

Port Orford-Langlois School District 2CJ
Port Orford, OR
Board of Education
August 14, 2020
Pacific High School Library
45525 Highway 101
Sixes, OR 97476
9:00 AM

Regular Board of Director's Meeting
9:00 AM

1. **CALL TO ORDER/INTRODUCTIONS**
 1. Pledge of Allegiance
 2. Staff and Visitors
2. **AGENDA CHANGES**
3. **INTERVIEW, BOARD CANDIDATE(S)**
 1. Swearing In New Board Member Effective August 14, 2020
4. **CONSENT AGENDA**
 1. Approve Minutes July 27, 2020 3
 2. Financial Report 8
 3. Accept Board Resignation - Sandra Anderson 15
5. **PUBLIC INPUT**
 Board Policy BDDH States: Speakers may offer objective criticism of district 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. Members of the public may address the Board for up to three minutes.
6. **REPORTS** *CHAIR*
 1. **Superintendent** - *Steve Perkins*
 2. **Transportation/Maintenance** - *Chad Berry* 16
 3. **Technology Report** - *Jered Rush*
 4. **Principal Report** - *Krista Nieraeth*
7. **NEW BUSINESS**
 1. School Reopening Plan
8. **OLD BUSINESS**
9. **REOCCURRING BUSINESS**
10. **FIRST READING OF POLICIES** **(Shaded words are new/strike-throughs are deleted)*
11. **SECOND READING POLICIES**
 1. IGBAH-AR 17
12. **BOARD COMMENTS/REPORTS** *CHAIR*
13. **CORRESPONDENCE**
14. **FUTURE AGENDA ITEMS**
15. **EXECUTIVE SESSION**

* Action

EXECUTIVE SESSION

The board will now move into an executive session under **ORS 192.660 (2) (e) Property, ORS 192.660 (2) (d) Labor Negotiations, ORS 192.660(2)(b) Staff Conduct, and ORS 192.660(2)(f) Exempt Records**. The board will not make any decisions in the Executive Session regarding the topic discussed. Should a decision be required, the board will move back into a regular meeting.

Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced.

"PARKING LOT"

The Port Orford-Langlois School Board met in a Regular Session on July 27, 2020 at 4:30 PM. The Board met in an online session via Zoom (<https://zoom.us/j/438543935>), meeting ID: 438 543 935. Board members present were Mary Scaffo, Patricia Brown, Phyllis Johns, Hilary Johnson, and Sandra Anderson. Steve Perkins, Superintendent, Don Staehely, Business Manager and Stephanie Smith, Administrative Assistant, were also present. Jered Rush acted as meeting host.

1.0 Call to Order/Introductions

1.1 Pledge of Allegiance:

Mary Scaffo called the meeting to order at 4:30 pm. She announced that the meeting was being recorded.

1.2 Staff and Visitors

Visitors listening to the meeting were Heidi Wacker, Phoebe Skinner, Leila Thompson and Nancy Windholz. Two other unidentified visitors participated as well.

2.0 Interview Board Candidates

2.1 (4:35 pm) Ullrich Lau

Board members took turns asking pre-written interview questions via Zoom session, which was open to the public. At the end of the interview, Ulli was asked to log out of the session and be available for a call in about 20 minutes.

2.2 (4:50 pm) Shala Kudlac

Board members took turns asking pre-written interview questions via Zoom session, which was open to the public. At the end of the interview, Shala was asked to log out of the session and be available for a call in about 10 minutes.

2.3 Swearing in New Board Member

After discussion that was open to the public, the board decided to select Ulli Lau as the new board member. Sandra Anderson indicated she would be resigning her position and it was suggested that Shala be considered for that position at the next board meeting. Both candidates were invited back into a Zoom session, where the decision was announced. Ulli Lau accepted the nomination and was sworn in at 5:23 pm as a member of the 2CJ School Board, effective July 28, 2020, by Mary Scaffo. Ulli is taking over Mary Scaffo's position, number 5. Shala confirmed she would like to be considered for Sandra's position. An ad will be placed in the local paper, advertising the vacancy.

3.0 Agenda Changes

Items 2.3 and 7.1 were added to the agenda prior to the call to order.

4.0 Consent Agenda

- 4.1 Approve minutes, June 15, 2020
- 4.2 Financial Report
- 4.3 Surplus List - Pacific High School
- 4.4 Accept Board Resignation – Mary Scaffo
- 4.5 Letter of Support – South Coos Hospital

Patricia Brown moved and Phyllis Johns seconded to approve the consent agenda as presented. Motion passed unanimously. (RESOLUTION 21-01)

5.0 Public Input - Educational Spotlight:

No Educational Spotlight this month. Mary Scaffo asked visitors if they had any comments and got no response.

6.0 Reports

6.1 Superintendent

Steve Perkins stated he would give his update in New Business, Item 7.2.

6.2 Transportation and Maintenance

Nothing additional to report.

6.3 Technology Report

Jered Rush is working on installation of the new phone system. He is also prepping for the school year, working with Krista Nieraeth ordering Chromebooks and readying for both in-house and online learning. Only one Chromebook was damaged last year, and Jered was able to repair it. Overall, students were careful with the devices. A few students were provided hotspots, and others used the school's Wi-Fi from the parking lot.

7.0 New Business

7.1 Select Chair/Vice Chair

Hilary Johnson nominated Patricia Brown to be the Chair of the school board, replacing Mary Scaffo. Board voted unanimously to accept the nomination. (RESOLUTION 21-02).

Hilary Johnson nominated Phyllis Johns to be the Vice Chair of the school board, replacing Patricia Brown. Board voted unanimously to accept the nomination. (RESOLUTION 21-03).

7.2 School Re-opening Plan

Steve Perkins reported the latest on re-opening the schools. The governor has just announced that face masks are now mandatory for children as well as adults. Phone calls have been made to parents of kids in kindergarten through 5th grade. At this point only 20% of the parents want traditional in-building learning, and 80% want distance learning. The district will seek to employ a hybrid model, offering in-school learning or distance learning, asking that parents/students commit to one or the other for a semester. The on-line program will be the same one that surrounding districts have adopted. In-school students will be divided into cohorts to facilitate tracing in case a student tests positive for COVID-19. The school start date will be moved to September 14 to allow teachers to be properly trained and prepared for on-line teaching. Actual teaching days will be less than normally required, but that is the same for all districts in Oregon. Teachers will work their normal 189 days with student contact 4 days per week, and one day of prep. At this point until registration happens we don't know how many students will be enrolled. Registration date is yet to be determined. Federal and state sources are providing cloth masks to districts. Hand sanitizer purchased by the district does not have methanol, which has proven to be toxic. Student's temperatures will be taken as they enter the school and/or bus. Aides will be on the buses to do the temp taking and logging. Water fountains will not be in use; water bottles will be provided to students.

7.3 ODE Operational Blueprint

The plan was distributed to the board and is available for review on BoardBook.

7.4 District Communicable Disease Management Plan

The plan was distributed to the board and is available for review on BoardBook.

The district is eligible for funding to hire a part time nurse (6-8 hours weekly) who will work with the local health authority and Southern Coos Hospital. Telemedicine stations may be installed at both schools and may be available for use by the community.

7.5 2020-2021 Adjusted Student Calendar

The calendar has been adjusted to accommodate reopening plans as previously discussed.

Phyllis Johns moved and Sandra Anderson seconded to approve the calendar as amended. The school start date is September 14, 2020. Motion passed unanimously. (RESOLUTION 21-04)

7.6 ESSER Grant Application

The District has applied for COVID relief funds in the amount of \$312,000 which has been spent toward essential workers' salaries and sanitation and supplies. The district's ending fund balance will increase by \$250,000 as a result, which is essential to keep in reserve for future funding cuts.

8.0 Old Business None

9.0 Reoccurring Business

None

10.0 First Reading of Board Policies

10.1 IGBAH-AR

11.0 Second Reading and Adoption of Policies

11.1 GBN/JBA – Sexual Harassment

Phyllis Johns moved and Patricia Brown seconded to approve the policy as presented.
Motion passed unanimously. (RESOLUTION 21-05)

11.2 GBN/JBA-AR

Patricia Brown moved and Phyllis Johns seconded to approve the policy as presented.
Motion passed unanimously. (RESOLUTION 21-06)

11.3 JHH – Student Suicide Prevention

Phyllis Johns moved and Patricia Brown seconded to approve the policy as presented.
Motion passed unanimously. (RESOLUTION 21-07)

11.4 GBL – Personnel Records

Patricia Brown moved and Phyllis Johns seconded to approve the policy as presented.
Motion passed unanimously. (RESOLUTION 21-08)

11.5 Student Waiver of Liability – COVID-19

Patricia Brown moved and Phyllis Johns seconded to approve the policy as presented.
Motion passed unanimously. (RESOLUTION 21-09)

11.6 Facility Use Form

2CJ will do all we can to sanitize facility, but cannot guarantee against infection with
COVID-19.

Phyllis Johns moved and Patricia Brown seconded to approve the policy as presented.
Motion passed unanimously. (RESOLUTION 21-10)

12.0 Board Comments/Reports

Board members and Steve Perkins offered sincere thanks to Mary Scaffo for her 8
years of service on the 2CJ school board.

13.0 Correspondence

14.0 Future Agenda Items

15.0 Executive Session.

6

An Executive Session was not needed.

Patricia Brown moved to adjourn the meeting. All were in favor.
The meeting adjourned at 6:11 pm.

Mary Scaffo
Board Chairman

Steven Perkins
Superintendent/Clerk

Port Orford-Langlois School District 2CJ

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria:

From Date: 07/01/2020

To Date: 07/31/2020

Report Sort: Remit Name

AMAZON.COM CORPORATE ACCOUNT

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	Undesignated	AP Ofsett	\$2,554.13
CTE CAREER PATHWAY PROGRAM GRANT				
0	CTE CAREER PATHWAY PROGRAM GRANT	Undesignated	AP Ofsett	\$1,833.43
CARL PERKINS				
0	CARL PERKINS	Undesignated	AP Ofsett	\$1,249.28
COVID Reimbursement				
0	COVID Reimbursement	PLANT OPERATION & MAINT	CONSUMABLE SUPPLIES	\$1,072.96
0	COVID Reimbursement	Undesignated	AP Ofsett	\$323.87
Total for COVID Reimbursement				\$1,396.83
TITLE 1				
0	TITLE 1	Undesignated	AP Ofsett	\$625.40
READY, SET, LEARN				
0	READY, SET, LEARN	PREKINDERGARTEN PROGRAMS	CONSUMABLE SUPPLIES	\$1,432.01
0	READY, SET, LEARN	Undesignated	AP Ofsett	\$164.97
Total for READY, SET, LEARN				\$1,596.98
Total for AMAZON.COM CORPORATE ACCOUNT				\$9,256.05

BNT PROMOTIONAL PRODUCTS

Check#	FUND	FUNCTION	OBJECT	Amount
COVID Reimbursement				
49650	COVID Reimbursement	PLANT OPERATION & MAINT	CONSUMABLE SUPPLIES	\$723.24
Total for BNT PROMOTIONAL PRODUCTS				\$723.24

C & K MARKET, INC #55

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	Undesignated	AP Ofsett	\$0.00
FOOD SERVICE				
0	FOOD SERVICE	Undesignated	AP Ofsett	\$6.65
STUDENT BODY - PHS				
0	STUDENT BODY - PHS	Undesignated	AP Ofsett	\$0.00

Port Orford-Langlois School District 2CJ

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria:

From Date: 07/01/2020

To Date: 07/31/2020

Report Sort: Remit Name

C & K MARKET, INC #55

Check#	FUND	FUNCTION	OBJECT	Amount
OCF AFTER SCHOOL PROGRAM				
0	OCF AFTER SCHOOL PROGRAM	Undesignated	AP Ofsett	\$46.60
READY, SET, LEARN				
0	READY, SET, LEARN	Undesignated	AP Ofsett	\$0.00
Total for C & K MARKET, INC #55				\$53.25

CARSON OIL CIOMPANY, INC.

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	Undesignated	AP Ofsett	\$152.85
Total for CARSON OIL CIOMPANY, INC.				\$152.85

COOS BAY PUBLIC SCHOOLS

Check#	FUND	FUNCTION	OBJECT	Amount
ESSA TITLE I FUNDS				
49646	ESSA TITLE I FUNDS	Undesignated	AP Ofsett	\$445.00
Total for COOS BAY PUBLIC SCHOOLS				\$445.00

COOS COUNTY CLERK

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
49644	GENERAL FUND	FISCAL SERVICES	DUES AND FEES	\$5.00
Total for COOS COUNTY CLERK				\$5.00

COOS CURRY ELECTRIC COOP, INC

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	Undesignated	AP Ofsett	\$3,221.20
Total for COOS CURRY ELECTRIC COOP, INC				\$3,221.20

CTR - ROTO ROOTER

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
49651	GENERAL FUND	Undesignated	AP Ofsett	\$424.88
Total for CTR - ROTO ROOTER				\$424.88

Port Orford-Langlois School District 2CJ

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria:

From Date: 07/01/2020

To Date: 07/31/2020

Report Sort:	Remit Name				
GARRATT, TARA J					
Check#	FUND	FUNCTION	OBJECT		Amount
GENERAL FUND					
0	GENERAL FUND	FISCAL SERVICES	TRAVEL, OUT OF DISTRICT		\$35.50
				Total for GARRATT, TARA J	\$35.50
GOLDERS NAPA AUTO AND TRUCK PART					
Check#	FUND	FUNCTION	OBJECT		Amount
GENERAL FUND					
49652	GENERAL FUND	Undesignated	AP Ofsett		\$305.17
				Total for GOLDERS NAPA AUTO AND TRUCK PART	\$305.17
HACHERL, CAROL A					
Check#	FUND	FUNCTION	OBJECT		Amount
READY, SET, LEARN					
0	READY, SET, LEARN	PREKINDERGARTEN PROGRAMS	CONSUMABLE SUPPLIES		\$16.00
0	READY, SET, LEARN	Undesignated	AP Ofsett		\$881.88
				Total for READY, SET, LEARN	\$104.88
				Total for HACHERL, CAROL A	\$104.88
HERFF JONES, INC					
Check#	FUND	FUNCTION	OBJECT		Amount
GENERAL FUND					
49647	GENERAL FUND	Undesignated	AP Ofsett		\$384.33
				Total for HERFF JONES, INC	\$384.33
INDUSTRIAL RESOURCES OF BANDON					
Check#	FUND	FUNCTION	OBJECT		Amount
COVID Reimbursement					
49653	COVID Reimbursement	PLANT OPERATION & MAINT	CONSUMABLE SUPPLIES		\$1,246.21
				Total for INDUSTRIAL RESOURCES OF BANDON	\$1,246.21
MCDONALD WHOLESALE COMPANY					
Check#	FUND	FUNCTION	OBJECT		Amount
FOOD SERVICE					
49654	FOOD SERVICE	Undesignated	AP Ofsett		\$82.82
				Total for MCDONALD WHOLESALE COMPANY	\$82.82

Port Orford-Langlois School District 2CJ

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria:

From Date: 07/01/2020

To Date: 07/31/2020

Report Sort: Remit Name

Port Orford-Langlois School District 2CJ

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria:

From Date: 07/01/2020

To Date: 07/31/2020

Report Sort: Remit Name

QUILL CORPORATION

Check#	FUND	FUNCTION	OBJECT	Amount
49657	COVID Reimbursement	Undesignated	AP Ofsett	\$0.00

Total for QUILL CORPORATION \$192.69

SOUTH COAST ESD

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 49649	GENERAL FUND	Undesignated	AP Ofsett	\$325.00

Total for SOUTH COAST ESD \$325.00

STALLARD, BENJAMIN L

Check#	FUND	FUNCTION	OBJECT	Amount
EMERGENCY OPERATION PLAN 0	EMERGENCY OPERATION PLAN	PLANT OPERATION & MAINT	TRAVEL, OUT OF DISTRICT	\$308.55

Total for STALLARD, BENJAMIN L \$308.55
12

STOUT, BONITA F

Check#	FUND	FUNCTION	OBJECT	Amount
ESSA TITLE I FUNDS 0	ESSA TITLE I FUNDS	IMPRVT INSTRUCTION SRVS	TRAVEL, OUT OF DISTRICT	\$78.98

Total for STOUT, BONITA F \$78.98

TYLER TECHNOLOGIES

Check#	FUND	FUNCTION	OBJECT	Amount
CHRONIC ABSENTEEISM 49645	CHRONIC ABSENTEEISM	Undesignated	AP Ofsett	\$5,793.75

Total for TYLER TECHNOLOGIES \$5,793.75

UMPQUA BANK

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND 0	GENERAL FUND	FISCAL SERVICES	DUES AND FEES	\$60.00

Total for UMPQUA BANK \$60.00

UNITED PARCEL SERVICE

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				

Port Orford-Langlois School District 2CJ

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria:

From Date: 07/01/2020

To Date: 07/31/2020

Report Sort: Remit Name

UNITED PARCEL SERVICE

Check#	FUND	FUNCTION	OBJECT	Amount
49658	GENERAL FUND	Undesignated	AP Ofsett	\$11.44

Total for UNITED PARCEL SERVICE \$11.44

VISA - DISTRICT OFFICE

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	Undesignated	AP Ofsett	\$61.97

TITLE 1

0	TITLE 1	Undesignated	AP Ofsett	\$507.52
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READY, SET, LEARN

0	READY, SET, LEARN	PREKINDERGARTEN PROGRAMS	CONSUMABLE SUPPLIES	\$474.13
0	READY, SET, LEARN	STAFF DEVELOPMENT	CONSUMABLE SUPPLIES	\$212.50
0	READY, SET, LEARN	Undesignated	AP Ofsett	\$1,807.82

Total for READY, SET, LEARN \$2,494.45

Total for VISA - DISTRICT OFFICE \$3,063.94

VISA - PRINCIPAL

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
0	GENERAL FUND	OFFICE OF PRINCIPAL	NON-CONSUMABLE SUPPLIES	\$171.08
0	GENERAL FUND	OFFICE OF PRINCIPAL	TRAVEL, OUT OF DISTRICT	\$50.00
0	GENERAL FUND	Undesignated	AP Ofsett	\$1,023.12

Total for GENERAL FUND \$1,244.20

STUDENT BODY - PHS

0	STUDENT BODY - PHS	Undesignated	AP Ofsett	\$107.73
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STUDENT BODY - DRIFTWOOD

0	STUDENT BODY - DRIFTWOOD	Undesignated	AP Ofsett	\$796.00
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CHRONIC ABSENTEEISM

0	CHRONIC ABSENTEEISM	Undesignated	AP Ofsett	\$450.00
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Total for VISA - PRINCIPAL \$2,597.93

VISA - SUPERINTENDENT

Check#	FUND	FUNCTION	OBJECT	Amount
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Port Orford-Langlois School District 2CJ

Expenditure Summary Report

Fiscal Year: 2020-2021

Criteria:

From Date: 07/01/2020

To Date: 07/31/2020

Report Sort: Remit Name

VISA - SUPERINTENDENT

Check#	FUND	FUNCTION	OBJECT	Amount
EMERGENCY OPERATION PLAN				
0	EMERGENCY OPERATION PLAN	PLANT OPERATION & MAINT	TRAVEL, OUT OF DISTRICT	\$625.07
0	EMERGENCY OPERATION PLAN	Undesignated	AP Ofsett	\$838.91
Total for EMERGENCY OPERATION PLAN				\$1,463.98
ESSA TITLE I FUNDS				
0	ESSA TITLE I FUNDS	IMPRVT INSTRUCTION SRVS	TRAVEL, OUT OF DISTRICT	\$250.00
Total for VISA - SUPERINTENDENT				\$1,713.98

ZOLEZZI INSURANCE AGENCY

Check#	FUND	FUNCTION	OBJECT	Amount
GENERAL FUND				
49643	GENERAL FUND	PLANT OPERATION & MAINT	LIABILITY INSURANCE	\$3,122.99
Total for ZOLEZZI INSURANCE AGENCY				\$3,122.99

Grand Total: \$44,928.87

Recap for FUND for remit name

100	GENERAL FUND	\$12,359.32
205	FOOD SERVICE	\$89.47
207	STUDENT BODY - PHS	\$107.73
208	STUDENT BODY - DRIFTWOOD	\$796.00
230	CTE CAREER PATHWAY PROGR,	\$1,833.43
239	CARL PERKINS	\$1,249.28
240	OCF AFTER SCHOOL PROGRAM	\$46.60
242	COVID Reimbursement	\$3,366.28
243	EMERGENCY OPERATION PLAN	\$2,847.55
250	TITLE 1	\$1,132.92
251	ESSA TITLE I FUNDS	\$773.98
270	CHRONIC ABSENTEEISM	\$6,243.75
272	READY, SET, LEARN	\$14,082.56

End of Report

August 13, 2020

Dear Board,

Please accept this as my formal resignation from the Port Orford-Langlois School District 2CJ, School Board of Education, effective August 14, 2020.

It has been an honor to serve the school district.

Sincerely,

A handwritten signature in cursive script that reads "Sandra Anderson". The signature is written in black ink and is positioned above the printed name.

Sandra Anderson

Transportation and Maintenance Report

August Meeting 2020

Transportation

1. Annual inspections being done on district vehicles.

Pacific High School Maintenance

1. Normal summertime cleaning and floor maintenance.
2. Mowing.

Driftwood School Maintenance

1. Normal summertime cleaning and floor maintenance.
2. Mowing.

Waste Water

1. Lagoon levels being monitored. No discharge has been necessary.

PORT ORFORD-LANGLOIS SCHOOL DISTRICT 2CJ

Code: IGBAH-AR
Adopted: August 13, 2020

Special Education - Evaluation and Eligibility Procedures**

1. Request for Initial Evaluation
 - a. Consistent with its child find and parent consent obligations, the district responds promptly to requests initiated by a parent or public agency for an initial evaluation to determine if a child is a child with a disability.
 - b. Upon receiving a request from a parent or public agency for an initial evaluation, the district designates a team to determine whether an initial evaluation will be conducted.
 - (1) The district team includes the parent and at least two professionals, at least one of whom is a specialist knowledgeable and experienced in the evaluation and education of children with disabilities.
 - (a) The team may make the decision to evaluate with or without a meeting.
 - (b) The district documents team members' input, including parents, whether or not the district convenes a meeting.
 - c. If a meeting is held, the district invites parents to participate.
 - d. If the district agency refuses an evaluation requested by the parent, the district provides the parent with prior written notice of its refusal to conduct an evaluation.
 - e. The district acknowledges the parent's rights to challenge its refusal to conduct an evaluation.
2. The initial evaluation consists of procedures:
 - a. To determine if the child has a disability; and
 - b. To identify the child's educational needs.
3. The district conducts the initial evaluation within 60 school days of receiving parental consent for evaluation unless:
 - a. The district and the parents agree in writing to extend the timeline for an evaluation to determine eligibility for specific learning disabilities;
 - b. The child moves from another district during the evaluation, the district is making sufficient progress to ensure a prompt completion of the evaluation, and the parent and the district agree in writing to a specific time when the evaluation will be completed; or
 - c. The parent repeatedly fails or refuses to produce the child for evaluation.
4. Re-evaluation
 - a. The district conducts re-evaluations:
 - (1) When the educational or related services needs, including improved academic achievement and functional performance of the child, warrant an evaluation;
 - (2) When the child's parents or teacher request a re-evaluation; and
 - (3) At least every three years, unless that parent and the district agree that a re-evaluation is unnecessary.

- b. The district does not conduct re-evaluation more than once a year unless the parent and district agree otherwise.

5. Evaluation Planning

- a. As part of an initial evaluation (if appropriate) and as part of any re-evaluation, the child's individualized education program (IEP) or individualized family service plan (IFSP) team, including the parents and other qualified professionals as appropriate, must review existing information on the child, including:
 - (1) Evaluations and information provided by the child's parents;
 - (2) Current classroom-based, local or state assessments and classroom-based observations;
 - (3) Observations by teachers and related service providers; and
 - (4) Medical, sensory, and health information.
- b. On the basis of that review and input from the child's parents, identify what additional data if any is needed to determine:
 - (1) Whether the child has a disability;
 - (2) The child's present levels of academic achievement and related development needs;
 - (3) Whether the child needs, or continues to need, early intervention/early childhood special education (EI/ECSE) or special education and related services; and
 - (4) For re-evaluation, whether the child needs any additions or modifications to the special education and related services or, for a preschool child, any additions or modification to ECSE services:
 - (a) To enable the child to meet the measurable annual goals in the child's IEP or IFSP; and
 - (b) To participate, as appropriate, in the general education curriculum or, for preschool children, appropriate activities.

6. Evaluation Procedures

- a. The district assesses the child in all areas related to the suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
- b. The evaluation is sufficiently comprehensive to identify all of the child's special education and related needs, whether or not commonly linked to the disability category in which the child has been classified.
- c. The evaluation includes information provided by the parent and a variety of assessment tools and strategies to gather relevant functional, developmental and academic information about the child that assist in determining:
 - (1) Whether the child has a disability; and
 - (2) The content of the child's IEP, including information related to enabling the child to be involved in and progress in the general education curriculum (or for a preschool child, to participate in appropriate activities).
- d. The district ensures that assessments and other evaluation materials, including those tailored to assess specific areas of educational need, used to assess a child:
 - (1) Are selected and administered so as not to be discriminatory on a racial or cultural basis;
 - (2) Are provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally and functionally, unless it is clearly not feasible to do so;

- (3) Are used for the purposes for which the assessments or measures are valid and reliable;
 - (4) Are administered by trained and knowledgeable personnel; and
 - (5) Are administered in accordance with any instructions provided by the producer of the assessments.
- e. The district selects and administers assessments to ensure that if an assessment is administered to a child with impaired sensory, manual or speaking skills, the assessment results accurately reflect the child's aptitude or achievement level or whatever other factors the test purports to measure, rather than reflecting the child's impaired sensory, manual or speaking skills (unless those skills are the factors that the test purports to measure).
 - f. The district uses technically sound instruments that may assess the relative contribution of cognitive factors and behavioral factors in addition to physical or developmental factors.
 - g. The district does not use any single measure of assessment as the sole criterion for determining whether a child is a child with a disability and for determining an appropriate educational program for the child.
7. Requirements if Additional Evaluation Data is not Needed to Determine Eligibility
- a. If the child's IEP or IFSP team determines that no additional data is needed to determine whether or not the child is or continues to be a child with a disability, and to determine the child's educational and developmental needs, the district provides prior written notice of that decision, the reasons for it, and the right of parents to request an assessment.
 - b. When the IEP or IFSP team determines that no additional data is needed to determine eligibility, the district does not conduct an assessment of the child unless requested to do so by the parents.
8. Evaluation Procedures for Transfer Students
- When a child with disabilities transfers from one district to another district in the same school year, the district coordinates with the previous district to complete any pending assessment as quickly as possible.
9. Eligibility Determination
- a. Once evaluation is completed, the district designates an eligibility team to determine whether the child is eligible for special education services.
 - b. This team includes:
 - (1) Two or more professionals, one of whom will be knowledgeable and experienced in evaluating and teaching students with the suspected disability; and
 - (2) The student's parent(s).
 - c. For consideration of eligibility in the area of specific learning disabilities, the district eligibility team includes:
 - (1) A group of qualified professionals and the parent;
 - (2) The child's regular classroom teacher or, if the child does not have a regular classroom teacher, a regular classroom teacher qualified to teach a child of his or her age, or for a child of less than school age, a preschool teacher; and
 - (3) A person qualified to conduct individual diagnostic examinations of children, such as a school psychologist, speech-language pathologist or other qualified professional.
 - d. In interpreting evaluation data, each district team carefully considers and documents information from a variety of sources, including but not limited to, aptitude and achievement

tests, teacher recommendations, physical condition, social or cultural background and adaptive behavior and all required elements of the evaluation.

- e. Each eligibility team prepares a written eligibility statement that includes:
 - (1) Identification of the evaluation data considered in determining the child's eligibility, including the required evaluation components for the disability under consideration;
 - (2) A determination of whether the child meets the minimum evaluation criteria for one or more of the disability categories in Oregon Administrative Rule;
 - (3) A determination of whether the primary basis for the suspected disability is:
 - (a) A lack of appropriate instruction in reading (including the essential components of reading) or math; or
 - (b) Limited English proficiency.
 - (4) A determination of whether the child's disability has an adverse impact on the child's educational performance;
 - (5) A determination of whether, as a result of the disability, the child needs special education services;
 - (6) The signature of every team member and an indication of whether each agrees with the eligibility determination;
 - (7) For a child suspected of having a specific learning disability, the team's written report includes additional specific documentation as required by Oregon Administrative Rule.
- f. The team does not find a child eligible as a child with a disability if the determinant factor for that eligibility decision is:
 - (1) Lack of appropriate instruction in reading, including the essential components of reading instruction or lack of appropriate instruction in math; or
 - (2) Limited English proficiency; and
 - (3) The child does not otherwise meet the eligibility criteria found in Oregon Administrative Rule for the category(ies) of disability under consideration.
- g. The team finds a child eligible if the child has a disability and needs special education and related services, even though the child is advancing from grade to grade.
- h. A child may have disabilities in more than one disability category, but the team needs to find the child eligible in only one category. However, the district evaluates the child in all areas related to the suspected disability or disabilities, and the child's IEP addresses all of the child's special education needs.