

Gresham-Barlow



School District

BOARD OF EDUCATION

Regular Board Meeting / Work Session

AGENDA

April 17, 2014

BOARD OF EDUCATION
April 17, 2014

Board Meeting / Work Session – 6 p.m.

**Partnership Room
Center for Advanced Learning (CAL)
1484 NW Civic Drive, Gresham, OR**

I. CALL TO ORDER

II. ROLL CALL

_____	Matt O’Connell, Chair	_____	Kent Zook, Director
_____	Carla Piluso, Vice-Chair	_____	Kris Howatt, Director
_____	Dale Clark, Director		
_____	Dan Christenson, Director	_____	Jim Schlachter, Superintendent
_____	Kathy Ruthruff, Director	_____	Jerry Jones, Chief Financial Officer

III. DISCUSSION TOPICS

- 1. Audit Preview..... O’Connell
- 2. Paid Lunch Equity – School Year 2014-15..... Jones
- 3. Technology Plan..... Jones
- 4. Policy Review: January 2014 Policy Update from
Oregon School Boards Association, and Section G, Personnel..... Jones

IV. RECESS

DISCUSSION TOPICS (Continued)

- 5. Board Leadership and Selection Process..... O’Connell
- 6. Board Terms of Office and Elections Calendar..... Schlachter
- 7. Superintendent Evaluation Process and Timeline..... O’Connell

V. ANNOUNCEMENTS

Apr. 24, 2014: Budget Committee Meeting – 7 p.m.
Room 220 (Forum Room)
Center for Advanced Learning

May 1, 2014: Regular Board Meeting - 7 p.m.
Council Chambers
Public Safety and Schools Building

V. ADJOURN

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors
FROM: Matt O'Connell
DATE: April 17, 2014
RE: No. 1 – Audit Preview

EXPLANATION: As part of the board's ongoing audit involvement process, the superintendent, chief financial officer, board chair and vice-chair met with audit personnel on April 3, 2014, to discuss the upcoming audit schedule, process and expectations. A review of that pre-audit conversation will be shared with board members this evening, and board members will be given an opportunity to discuss any specific requests or directions for the 2014-15 audit.

PRESENTER: Matt O'Connell

SUPPLEMENTARY
MATERIALS: Audit Involvement Practice 2014-2015

RECOMMENDATION: Discuss the audit involvement process and identify any additional requests or directions for the 2014-15 audit.

REQUESTED ACTION: No formal action is required at this time.

:lc

**Board of Directors
Audit Involvement Practice**

2013-14

Audit / Pre-Meeting	In a work session, the Board Chair discusses the upcoming audit season and solicits specific areas of interest or concern from Board Members. These request are fully developed and clarified for use in the Audit Kick-Off Meeting. (FY 2014)	Date: March 6, 2014 Pre-Board Meeting
Audit / Kick-Off Meeting	The Audit Involvement Team (AIT), along with the Superintendent and Chief Financial Officer, will meet with audit personnel. The purpose is to understand the upcoming audit schedule, process and expectations. (FY 2014)	Date: April 2014
Preliminary Exit Conference	The Superintendent and/ or Chief Financial Officer meet with Audit Manager to clarify any findings, debate findings, and generally finalize the audit picture. (FY 2013)	Date: August 2013
Final Exit Conference	The Audit Involvement Team along with all participants in the Preliminary Exit Conference will hear a summary of the findings. The purpose is to inform the Audit Involvement Team, allowing them to report a summarized version of the audit findings to the Board of Directors. (FY 2013)	Date: September 19, 2013 Work Session
Audit / Board Work Session	The Board will hear from the Chair and Vice Chair regarding the audit process, findings, and other specific to the original areas of interest or concern raised during the pre-meeting. (FY 2013)	Date: October 17, 2013 Work Session
Board Meeting	Presentation of Audit to the School Board in public session. Presented by auditing firm. (FY 2013)	Date: November 7, 2013 or December 5, 2013 Board Meeting

Ongoing Review of Financial Matters

Ongoing Fiduciary Responsibility	The Audit Involvement Team will meet with the Superintendent and Chief Financial Officer. The purpose is to review and ask the following questions. (FY 2014)	Date: January 9, 2014 March 6, 2014 May 1, 2014
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- 1 Are the books balanced and reconciled?
- 2 Does the adopted budget reflect expected expenditures?
- 3 Are all payroll reports filed and have all payroll liabilities been paid timely?
- 4 Have all federal and state grants reimbursement request as well as required financial reporting forms been filed timely?
- 5 Are there any case of fraud that we need to be aware of?
- 6 Are there any changes in the internal control system?
- 7 Are there any changes in the accounting system or accounting procedures?
- 8 Are there any other financial matters we should be aware of?
- 9 Are all cash and investment accounts reconciled to the records?
- 10 Are all financial statements and information provided to the Board accurate and complete to the best of your knowledge?

* Without the superintendent present, ask the Chief Financial Officer if he/she has been asked by the Superintendent to do anything that makes him/her uncomfortable or to present any information he/she feels is inaccurate.

Audit Involvement Team / 2013-2014

Matt O'Connell (Board Chair)
 Carla Piluso (Board Vice Chair)
 Elizabeth Peters (Budget Committee Member)
 Megan Hall (Budget Committee Member)

Jim Schlachter (Superintendent)
 Jerry Jones (Chief Financial Officer)

Matt Graves (CPA / Independent Auditor)

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Jerry Jones

DATE: April 17, 2014

RE: No. 2 – Paid Lunch Equity: School Year 2014-15

EXPLANATION: **United States Department of Agriculture:** The USDA released its memorandum titled, "Paid Lunch Equity: School Year 2014-15 Calculations." All local education agencies (LEAs), regardless of current lunch prices, must annually review their paid lunch prices to ensure compliance with the paid lunch equity requirement using the USDA PLE Tool. The completed tool must be kept on file as it is required for Administrative Reviews. In addition, each year's PLE Tool calculates information that will be used in the next year's tool.

The LEA is considered noncompliant when the average paid lunch price is less than the difference between the free and paid Federal reimbursement rates, currently \$2.65. If the weighted average paid lunch price is less than \$2.65, LEAs must take action. There are three options:

1. Increase paid lunch prices, or
2. Contribute non-Federal funds to the food service account, or
3. Increase the paid lunch price by a smaller amount and contribute the remaining amount using non-Federal funds.

PLE Exemption: The USDA released information that for 2014-15 State agencies could exempt a School Food Authority (SFA) from the PLE requirements if the SFA requesting the exemption has been certified as meeting the meal pattern requirements and can demonstrate that the required increase to paid lunch prices or revenue contributions would cause the SFA to exceed the three-month operating balance limit. The State will make the exemption determination. In some instances, the State may consider that the funds might be better used to operate or improve the program, to meet program requirements and goals, or to address deficiencies to program operations.

Community Eligibility Provision: The USDA released information that for 2014-15 LEAs may participate in the Community Eligibility Provision (CEP) that allows high poverty schools to offer both breakfast and lunch at no charge to all students while eliminating the traditional school meal application process for schools. The pilot program of seven states showed an increased participation in the school nutrition programs by offering breakfast and lunch for free to all students; reduced administrative work for school districts by eliminating the need to qualify students for free and reduce-price meals and track which children are participating; and improved overall financial viability of the school nutrition programs in high poverty schools. This program is available in all states at the start of the 2014-2015 school year.

PRESENTER: Jerry Jones

SUPPLEMENTARY MATERIALS: Handouts will be provided during the work session.

RECOMMENDATION: The administration recommends that the board review the options to determine the direction for the May board meeting.

REQUESTED ACTION: No formal action is required at this time; however, the board will be asked to approve the Paid Lunch Equity provision at the next regular board meeting.

JJ:mkh:lc

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors
FROM: Jim Schlachter
Jerry Jones
DATE: April 17, 2014
RE: No. 3 – Technology Plan

EXPLANATION: Time has been reserved on the agenda this evening to review the district's technology plan for 2014-15, which will be the first year of a four-year technology purchase plan.

Funding for the first year of the technology plan will be provided through the Capital Projects fund; therefore, it will not impact the General Fund. For the subsequent three years, however, it will be necessary to consider General Fund support.

As the board may recall, a technology purchase plan was one of the components proposed in the unsuccessful 2014 bond measure.

PRESENTER: Jerry Jones

SUPPLEMENTARY
MATERIALS: None

RECOMMENDATION: This topic is being presented for information only.

REQUESTED ACTION: No action is required.

:lc

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Jerry Jones

DATE: April 17, 2014

RE: No. 4 – Policy Review: January 2014 Policy Update from Oregon School Boards Association, and Section G, Personnel

EXPLANATION: At the work session this evening, board members will be asked to provide input regarding the recommended revisions to policies from the Oregon School Board Association’s rewrite process. This review is part of the board’s ongoing policy review.

The board will review policies listed in the January 2014 “Policy Update” and Section G, Personnel.

PRESENTER: Jerry Jones

SUPPLEMENTARY MATERIALS:

1. Oregon School Boards Association Policy Update, January 2014
2. Gresham-Barlow School District 10, Table of Contents, Section G: Personnel

RECOMMENDATION: The administration recommends that the board review policy revisions and/or additions as presented for first reading.

REQUESTED ACTION: No formal action is required at this time.

JJ:lc



January 2014

Vol. XXXVII No. 2sch

CONTENTS

Summer Board Conference

July 18-20 – Bend

68th Annual Convention

November 13-16 –
Portland

BFD - Board Policy Implementation (Highly Recommended)
 IGAI - Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education
 (Highly Recommended)
 JECB - Admission of Nonresident Students (Highly Recommended)
 JECB-AR(1) - Admission of Nonresident Students (Optional)
 JECB-AR(2) - Mutual Agreement - “Resident Pupil” (previously Version 1) (No changes;
 optional)
 JECB-AR(2) - Mutual Agreement - “Resident Pupil” (**Version 2**) (**Delete**)
 JECB-AR(3) - Request for Nonresident Student Admission – Open Enrollment (Optional)
New JECB-AR(4) - Request for Nonresident Student Admission – Interdistrict Transfer with
 Consent of Both Affected Districts (New Optional)
New JECB-AR(5) - Request for Nonresident Student Admission – Tuition Students (**New**
 Optional)
 JECF - Interdistrict Transfer of Resident Students (Version 1 Only) (Optional)
 JECF-AR - Interdistrict Transfer of Resident Students (Optional)
 JF/JFA - Student Rights and Responsibilities (Required)
 JFC - Student Conduct (Versions 1 and 2) (Required)
 JFCJ - Weapons in the Schools (Required)
 JG - Student Discipline (Required)
 JGAB - Use of Restraint and Seclusion (Required)
 JGAB-AR - Use of Restraint and Seclusion (Required)
 JHCB - Immunization and Vision Screening/Eye Examination** (Optional)
 JHCA/JHCB - Immunization, Physical Examination and Vision Screening/Eye
 Examination** (Optional)

Policy Update is a quarterly
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Boards Association.

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If you have questions
regarding this publication
or OSBA, please call
our offices:

AVAILABILITY OF POLICY MANUAL

Summary

House Bill 3075 amended Oregon Revised Statute 332.505 to allow districts to make personnel policies and the board’s policy manual available for inspection by any school employee or the public, and removed the requirement for districts to maintain a copy of the same in each school library or school business office.

Legal Reference

None

Collective Bargaining Impact

None

Local District Responsibility

If the district has previously adopted highly recommended policy BFD - Board Policy

Implementation, review and make the recommended modifications and readopt.

Policy Implications

BFD - Board Policy Implementation (Highly Recommended)

HUMAN SEXUALITY EDUCATION

Summary

The recommended revisions are the result of the State Board of Education revising Oregon Administrative Rule (OAR) 581-022-1440 - Human Sexuality Education.

Legal Reference

None

Collective Bargaining Impact

None

Local District Responsibility

Review the recommended language changes for this policy, revise and readopt. The revision of OAR 581-022-1440 also includes revised and new definitions we encourage the district to review, but they are not required to be in policy.

Policy Implications

IGAI - Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education
(Highly Recommended)

ADMISSION OF NONRESIDENT STUDENTS

Summary

House Bill 2747 creates new provisions and amends Section 20, Chapter 718 Oregon Laws 2011 which make changes to the interdistrict, tuition and open enrollment transfer process beginning with students who seek admission in the 2014-2015 school year. The Board may not consider nor ask for any information from the student about race, religion, sex, sexual orientation, ethnicity, national origins, health, whether a student has an individual education program, identified as talented and gifted, income level, residence, proficiency in English, athletic ability or academic records. The Board may not request or require the student to participate in an interview, tour any of the schools or facilities, or otherwise meet with any representatives of the school or district prior to the district deciding whether to give consent.

The practical effect of these changes is a district may no longer have “reciprocity agreements” with neighboring districts, or deny a transfer because the district believes it cannot serve the student’s special education needs.

Districts are required to annually determine whether or not they will accept interdistrict transfers and may establish limits, such as which schools or grade levels have openings. A lottery must be held if more students apply than there are slots available. School districts are

not required to accept or release transfers and may still establish attendance, behavioral or academic standards.

Legal Reference

None

Collective Bargaining Impact

None

Local District Responsibility

Review the recommended sample language, revise and readopt your highly recommended policy as needed.

There are two new enrollment forms: one for tuition students; and the other for interdistrict transfers. We recommend deleting the “Mutual Agreement - Resident Pupil” (Version 2) administrative regulation (previously Version 2 of JECB-AR(2)) that allows for multiple students to apply for an interdistrict transfer. This original form supported “reciprocity agreements,” which no longer follow statute. The board should complete a review of the administrative regulations. Please note change in title to JECB-AR(3).

Policy Implications

JECB - Admission of Nonresident Students (Highly Recommended)

JECB-AR(1) - Admission of Nonresident Students (Optional)

JECB-AR(2) - Mutual Agreement - “Resident Pupil” (previously Version 1) (No changes; optional)

JECB-AR(2) - Mutual Agreement - “Resident Pupil” (Version 2) (Delete)

JECB-AR(3) - Request for Nonresident Student Admission – Open Enrollment (Optional)

New JECB-AR(4) - Request for Nonresident Student Admission – Interdistrict Transfer with Consent of Both Affected Districts (New Optional)

New JECB-AR(5) - Request for Nonresident Student Admission – Tuition Students (New Optional)

JECF - Interdistrict Transfer of Resident Students (Version 1 Only) (Optional)

JECF-AR - Interdistrict Transfer of Resident Students (Optional)

DISCIPLINE, SUSPENSION AND EXPULSION

Summary

House Bill (HB) 2192 amends several statutes related to school discipline, suspension and expulsion. Key changes include: 1) removal of “zero tolerance” in statute that required mandatory expulsion for non-firearm weapons, limiting expulsion to the most serious behaviors that pose a threat to health or safety when the student’s behavior has not responded to other interventions or when required by law; 2) addition of a 10-day limit to complete mental health risk assessment (which can be exceeded for good cause); and 3) a reiteration that school discipline needs to foster a positive learning environment and set clear expectations for all students, impose discipline without bias, and comply with all laws related to students with disabilities.

In addition, the HB removed the sunset on changes to the physical restraint and seclusion laws passed by the 2011 Legislature. Changes in statute affecting this group of policies are effective July 1, 2014 and applicable beginning in the 2014-2015 school year.

Legal Reference

None

Collective Bargaining Impact

None

Local District Responsibility

Review the recommended language changes, revise and readopt.

Policy Implications

JF/JFA - Student Rights and Responsibilities (Required)

JFC - Student Conduct (Versions 1 and 2) (Required)

JFCJ - Weapons in the Schools (Required)

JG - Student Discipline (Required)

PHYSICAL RESTRAINT AND SECLUSION

Summary

Oregon Administrative Rule (OAR) 581-021-0556 requires a written report within 24 hours of an incident of physical restraint or seclusion. A revision of this OAR, in addition to the items currently listed in JGAB-AR, now includes: 1) a description of the student's activity that prompted the use of physical restraint or seclusion; 2) a description of the training status of the personnel who administered the physical restraint or seclusion; and 3) timely notification of a debriefing meeting to be held and the parent's right to attend the meeting.

In addition, an annual review and reporting to the Superintendent of Public Instructions, referenced in policy JGAB, will include: 1) the total number of students placed in seclusion; 2) the total number of incidents that resulted in injuries or death to students or personnel; and 3) the total number of rooms available and their description for seclusion.

Legal Reference

Delete: OAR 581-021-0062

Collective Bargaining Impact

None

Local District Responsibility

Board policy JGAB and administrative regulation (AR), JGAB-AR, are both required. Districts should review the recommended modifications to the policy and AR, board adopt the policy and board review the administrative regulation.

Policy Implications

JGAB - Use of Restraint and Seclusion (Required)

JGAB-AR - Use of Restraint and Seclusion (Required)

VISION SCREENING/EYE EXAMINATION

Summary

House Bill 3000 (2013) amended Oregon Revised Statutes (ORS) 326.580 and 683.030. ORS 326.580 was amended to require students 7 years of age or younger and who begin an education program, to submit certification of having received a vision screening or eye examination from a qualified individual. The certification must be received within 120 days of starting the education program, unless the parent or guardian provides a statement that the certification was provided to a previous education provider or the vision screening or eye examination is contrary to their religious beliefs.

Legal Reference

Add: ORS 326.580 and HB 3000 (2013)

Collective Bargaining Impact

None

Local District Responsibility

If the district has previously adopted optional policy JHCB - Immunization and Vision Screening/Eye Examination or JHCA/JHCB - Immunizations, Health Examinations and Vision Screening/Eye Examination, review and make the recommended modifications and readopt.

Policy Implications

JHCB - Immunization and Vision Screening/Eye Examination** (Optional)
JHCA/JHCB - Immunization, Physical Examination and Vision Screening/Eye Examination** (Optional)

This publication is designed to provide accurate and authoritative information regarding the subject matter covered. It is furnished with the understanding that policies should be reviewed by the public charter school's legal counsel.

ABOUT *POLICY UPDATE*

Policy Update is a quarterly subscription newsletter providing a brief discussion of current policy issues of concern to Oregon school districts.

Sample policies reflecting these issues and changes in state and federal law, if applicable, are part of this newsletter. These samples are offered as a starting point for drafting local policy and may be modified to meet particular local needs. They do not replace district legal counsel advice.

To make the best use of *Policy Update*, we suggest you discuss the various issues it

2014-15 STAFF/STUDENT HANDBOOKS AND KEY DATES CALENDAR (*Coming Soon*):

OSBA's Model Staff and Student Handbooks and Key Dates Calendar are revised annually to reflect recent legislation and other changes.

Samples and online ordering of these tools for purchase can be found on the OSBA website through this link:
www.osba.org/policyservices.
(Publications)

presents and use the sample policies to determine which policies your district should develop or revise, get ideas for what a policy should contain, and as a starting point for editing, modifying and discussing your district's policy position.

If you have questions about *Policy Update*, sample policies or policy in general, call OSBA Policy Services, 800-578-6722.

TRY OUR ONLINE POLICY DEMO

OSBA's [online policy service](#) has a demo site for districts interested in a public online policy manual. This service saves time, resources and reams of paper. With one centrally-located policy manual updated electronically, you have instant access to current district policies.

Go to policy.osba.org and select "Policy Online Demo." The online manual includes a subscription to [Policy Update and policy manual maintenance service](#) to help keep policies current.

OSBA offers several options. Contact Policy Services to determine the best option for you, 800-578-6722 or 503-588-2800.

GRESHAM-BARLOW SCHOOL DISTRICT 10

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The following symbol is used on some policies:

- ** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors
FROM: Matt O'Connell
DATE: April 17, 2014
RE: No. 5 – Board Leadership Selection Process for 2014-15

EXPLANATION: As provided by Policy BCB, Board Officers, the board will elect one of its members to serve as chair and one to serve as vice-chair at its first scheduled meeting after July 1.

To prepare for this process, time has been reserved on this evening's agenda to review the board leadership selection process and begin discussion about electing a chair and vice-chair for the 2014-15 school year.

Discussion should include key issues, key challenges, and leadership needs.

PRESENTER: Matt O'Connell, Chair

SUPPLEMENTARY
MATERIALS: Policy BCB, Board Officers

RECOMMENDATION: The chair recommends that board members review the board leadership selection process.

REQUESTED ACTION: No formal action is requested at this time.

:lc

Gresham-Barlow SD 10

Code: **BCB**
Adopted: 2/04/99
Readopted: 5/02/02; 3/07/13

Board Officers

At its first scheduled meeting after July 1, the Board will elect one of its members to serve as chair and one to serve as vice chair. No member of the Board may serve as chair more than two years in succession. If a Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following July.

The Board chair will:

1. Assist the superintendent in establishing the agenda for regular Board meetings;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the rules of order;
4. Sign the minutes and other official documents that require the signature of the chair;
5. Represent the district and the Board at official functions, unless this duty is delegated by the Board chair to another Board member;
6. Appoint all Board-committees and will be an ex-officio member of all such committees unless otherwise ordered by the Board;
7. Have the right to discuss issues and vote.

In the absence, incapacitation or death of the chair, the vice chair will perform the duties of chair and, when so acting, will have the chair's powers. The vice chair will perform other functions as designated by the Board.

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. [In the absence of the designated secretary the board may name anyone present to serve as secretary for that meeting.] The secretary to the Board will take notes at Board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the Board chair. These duties will include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considered action;
2. Prepare and distribute minutes in advance for approval at the next Board meeting;
3. Maintain properly authenticated official copies of the minutes;

4. Maintain the official record of Board policies;
5. Properly post all Board meetings.

Board or District Spokesperson

The Board may appoint one of its members, usually the chair, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the district's position should be articulated by a single voice. The spokesperson serves at the Board's direction and may be removed or replaced at any time by action of the entire Board.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)

Cross Reference(s):

BC/BCA - Board Organization/Board Organizational Meeting

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors
 FROM: Matt O'Connell
 DATE: April 17, 2014
 RE: No. 6 – Board Terms of Office and Elections Calendar

EXPLANATION: A periodic review of the election process and calendar for school board positions is beneficial for planning purposes. Accordingly, this topic has been included on the agenda for board discussion this evening.

Board Policy BBB, Board Elections, defines that the district's seven-member board will consist of three members elected at-large, and four members elected from zones. The term of office for each position is four years, with the end dates staggered so that not all seven positions expire in the same year.

Elections are held in odd-numbered years. The next election will occur in the spring of 2015 for Positions 1, 2 and 7.

Although the official calendar for the 2015 Special District Election is not available at this time, it is anticipated that the timeline will be similar to the following:

First Day to File for an Election.....February 6, 2015
 Last Day to File for an Election.....March 20, 2015
 Last Day to File Voters Pamphlet Statements.....March 25, 2015
 Special District Election.....May 19, 2015

The table below provides details regarding the current positions, zones, and terms of office for the Gresham-Barlow school board.

Name	Position	Zone	Current Term
Kathy Ruthruff	1	1	2011-2015
Kris Howatt	2	3	2011-2015
Matt O'Connell	3	2	2013-2017
Carla Piluso	4	At-Large	2013-2017
Kent Zook	5	4	2013-2017
Dale Clark	6	At-Large	2013-2017
Dan Christenson	7	At-Large	2011-2015

Board of Directors
Re: No. 6 – Board Terms of Office and Elections Calendar
April 17, 2014
Page 2

PRESENTER: Matt O'Connell, Chair

SUPPLEMENTARY
MATERIALS: Policy BBB, Board Elections

RECOMMENDATION: The chair recommends that board members review the board terms of office and elections calendar.

REQUESTED ACTION: No formal action is requested. This information is provided for discussion purposes only.

:lc

Gresham-Barlow SD 10

Code: **BBB**
Adopted: 10/05/95
Revised/Readopted: 2/04/99; 5/02/02; 3/07/13
Orig. Code(s): BBB

Board Elections

1. Number of Directors

The Board will consist of seven members, three elected at-large and four elected from zones and will be known as the district school board. The term of office shall be four years. All registered voters of the district have the right to vote for both at-large candidates and for those candidates running to represent a zone.

2. Designation of Board Positions

Board members' positions and their respective successors in office will be designated by numbers as Position 1, 2, 3, 4, 5, 6 and 7. In all proceedings for the nomination or election of candidates for or to the office of Board member, every petition for nomination, declaration of candidacy, certificate of nomination, ballot or other document used in connection with the nomination or election will state the position number to which the candidate aspires.

Individuals may seek more than one elected position such as school board and education service district board; individuals may not seek more than one elected position in the same election.

Re-election for Board positions will occur as follows:

Position No. 1/Zone 1:	Spring 2015, and every four years thereafter;
Position No. 2/Zone 3:	Spring 2015, and every four years thereafter;
Position No. 3/Zone 2:	Spring 2013, and every four years thereafter;
Position No. 4/At Large:	Spring 2013, and every four years thereafter;
Position No. 5/Zone 4:	Spring 2013, and every four years thereafter;
Position No. 6/At Large:	Spring 2013, and every four years thereafter;
Position No. 7/At Large:	Spring 2015, and every four years thereafter.

END OF POLICY

Legal Reference(s):

[ORS 249.013](#)
[ORS 255.235](#)
[ORS 255.245](#)

[ORS 332.011](#)
[ORS 332.018](#)

[ORS 332.118 - 332.138](#)

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors
FROM: Matt O'Connell
DATE: April 17, 2014
RE: No. 7 – Superintendent's Evaluation Process and Timeline Review

EXPLANATION: Board Policy CBG, Evaluation of the Superintendent, provides that the superintendent's job performance will be evaluated formally at least annually, based 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.

The timeline for the 2013-14 evaluation process is listed below for review and discussion.

2013-14 Superintendent Evaluation Timeline:

April 17, 2014..... Evaluation process and timeline reviewed at board work session
April 21, 2014..... Rating forms emailed to board members
April 28, 2014..... Completed rating forms due to board secretary
April 30, 2014..... Compilation of rating responses compiled by board secretary
May 1, 2014..... Evaluation ratings reviewed by board in executive session
May 30, 2014..... A board representative writes an evaluation summary and returns it to board secretary by May 30
Early June 2014..... Board chair and a board representative meet with superintendent to review evaluation summary and employment agreement
June 12, 2014..... Evaluation summary presented for board discussion and approval
June 12, 2014..... Superintendent's 2014-15 Employment Agreement presented for board action

PRESENTER: Matt O'Connell

SUPPLEMENTARY MATERIALS: Policy CBG, Evaluation of the Superintendent

RECOMMENDATION: Review the evaluation process and timeline

REQUESTED ACTION: No formal action is required at this time.

:lc

Gresham-Barlow SD 10

Code: **CBG**
Adopted: 6/3/99
Readopted: 5/2/02

Evaluation of the Superintendent

The superintendent's job performance will be evaluated formally at least annually. The evaluation will be based 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.

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

Any time 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 the problem(s). If performance continues to be unsatisfactory, the Board may dismiss the superintendent pursuant to Board policy, the employment contract with the superintendent and state law and rules.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#) (1)(i)

[ORS 332.505](#)

[ORS 342.513](#)

[ORS 342.815](#)

[OAR 581-022-1720](#)

Hanson v. Culver School District No. 5 (FDAB 1975).

Cross Reference(s):

BDC - Executive Sessions

CBA - Qualifications and Duties of the Superintendent