nutrition program is an essential educational and support activity. Therefore, budget neutrality or profit generation must not take precedence over the nutrition needs of its students. In compliance with federal law, the district's NSLP and SBP shall be nonprofit.

The superintendent is directed to develop administrative regulations to implement this policy that address all food and beverages items sold and/or served to students in district schools, including provisions for staff development, family and community involvement and program evaluation. These food and beverage items include (competitive foods, snacks and beverages sold from vending machines and school stores and similar food and beverage items from fund-raising activities, and refreshments that are made available at school parties, celebrations and meetings.

## PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

Physical activity should be included in the school's daily education program for grades pre-K through 12 and include regular, instructional physical education, as well as co-curricular activities and recess.

The Board realizes that a quality physical education program is an essential component for all students to learn about and participate in physical activity. The district will develop and assess the student performance standards and program minute requirements<sup>1</sup> in order to meet the ODE's physical education content standards and state law<sup>2</sup>.

At least 50 percent of the weekly physical education class time shall be devoted to actual physical activity. Instruction, provided by adequately prepared teachers, will meet the state adopted academic content standards for physical education, ORS 329.045. Teachers of physical education shall regularly participate in professional development activities.<sup>3</sup>

Students with disabilities shall have suitably adapted physical education incorporated as part of the individualized education program (IEP) developed for the student under ORS 343.151. A student who does not have an IEP but has chronic health problems, other disabling conditions or other special needs that preclude them from participating in regular physical education instruction, shall have suitably adapted physical education incorporated as part of an individualized health plan developed for the student by the district or public charter school.<sup>4</sup>

Physical activity should be included in a school's daily education program for K – 8th grade.

### School Meals

All schools within the district participate in U.S. Department of Agriculture (USDA) child nutrition programs, administered through the Oregon Department of Education (ODE), including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), Fresh Fruit & Vegetable Program (FFVP), Summer Food Service Program (SFSP). The district also operates additional nutrition-related programs and activities which may include Farm-to-School programs, and school gardens.

### Reimbursable School Meals

The district may enter into an agreement with the Oregon Department of Education (ODE) to operate reimbursable school meal programs. The superintendent will develop administrative regulations as necessary to implement this policy and meet the requirements of state and federal law. These guidelines shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9 (f) (1) and 17 (a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758 (f) (1), 1766 (a) (0)).

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<sup>1</sup>~~The physical education minute requirements, a result of House Bill (HB) 3141 (2007) and were effective with the 2017-2018 school year. The brackets remain around this language in the sample policy EFA in anticipation of a potential two-year delay for the requirement, due to pending legislation in the current Legislative session (2017)- revised in Senate Bill 4 (2017), now have a two-year delay on implementation for elementary schools, and a four-year delay on implementation for middle schools.~~

<sup>2</sup>Ibid. p. 54

<sup>3</sup>[This language is not required to be in policy, but this is a required action pursuant to ORS 329.496.]

<sup>4</sup>Ibid. p. 5 HB 3141 (effective 2017-2018 school year)

## **Staff Qualifications and Professional Development**

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals.

## **Water**

Free, safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes.

## **Competitive Foods and Beverages**

All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards<sup>5</sup>. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

## **Celebrations and Rewards**

All foods offered on the school campus are encouraged to meet the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, classroom snacks brought by parents, rewards and incentives.

## **Fund Raising**

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund raisers on the school campus during the school day.

## **Food and Beverage Marketing in Schools**

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards.

“Food and beverage marketing” is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

## **School Employee Wellness**

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<sup>5</sup>[Oregon Department of Education, Oregon Smart Snacks Standards](#)

The district encourages school staff to pursue a healthy lifestyle that contributes to their improved health status, improved morale and a greater personal commitment to the school's overall wellness program. Many actions and conditions that affect the health of school employees may also influence the health and learning of students. The physical and mental health of school employees is integral to promoting and protecting the health of students and helps foster their academic success. The district's Employee Wellness Program will promote health, reduce risky behaviors of employees and identify and correct conditions in the workplace that can compromise the health of staff, reduce their levels of productivity, impede student success and contribute to escalating health-related costs such as absenteeism.

The district may work with community partners to identify programs/services and resources to complement and enrich employee wellness endeavors.

### **Other School-Based Activities**

The district will promote district and community-based activities that foster healthy eating and create environments that promote physical activity. Families and the community will be encouraged to provide healthy food choices in all situations where food is served. Educational workshops, screenings and literature related to healthy food choices and physical activity may be offered to families.

END OF POLICY

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#### **Legal Reference(s):**

ORS 329.496

ORS 332.107

ORS 336.423

OAR 581-051-0100

OAR 581-051-0305

OAR 581-051-0310

OAR 581-051-0400

SB 4 (2017)

National School Lunch Program, 7 C.F.R. Part 210 (2006).

School Breakfast Program, 7 C.F.R. Part 220 (2006).

Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296 Section 204.

#### **Cross Reference(s):**

EFAA - District Nutrition and Food Services

# Coos Bay School District 9

Code: **GBMA**  
Adopted: 6/12/17

## Whistleblower \*

When an employee has good faith and reasonable belief the employer has violated any federal, state or local, law, rule or regulation; has engaged in mismanagement, gross waste of funds or abuse of authority; or created a substantial and specific danger to public health and safety by its actions, and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for an employer to:

1. Discharge, demote, transfer, reassign or take disciplinary action against an employee or threaten any of the previous actions.
2. Withhold work or suspend an employee.
3. Discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment.
4. Direct an employee or to discourage an employee to not disclose or to give notice to the employer prior to making any disclosure.
5. Prohibit an employee from discussing, either specifically or generally, the activities of the state or any agency of or political subdivision in the state, or any person authorized to act on behalf of the state or any agency of or political subdivision in the state, with:
  - a. Any member of the Legislative assembly;
  - b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
  - c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county or metropolitan service district.

An employee's good faith and reasonable belief shall serve as an affirmative defense to civil or criminal charges related to the employee's disclosure of lawfully accessed information related to the violation, including information that is exempt from disclosure by public records law.

The district will use the complaint process in administrative regulation KL/GBM-AR - Public Complaint Procedure to address any alleged violations of this policy.

The district shall deliver a written or electronic copy of this policy to each staff member.

END OF POLICY

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### Legal Reference(s):

[ORS 192.501 to -192.505](#)  
[ORS 659A.199 to -659A.224](#)

[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).  
R4/28/16 | PH

# Coos Bay School District 9

Code: GCL/GDL  
Adopted: 11/09/92  
Readopted: 6/01/10; 9/16/13; 3/10/14  
Orig. Code(s): GCL/GDL

## Staff Development

In order to strengthen and refine professional skills of district personnel, the superintendent or his/her designee will establish a staff development program for all employees.

~~Building site councils~~ Professional Learning Teams will ~~be encouraged to~~ participate in the development and implementation of the district's staff development plan including provision for the professional growth of staff.

Staff development programs, whether provided directly by the district or through district contracts with third parties, will provide appropriate reasonable accommodations to ensure such programs are available to disabled employees.

~~Continuing~~ The completion of professional development ~~(CPD)~~ requirements, as set forth in Oregon Administrative Rule (OAR) Chapter 584, Division 090-255 by the Teacher Standards and Practices Commission (TSPC) for licensing or license renewal, are the sole responsibility of the employee.

Each individual licensed employee is solely responsible for ensuring accurate completion of the professional development required for licensure and are required to submit their PDU's annually at their end of the year evaluation. The district submits the PDU's to Teacher Standards and Practices Commission (TSPC) prior to license expiration on TSPC's Professional Educational Experience Report (PEER) form.

END OF POLICY

### Legal Reference(s):

[ORS 329.095](#)  
[ORS 329.125](#)  
[ORS 329.704](#)  
[OAR 581-022-0606](#)  
[OAR 581-022-1720](#)  
~~[OAR 584-018-0105](#)~~  
[OAR 584-018-0205](#)  
~~[OAR 584-090-0100 to 0120](#)~~  
~~[OAR 584-255-0010 to -0030](#)~~

[ORS 342.138](#)  
[ORS 342.856](#)

Clackamas IED Assn. v. Clackamas IED, No. C-141-77, 3 PUB. EMPL. COLL. BARG. REP. 1848 (ERB 1978).  
Eugene Educ. Ass'n v. Eugene Sch. Dist. 4J, No. C-93-79, 5 PUB. EMPL. COLL. BARG. REP. 3004 (ERB 1980).  
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Americans with Disabilities Act Amendments Act of 2008.



# Coos Bay School District 9

Code: GCBDA/GDBDA  
Adopted: 4/08/96  
Readopted: 10/06/09  
Orig. Code(s): GCBDA/GDBDA

## Family Medical Leave

When applicable, the district will comply with ~~all the~~ provisions of the Family and Medical Leave Act (FMLA) of 1993, the Oregon Family Leave Act (OFLA) of 1995, the Military Family Leave Act as part of the National Defense Authorization Acts of 2008 and for Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances), the Oregon Military Family Leave Act (OMFLA) of 2009, and other applicable provisions of Board policies and collective bargaining agreements regarding family medical leave.  
~~other applicable provisions of Board policies regarding family medical leave.~~

FMLA applies to districts with 50 or more employees within 75 miles of the employee's work site, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year preceding the year in which the leave is to be taken. The 50 employee test does not apply to educational institutions for determining employee eligibility.

OFLA and OMFLA applies to districts that employ 25 or more part-time or full-time employees in Oregon, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year immediately preceding the year in which the leave is to be taken.

In order for an employee to be eligible for the benefits under ~~federal law~~ FMLA, he/she must have been employed by the district for the previous 12 months and have worked at least 1250 hours during the past 12-month period.

In order for an employee to be eligible for the benefits under ~~state law~~ OFLA, ~~an employee he/she~~ must work an average of 25 hours per week and have been employed at least 180 calendar days prior to the first day of the family medical leave of absence. ~~However, for~~ for parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

OMFLA applies to employees who work an average of at least 20 hours per week; there is no minimum number of days worked when determining an employee's eligibility for OMFLA.

Federal and state leave entitlements generally run concurrently.

The superintendent will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

END OF POLICY

**Legal Reference(s):**

[ORS 332.507](#)

[ORS 342.545](#)

[ORS 659A.150 - 659A.186](#)

[OAR 839-009-0200 to-0320](#)

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).  
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2006); Family and Medical Leave Act of 1993, 29 C.F.R.  
Part 825 (2008).

National Defense Authorization Act of 2008, Public Law 110-181, Section 585(a).

[Americans with Disabilities Act Amendments Act of 2008.](#)

[National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84, § 565.](#)

[Escriba v. Foster Poultry Farms, Inc. 743 F.3d 1236 \(9<sup>th</sup> Cir. 2014\).](#)

# Coos Bay School District 9

Code: **GCPB/GDPB**  
Adopted: 6/29/11  
Readopted: 4/08/13

## Resignation of Staff

A licensed staff member who wishes to resign from his/her position with the district must give written notice at least 60 days prior to the date he/she wishes to leave district employment. The superintendent is authorized to accept the resignation effective the day it is received and either release the teacher immediately from further teaching or administrative obligations or inform the teacher that he/she must continue teaching for part or all of the 60-day period.

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission to discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

The superintendent is authorized to accept resignations of classified employees effective the day they are received.

END OF POLICY

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### Legal Reference(s):

[ORS 342.553](#)  
[ORS 652.140](#)

[OAR 581-022-1720](#)  
[OAR 584-050-0020](#)

Pierce v. Douglas County Sch. Dist., 297 Or. 363 (1984).

# Coos Bay School District 9

Code: **JECAC**  
Adopted: 5/14/07  
Readopted: 2/02/12  
Orig. Code(s): JECAC

## Student/Parent Relations

The Board believes it is appropriate to assure minor students have frequent and continuing contact with and support from parents. In concert with that belief, the Board directs the administration to make all reasonable attempts to encourage parents in the rights and responsibilities of their student.

Further, the Board encourages both parents to be involved in their children's school affairs, and unless otherwise ordered by the courts, an order of sole custody to one parent shall not deprive the other parent access to school records.

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document related to such matters as divorce, separation, or custody that specifically revokes these rights. The noncustodial parent may receive and inspect school records and consult with school staff concerning the child's welfare and education to the same extent as provided the parent having sole custody.

Noncustodial parents will be granted visitation or telephone access to the child during the school day or may pick the child up from school under the same rules and procedures established by the school for custodial parents unless the custodial parent has provided the school written documentation in the form of a court order or divorce decree which prohibits such access.

In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. The district may request in writing any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities.

The district will use reasonable methods to identify and authenticate the identity of both parents.

END OF POLICY

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### Legal Reference(s):

[ORS 107.154](#)  
[ORS 109.056](#)  
[ORS 163.245 - 163.257](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2006); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2006).

Protection of Pupil Rights, 20 U.S.C. § 1232h (2006); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2006).

# Coos Bay School District 9

Code: **JG**  
Adopted: 11/13/89  
Readopted: 3/07/11; 3/10/14; 1/11/16  
Orig. Code(s): JG

## Student Discipline \*\*

Discipline in the district is based upon a guidance-counseling philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment.

The major objectives of the school discipline program are to teach the following fundamental concepts for living:

1. Understanding and respect for the rights, dignity and safety of all individuals.
2. Understanding and respect for the law, district policies, procedures, rules and regulations.
3. Understanding of and respect for public and private property rights.
4. Understanding that individuals are responsible for their behavior and accountable for all consequences which may arise as a result of that behavior.

The Board seeks to assure a school climate which is appropriate for learning and which assures the safety and welfare of personnel and students. We ask parents to assist in this endeavor by supporting schools in their disciplinary actions and by teaching at home the same four principles mentioned above. The superintendent will develop administrative regulations whereby those students who are disruptive of the educational setting or who endanger the safety of others will be offered corrective counseling and be subject to disciplinary sanctions that are age appropriate, and to the extent practicable, that use approaches that are shown through research to be effective to correct behavioral problems, while supporting a students' attendance to school and classes. Examples include, but are not limited to, reprimands, conferences, detention and denial of participation in cocurricular and extracurricular activities. Titles and/or privileges available to or granted to students may be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.).

The district shall enforce consistently, fairly and without bias all student conduct policies, administrative regulations and school rules.

A student whose conduct or condition is seriously detrimental to the best interests of the school may be suspended. Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law. The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion. The district will ensure careful consideration of

the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

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

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

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

END OF POLICY

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**Legal Reference(s):**

[ORS 243.650](#)  
[ORS 332.061](#)  
[ORS 332.072](#)  
[ORS 332.107](#)  
[ORS 339.115](#)  
[ORS 339.240 to -339.280](#)  
[ORS 659.850](#)  
[OAR 581-021-0045](#)  
[OAR 581-021-0050 to -0075](#)

[Tinker v. Des Moines Sch. Dist., 393 U.S. 503 \(1969\).](#)  
[Shorb v. Grotting and Powers Sch. Dist., Case No. 00CV-0255 \(Coos County Circuit Ct.\) \(2000\).](#)  
[Ferguson v. Phoenix Talent Sch. Dist. #4, 172 Or. App. 389 \(2001\).](#)

**Cross Reference(s):**

JFC - Student Conduct  
JGD - Suspension  
JGE - Expulsion

# Coos Bay School District 9

Code: **JHCB**  
Adopted: 11/13/89  
Readopted: 3/28/11; 5/12/14  
Orig. Code(s): JHCB

## **Immunization and Vision Screening/Eye Examination and Dental Screening \*\***

### **Immunization**

No student will be allowed to enroll or continue school attendance without first presenting evidence of compliance with Oregon Revised Statutes and Oregon Administrative Rules requiring immunization.

Proof of immunization will be presented prior to the time of initial enrollment in school or within 30 days of transfer to the district. Proof consists of a signed Certificate of Immunization Status form documenting either evidence of immunization or a religious, philosophical beliefs and/or medical exemption.<sup>1</sup>

The administrator or designee is authorized to exclude any student from school attendance for noncompliance with the statutes ~~and-or~~ rules. The administrator or designee will notify the parent in writing of the reason for the exclusion, stating that the student will continue to be excluded until the student has complied with the requirements. The notice will also inform the parent that a hearing will be afforded upon request.

The district will comply with the Oregon Department of Human Services, Health Services, rules related to the district's immunization registry and the associated tracking and recall systems. This compliance shall include the waiver of the requirement of consent for release of information from or providing information to and the waiver of issues of confidentiality in regard to immunization records.

### **Vision Screening/Eye Examination**

The parent or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that the student received:

1. A vision screening or eye examination; and
2. Any further examinations or necessary treatments of the eye or assistance of the powers or range of vision of the eye.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parents or guardian of the student.

<sup>1</sup>Documentation required for exemption is outlined in ORS 433.267.



The policy is in effect for all students not exempted for religious beliefs, philosophical beliefs or medical reasons.<sup>†</sup>

### **Dental Screening**

The district shall file in the student's dental health record any dental screening certifications and any results of a dental screening known by the district. The district will provide to the parent or guardian of each student, standardized information developed by the Oregon Health Authority's dental director regarding dental screenings, further examinations or necessary treatments and preventative care including fluoride varnish, sealants and daily brushing and flossing.

The parent or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time, shall submit a certification within 120 days of beginning the education program, that the student has received a dental screening within the previous 12 months.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider;
2. The dental screening is contrary to the religious beliefs of the student or the parent or guardian of the student; or
3. The dental screening is a burden for the student or the parent or guardian of the student in the following ways:
  - a. The cost of obtaining the dental screening is too high;
  - b. The student does not have access to an approved screener;
  - c. The student was unable to obtain an appointment with an approved screener.

The certification may be provided by a licensed dentist, a dental hygienist or a health care practitioner as defined by state law. The certification must include the:

1. Student's name;
2. Date of screening; and
3. Name of entity conducting the dental screening.

The district shall submit a report to the Oregon Department of Education that identifies the percentage of students who failed to submit the certification for the previous year, no later than October 1 of each year.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 326.580](#)  
[ORS 336.211](#)  
[ORS 336.213](#)  
[ORS 433.235 to -433.280](#)

[OAR 333-019-0010](#)  
[OAR 333-050-0010](#) to -0120  
[OAR 581-021-0031](#)

[OAR 581-021-0017](#)  
[OAR 581-022-0705](#)

**Cross Reference(s):**

JEC - School Admissions

# Coos Bay School District 9

Code: **LBE**  
Adopted: 4/12/04  
Readopted: 9/05/12  
Orig. Code(s): LBE

## **Public Charter Schools\*\***

The district recognizes that public charter schools offer an opportunity to create new, innovative, and flexible ways of educating students. Public charter schools shall demonstrate a commitment to the mission and diversity of public education while adhering to one or more of the following goals:

1. Increase student learning and achievement;
2. Increase choices of learning opportunities for students;
3. Better meet individual student academic needs and interests;
4. Build stronger working relationships among educators, parents, and other community members;
5. Encourage the use of different and innovative learning methods;
6. Provide opportunities in small learning environments for flexibility and innovation;
7. Create new professional opportunities for teachers;
8. Establish additional forms of accountability for schools; and
9. Create innovative measurement tools.

Public charter schools may be established as a new public school, from an existing public school or a portion of the school, or from an existing alternative education program. A public charter school may not convert an existing tuition-based private school into a charter school, affiliate itself with a nonsectarian school or religious institution, or encompass all the schools in the district unless the district is composed of only one school.

The Board will not approve any public charter school proposal when it is deemed that its value is outweighed by any direct identifiable, significant, and adverse impact on the quality of the public education of students residing in the district. To meet the eligibility criteria for Board approval, a public charter school proposal must meet the requirements of Oregon Revised Statutes, Oregon Administrative Rules, Board policy and regulation. Upon request of the Board, the public charter school applicant must furnish in a timely manner any other information the Board deems relevant and necessary to conduct a complete and good faith evaluation of the charter school proposal.

The district will determine if it has any unused or underutilized buildings. Buildings may be made available for public charter school use, subject to Board approval. Approved use may be limited to instructional purposes only. Appropriate use fees will be determined by the Board. Public charter school use outside the district's instructional day will be subject to Board policy KG - Community Use of District Facilities and accompanying administrative regulation.

Public charter school students may, upon request, be allowed to participate in district programs such as physical education, instrumental and vocal music offerings, or other selected options if space and materials are available. Students must adhere to state law, Board policies, regulations, and rules concerning conduct and discipline.

The district will provide instructional materials, lesson plans, or curriculum guides for use in a public charter school.

The public charter school employer will be determined with each proposal. If the Board is the employer, the terms of the current collective bargaining agreement will be examined to determine which parts of the agreement apply. If the Board is not the sponsor of the public charter school, it shall not be the employer and will not collectively bargain with public charter school employees.

The district ~~will~~ may annually ~~[by October 1,]~~ ~~[semiannually [by October 1 and April 1,]]~~ ~~[by [December 1,]]<sup>+</sup>~~ calculate the number of students residing in the district who are enrolled in a virtual public charter school. When the percentage is three percent or above, the district may choose to not approve additional students for enrollment to a virtual public charter school.

The district is only required to use data that is reasonably available to the district including but not limited to the following for such calculation:

1. The number of students residing in the district enrolled in the schools within the district;
2. The number of students residing in the district enrolled in public charter schools located in the district;
3. The number of students residing in the district enrolled in virtual public charter schools;
4. The number of home-schooled students who reside in the district and who have registered with the educational service district; and
5. The number of students who reside in the district enrolled in private schools located within the school district.

A parent may appeal a decision of a school district to not approve a student for enrollment to a virtual public charter school to the State Board of Education.

The superintendent will develop administrative regulations for public charter schools to include the proposal process, review and appeal procedure, and charter agreement provisions.

END OF POLICY

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<sup>+</sup>~~[Per OAR 581-020-0342 (7)(a) the district must choose annual, semi-annual or other date used for calculation; dates are provided as a recommendation only.]~~

**Legal Reference(s):**

[ORS 327.077](#)

[ORS 327.109](#)

[ORS 332.107](#)

[ORS Chapter 338](#)

[ORS 339.141](#)

[ORS 339.147](#)

[OAR 581-020-0301 to -0395](#)

HB 2030 (2011)

HB 2299 (2011)

HB 2301 (2011)

HB 3417 (2011)

SB 800 (2011)

No Child Left Behind Act of 2001, P.L. 107-110, Title I, Sections 1111-1120B.