

Regular Board Meeting
Wednesday, May 17, 2023 This meeting will
directly follow the Budget Committee Meeting

Triangle Lake Charter School--Library
20264 Blachly Grange Rd.
Blachly, OR 97412

Agenda

1. **CALL TO ORDER**
2. **WELCOME GUESTS AND VISITORS**
3. **CHANGES OR ADDITIONS TO THE AGENDA**
4. **PUBLIC FORUM/COMMUNICATIONS**
5. **CONSENT AGENDA**
 - 5.1. **BOARD MINUTES**
 - 5.2. **FINANCIAL REPORT**
 - 5.3. **SECOND READ BOARD POLICY**
 - 5.4. **NEW HIRES**
 - 5.5. **MOTION**
6. **REPORTS**
 - 6.1. **ENROLLMENT**
 - 6.2. **STUDENT BODY REPORT**
 - 6.3. **FACILITIES REPORT**
 - 6.4. **TRANSPORTATION/TECHNOLOGY REPORT**
 - 6.5. **STUDENT SERVICES REPORT**
 - 6.6. **PRINCIPAL'S REPORT**
 - 6.7. **SUPERINTENDENT'S REPORT**
7. **UNFINISHED BUSINESS**
 - 7.1. **CHARTER BOARD DISPUTE**
8. **NEW BUSINESS**
9. **THE BOARD MAY RECESS THE REGULAR MEETING AND CONVENE EXECUTIVE SESSION**
10. **RECONVENE REGULAR SESSION**
11. **ANNOUNCEMENTS**
 - 11.1. **UPCOMING BOARD MEETING**
12. **ADJOURN THE REGULAR MEETING**

Blachly School District #90

Code: BDDH
Adopted: 12/13/93
Revised/Readopted: 1/16/08; 11/19/08; 2/21/18;
1/19/22

Public Comment at Board Meetings

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites the district's community members to attend Board meetings to become acquainted with the program and operation of the district. The public has a right to attend public meetings held in open session, and may be invited to share comments, ideas and opinions with the Board during designated times on the agenda. The Board may conduct a meeting without public comment.

Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings and submit written comments to the Board. Individuals requesting assistance, aids or accommodations are encouraged to notify the district at least 48 hours prior to the Board meeting with the request, consistent with Board policy BD/BDA – Board Meetings.

Procedures for Oral Public Comment

The Board establishes the following procedures for public comment at Board meetings held in open session. The information will be accessible and available to all patrons accessing or attending such a Board meeting.

1. Public comment is limited to its designated place on the agenda and while time allows.
2. A person wishing to provide public comment, if an opportunity is provided by the Board during a meeting open to the public, will submit their request and name electronically prior to the Board meeting.¹ A request to give public comment in-person or electronically does not guarantee time will be available.
3. A person speaking during the public comment portion of the meeting may comment on a topic not on the published agenda.
4. A person speaking during the public comment portion of the meeting should state their name, whether they are a resident of the district, and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.
5. A person giving public comment is limited to an established time limit of three minutes. Statements should be brief and concise. The Board chair has discretion to waive time limits or extend the overall time allotted for public comment. Additional time will be allocated in a fair and equitable manner. If a person has more comments than time allows or is unable to comment due to time constraints, the

¹ When in-person attendees are allowed to provide oral comment, virtual attendees will be afforded the same opportunity.

person is encouraged to submit additional written comments to the Board through the district office as directed.

6. Inquiries from the public during the designated portion of the agenda will not generally be responded to immediately by the Board chair, and may be referred to the superintendent for reply at a later date. The Board will not respond to inquiries that are expected to be addressed during another designated portion of the agenda.

The Board will not hear public comment at Board work sessions.

Topics raised during the public comment portion may be considered for inclusion as agenda items at future Board meetings.

Procedures for Written Comment

Members of the public may submit written comments or materials to the Board at any time at the district office, by mail or by email to comments@blachly.k12.or.us . Materials or comments submitted at least 72 hours in advance of a Board meeting will be provided to the Board before the Board meeting. Written materials or comments submitted may not warrant action by the Board.

Comments Regarding Staff Members

A person speaking during the designated portion of the agenda for public comment may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for consideration of a legitimate complaint involving a staff member. Any association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, a supervisor and the Board.

END OF POLICY

Legal Reference(s):

[ORS 165.535](#)
[ORS 165.540](#)

[ORS 192.610 - 192.690](#)
[ORS 332.057](#)

[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

Baca v. Moreno Valley Unified Sch. Dist., 936 F. Supp. 719 (C.D. Cal. 1996).

Leventhal v. Vista Unified Sch. Dist., 973 F. Supp. 951 (S.D. Cal. 1997).

Oregon House Bill 2560 (2021).

Cross Reference(s):

BDDC - Board Meeting Agenda

KC - Community Involvement in Decision Making

Blachly School District #90

Code: BDDH-AR
Revised/Reviewed: 2/21/18; 11/17/21

Public Comment at Board Meetings

The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the patron refrains from repeating a similar point.

To provide public comment in person, if the opportunity is available on the Board agenda, please submit the Intent to Speak request to the Superintendent, Monday of the week of the Board meeting to comments@blachly.k12.or.us. Those attending virtually and want to provide public comment should submit the Intent to Speak request to the Superintendent, Monday of the week of the Board meeting to comments@blachly.k12.or.us.

A person speaking during the public comment portion of the meeting may comment on a topic not on the published agenda. A person providing public comment will be allowed three minutes. Signing up to provide public comment does not guarantee time will be available.

Any person, who is allowed to speak to the Board during a meeting, should state their name, whether they are a resident of the district and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.

Comments about a specific employee or group of employees should comply with Board policy BDDH - Public Comment at Board Meetings:

“A person speaking during the designated portion of the agenda for public comment may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for consideration of a legitimate complaint involving a staff member. Any association contract governing the employee’s rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, a supervisor and the Board.”

SEE FORM ON REVERSE

INTENT TO SPEAK

The Board welcomes input. To provide in-person public comment please complete the request at comments@blachly.k12.or.us that can be found on the District and School websites Monday the week of the Board meeting.

Name: _____ Phone: _____

Name of organization (if applicable): _____

Address: _____

Email (optional): _____

Topic or comment to be presented (brief description): _____

A complaint brought before the Board shall be referred to the proper school authorities. A complaint shall be processed in accordance with Board policy KL - Public Complaints and KL-AR - Public Complaints Procedure. A hearing conducted by the Board regarding personnel may take place in an executive session.

The Board requests that a topic or comment is limited to three minutes or less.

Regular Board Meeting
Wednesday, April 19, 2023 6:00 PM Pacific

Blachly School District #90---Board Zoom
Meeting Link
20264 Blachly Grange Rd.
Blachly, OR 97412

Dwight Coon: Present
Meleah Drago: Present
Jeff Eastburn: Present
Derek Pennel: Present
Bev Schiesser: Present
Lenae Sjostrom: Present
Jeff Thiessen: Present

Present: 7.

Attendance: Shane Benscoter, Dennis Boyd, Pat Rufo, Lisa Wagner, Kelly Goodwin, Kiele Riggs,

1. CALL TO ORDER

Board Chair Pennel called the meeting to order at 6:01 pm.

2. WELCOME GUESTS AND VISITORS

3. CHANGES OR ADDITIONS TO THE AGENDA

Superintendent Watkins shares that there are three additions to the agenda today. We will add to the consent agenda 5.5-Hiring of Amanda Gast for the Executive Assistant position, New Business 8.1-Licensed and Non-Licensed Contract Renewal for the 2023-24 school year, Unfinished Business 7.1–Revised Budget Calendar.

4. PUBLIC FORUM/COMMUNICATIONS

The original minutes from this section were redacted by the board in the June 14th 2023 District Board Meeting and replaced with the minutes presented below.

April 19th Public Comment

Transcription of the interaction between Charter Board President, Lisa Wagner and Board Chair Derek Pennel during Ms. Wagner’s public comment in the regular board meeting.

This transcription was done off of the zoom recording from April 19th.

Lisa: Unfortunately the district and administration has chosen not to keep the appointment that the district had planned for April Where the district team and charter team would work together. That work was canceled and replaced with a document which I believe you will be receiving tonight. At my request the superintendent did allow for a response clarification session with myself alone when I expressed my dismay at the cancellation. Upon review of the document that replaced our meeting it was apparent that trust had been broken. Even after asking clarifying questions it became clear that the actions of the administration on behalf of the board, the veracity of their version of events, and the interpretation of the issues presented in his response, showed us clearly that there was no

will to work together on his side. In the version of events and the document

Derek: Lisa, Lisa, is this a complaint cause it sounds like a complaint

Lisa: making sure I was heard

Derek: You said complaint I thought this was a dispute

Lisa: It is in response to a complaint

Derek: We don't have a complaint in front of us we have a dispute, a dispute resolution there's a big difference.

Lisa: Ok so I called it a complaint because the contract was called a complaint do you want me to restate that?

Derek: The contract speaks to a dispute resolution process

Lisa: Yes and that will be spoken to in this

Derek: So are you issuing a complaint I guess that's my question

Lisa: I'm going to tell, inform you, of the process that will be pursued next

Derek: Ok because if this is a complaint we can't do that in public session, that's against the law

Lisa: A complaint about the process, or ok so

Derek: You used the term veracity of the superintendent, thats pretty clearly a complaint

Lisa: Veracity of the document

Derek: So you need to really steer clear of a complaint that would impune the superintendent in a public session

Lisa: Oh ya I can see that, that I point well made, can I continue though

Derek: Just please stay away from that cause it is illegal to do that in the public session

Lisa: Ok, I got your message so I will be careful of how that is stated, I believe though that the document is a public document so ya so i have to speak to that document but i will try to steer clear of that verbiage but yes I understand thank you for that clarification I appreciate it.

5. CONSENT AGENDA

5.1. BOARD MINUTES

There were no changes to the minutes presented.

5.2. RESIGNATION

Superintendent Watkins shares the resignation of Jason Metting as the Science teacher at the end of the 2023 school year. Also, the retirement of Linda Honn from the Speech Pathology position after 5 years with the district.

5.3. FINANCIAL REPORT

Ms. Pat Rufo shares the March 31st report and the check register with the board. She reviews a couple of highlights.

Director Schiesser asks about the change in ADM. Ms. Rufo shares that this is due to our elementary numbers growing, which is offset by the number of students added.

Superintendent Watkins talks about the ADM reporting and adjustment and how they do their end report and annual review. This is not a fast turn around for the districts. Remember we live in a three-year budget cycle. We have been informed that we have been overpaid due to

our elementary numbers increasing overall as a district and were no longer eligible for the remote rural elementary weight. ODE did not catch this until a year later. We are now working through the process of repayment to them. Ms. Rufo and Superintendent Watkins are working with ODE to spread out this back payment and we don't feel like this will be drastically impactful.

Director Drago asks what the student count is that we need to stay under in order to get this additional Elementary fund. Superintendent Watkins shares it's 252, but you must stay at a zero weight on this number. This is a sliding scale. We are also still getting the small high school weight, we will never not get this. We have 90 students to increase before we reach the max for this weight, which would also take us out of the 1A, which we know is not something we are willing to do as a district.

Board Chair Pennel states that there is a budget meeting coming up and this would be a good time to ask any additional questions in regards to this.

5.4. FIRST READ BOARD POLICY

Superintendent Watkins presents the first read of board policy. If you have any questions in regards to a policy, please reach out to Superintendent Watkins prior to the next board meeting. We have several of these policies already in place and just made minor updates. There were only a couple required policies we needed to adopt. Chair Pennel encourages members of the board to reach out to Superintendent Watkins if they have any questions related to the policies prior to our next meeting.

5.5. NEW HIRE

Superintendent Watkins presents the hiring of Amanda Gast into the Executive Secretary position. This is the role that Ms. Anni Thiessen is retiring.

Director Drago asks if we will then be hiring for Amanda's current position. Superintendent Watkins shares yes, after we approved this hire then a posting will be made for the secretary position.

5.6. MOTION

Director Coon moved to approve the consent agenda as presented/amended. This motion, made by Dwight Coon and seconded by Jeff Eastburn, Carried.

Dwight Coon: Yea, Meleah Drago: Yea, Jeff Eastburn: Yea, Derek Pennel: Yea, Bev Schiesser: Yea, Lenae Sjostrom: Yea, Jeff Thiessen: Yea
Yea: 7, Nay: 0

6. REPORTS

6.1. ENROLLMENT

Superintendent Watkins shares that we have stayed very consistent in our online enrollment. With campus, we have dipped a little during November-December but have slowly been building back over the last couple of months. Superintendent Watkins also shares the waitlist for the online program, which is about 92 students.

Director Schiesser asks if we have worries about the online elementary being large and then, moving forward over the years into HS, will we have to cut students when they get to HS. Superintendent Watkins shares that we will keep an eye on this, but you see trends of students moving back to on-campus settings when they get into middle and high schools, also we have to just keep watching our campus numbers. We also watch our OSAA calculations.

6.2. STUDENT BODY REPORT

Ms. Kiele Riggs, student body president, reports to the board. She shares that they held the annual alumni game and earned about \$500, there is an upcoming cookie dough fundraiser and also a bouquet fundraiser for Mother's Day. The Jr/Sr banquet is going to be the 28th and they will be serving a full meal. The prom is May 6th. The Freshman class is also hosting a "father/daughter" dance that will be held on May 13th. The freshman class is doing a babysitting night as a fundraiser this Friday as well.

Ms. Riggs also presents the senior trip. They will be going to Bend. They have raised \$10,500 so far. They will stop in Sisters to do some shopping, then do zip lining another day and a shopping trip in Bend another day. This trip costs about \$5,000. Mr. Tony Wynn is their class advisor and they believe they will take the van and mini-bus.

6.3. FACILITIES REPORT

Mr. Shane Benscoter shared a report with the board. There were no additional questions.

6.4. TRANSPORTATION/TECHNOLOGY REPORT

Mr. Dennis Boyd shared a report with the board.

Board Chair Pennel asked how the new phone system was working. Mr. Boyd shares it has been going well. He feels there is a lot of additions that people are enjoying. It is also a space saver. This has increased our number of incoming lines. Also allowing some departments to have direct phone numbers. You are also able to move your phone to whatever location they are working from as well as have call forwarding to a cell phone if someone is moving around the campus.

Board Chair Pennel asks about the cost. Ms. Rufo shares it's about \$22,000. He also asks if the Pioneer building is up and running. Mr. Boyd shares not quite yet. Pioneer will be out tomorrow to put their new locking system in place, cameras in place and to set up their technology for use. Superintendent Watkins shares that Ms. Simington is in the office over there and while she is working the space will be open, but when she is not present they will have to be buzzed in by Pioneer.

Mr. Boyd shares that the total number of riders of the activity bus is 2-3 west and 4-5 east on average. We mainly use the van and a bus.

6.5. STUDENT SERVICES REPORT

Ms. Katherine Tripp shares her report. She has included the Majors/Minors form for board review. She shares that we have gotten the curriculum we ordered with the IDEA grant. This has made it so we can have more small groups, especially with our elementary students. We have started a new reading program for intervention and we are already seeing growth with the students using it.

Board Chair Pennel asks if this Majors/Minors has proven workable. Ms. Tripp shares yes, she has had good feedback from staff and it has helped her track student behavior and be able to provide some early intervention. Superintendent Watkins shares that this was presented in the Fall and we wanted to get a year's worth of data for a baseline to then review over the summer to provide any amendments to the board in the fall.

6.6. PRINCIPAL'S REPORT

Ms. Brittany Bottensek shares her principal's report. Our staff attended the last SEL training of the year last week. We were able to send two elementary teachers and Ms. Bottensek and Superintendent Watkins to an AVID elementary for a tour. This was a really great opportunity

to get to view the AVID functioning in an elementary school. Conferences happened at the end of last week. They went well and we continue to get a good response from families being able to have a zoom opportunity as well. We do half in person and half virtual. We are in the midst of Oregon State testing. The testing notice and our letter went out to families prior to the start of this week. This is going well and we have almost finished two of the subjects. We will be hosting in-person testing opportunities for online families at Willamette ESD for two days and on campus two days in May.

Board Chair Pennel asks what the percentage of opt-outs is? Ms. Bottensek states that she will be able to provide those numbers in June. She shares how the opt-out process works within the testing system. Math and Language Arts have a state-adopted process on how to opt out. Science is a district adopted opt-out process. There were no questions in regards to these subjects.

Ms. Bottensek shares the upcoming events list through May, which is posted on her week at a glance postings. Open house planning is underway, we will feed families and have a scavenger hunt with prizes. Board Chair Pennel asks how we advertise this event. Ms. Bottensek says it is shared out on our social media and ParentSquare. It should be for interested families as well as current families.

LOLE was a process we worked on a lot pre covid. Now, post-covid we are working to get this back into full swing. Due to some staff changes, we have had a slight shift but students are still getting these field trip opportunities. Outdoor school is quickly approaching and she will have a full report and recap at the May meeting. She also shares that there are various hiring committees going now to try to fill our open positions. Director Drago asks what positions are open currently. Ms. Bottensek shares that we have a secondary science, social studies and CTE teaching position as well as an online secondary teaching position and a secretary position. Ms. Bottensek also shares that our band has made it to the 1A OSAA competition.

6.7. SUPERINTENDENT'S REPORT

Superintendent Watkins shares some updates. He shared an update on the legislature and where some bills are at currently. We are looking forward to the May economic forecast. We are hearing some good news about what is to come. The governor has a priority of early literacy. We will continue to track what will come to us in regards to this. They have not put forward any allocated money in regards to Summer Learning programs. This has slowed the planning process for us, Ms. Bottensek and Superintendent Watkins will be looking at a similar program to what we ran last year and will be using our SSA Summer Programs allocation. We will be reaching out to staff about helping us fill this program.

Superintendent Watkins shares that the last meeting of the Strategic Planning task force produced the information needed for Kathleen and Jodi to sort and compose into processes and our administrative team is currently reviewing this. We hope to have the final documents to present to the board in June.

Superintendent Watkins shares that he has worked with AVID and HEEC and we were able to work out a process for them to expand our AVID funding. This will cover our entire summer AVID conference trip. This trip will be completely cost neutral to the district due to this. He wanted to update the board in regards to the HOPE factory project. This brings kids to industry where they have the opportunity to gain credit, dual credit and work experience with people from the field. We have one student space to fill in this pilot program and are looking at who will fill this space next school year. He also wanted the board to know that the name had now changed to Lane Academy. This was in part due to the growth of the program

already. They have already identified a new site in the Bethal area to start a Fire Services program. They are hoping this program will be able to start in the Fall as well. They are also looking into a partnership with Peace Health, but this is in the very beginning stages. Superintendent Watkins shares that we have agreed to join a consortium of districts in our area to review the 21st Century Federal Grant. This is in regards to offering academic activities outside of school time and there are grant funds to go after in regards to this if we decide to pursue it. This is in the very beginning stages but he will keep the board involved. He also shares that due to the Division 22 Standards non-compliance filing we had earlier, ODE has accepted our plan to reconcile this and it is complete. He also reminds the board that he is now appointed to the OSAA board. If there is anything that you or our members would like to bring forward, please reach out to Superintendent Watkins. Director Eastburn asks if the shot clocks are in place for next year. Superintendent Watkins shares that yes, that rule has been adopted at the varsity level for the 23-24 year. We have already ordered ours.

7. UNFINISHED BUSINESS

7.1. REVISED BUDGET CALENDAR

Director Schiesser moves to accept the revised budget calendar as presented. This motion, made by Bev Schiesser and seconded by Dwight Coon, Carried.

Dwight Coon: Yea, Meleah Drago: Yea, Jeff Eastburn: Yea, Derek Pennel: Yea, Bev Schiesser: Yea, Lenae Sjostrom: Yea, Jeff Thiessen: Yea

Yea: 7, Nay: 0

Superintendent Watkins shares the request to amend the budget calendar. We had a May 24th meeting scheduled and we are requesting we move this up 1 week to the same day as our May 17th board meeting. This was their second meeting and they would still have sufficient time to review the budget. The budget can then go forward for approval at the June meeting.

8. NEW BUSINESS

8.1. LICENSED AND NON-LICENSED CONTRACTS FOR APPROVAL

Director Eastburn moves to approve the Licensed and Non-Licensed administrators contracts for the 2023-24 school year. This motion, made by Jeff Eastburn and seconded by Dwight Coon, Carried.

Dwight Coon: Yea, Meleah Drago: Yea, Jeff Eastburn: Yea, Derek Pennel: Yea, Bev Schiesser: Yea, Lenae Sjostrom: Yea, Jeff Thiessen: Yea

Yea: 7, Nay: 0

Superintendent Watkins presents to the board the contracts of the Licensed and Non-Licensed Administrator contracts. These are standard increases with about a 3% cola with a step, which is average to what our classified and licensed staff received. Some contracts have added days. The Executive Secretary position and the Executive Assistant position have additional days.

9. THE BOARD MAY RECESS THE REGULAR MEETING AND CONVENE EXECUTIVE SESSION

Board Chair Pennel recesses the regular meeting at 7:33 pm to review the evaluation of the Superintendent. We will re-adjourn the executive session at 7:38 pm after a short break.

10. RECONVENE REGULAR SESSION

Director Eastburn moves to approve the evaluation of Superintendent Watkins for the 2022-23 year. This motion, made by Jeff Eastburn and seconded by Lenae Sjostrom, Carried.

Meleah Drago: Abstain (With Conflict), Dwight Coon: Yea, Jeff Eastburn: Yea, Derek Pennel: Yea, Bev Schiesser: Yea, Lenae Sjostrom: Yea, Jeff Thiessen: Yea
Yea: 6, Nay: 0, Abstain (With Conflict): 1

Board Chair Pennel reconvened the regular session at 7:59 pm. They came out of the executive session with a motion to present and take action.

11. ANNOUNCEMENTS

11.1. UPCOMING BOARD MEETING

12. ADDITIONAL DOCUMENTS/INFORMATION TO VIEW

13. ADJOURN THE REGULAR MEETING

Board Chair Pennel adjourns the meeting at 8:01 pm.

OSBA Model Sample Policy

Code: EHB

Adopted:

Cybersecurity

{Optional policy. OSBA recommends consulting with your IT professionals prior to adoption.}

The purpose of information security is to protect the confidentiality, integrity and availability of district data as well as any information systems that store, process, or transmit district data, and protect the information resources of the district from unauthorized access or damage.

The underlying principles followed to achieve that objective are:

1. Information Confidentiality: The ability to access or modify information is provided only to authorized users for authorized purposes;
2. Information Integrity: The information used in the pursuit of the district objectives can be trusted to correctly reflect the reality it represents; and
3. Information Availability: The information resources of the district, including the network, the hardware, the software, the facilities, the infrastructure, and any other such resources, are available to support the objectives for which they are designated.

The requirement to safeguard information resources must be balanced with the need to support the pursuit of legitimate district objectives. The value of information as a resource increases through its appropriate use; its value diminishes through misuse, misinterpretation, or unnecessary restrictions to its access.

This policy[and accompanying administrative regulation] applies to all staff and third-party agents of the district as well as any other district affiliate, including students, who are authorized to access district data and to all computer and communication devices and systems that store, process, or transmit district data.

END OF POLICY

Legal Reference(s):

[ORS Chapter 192](#)
[ORS 332.107](#)

[ORS 336.184](#)
[ORS 646A.600 - 646A.626](#)

Children's Internet Protection Act, 47 U.S.C. §§ 254(h) and (l); 47 C.F.R. § 54.520.

Children's Online Privacy Protection Act of 1998, 15 U.S.C. §§ 6501 to 6505; 16 C.F.R. § 312.

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. § 99.

Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. § 1320d; 45 C.F.R. §§ 160, 164.

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

OSBA Model Sample Policy

Code: GCBDF/GDBDF
Adopted:

Paid Family Medical Leave Insurance * (Version 2)

{Optional policy. This version is designed for districts providing an equivalent plan instead of using Paid Leave Oregon.}

The district provides an equivalent plan for paid family and medical leave and does not participate in Paid Leave Oregon. This plan **has been approved** by the Employment Department.^{1} The district will file the Oregon Quarterly Tax Report as required.

The district will make available a notice poster that outlines the requirements and procedures for the equivalent plan.² This poster will be displayed in each of the district's buildings or worksites in an area that is accessible to and regularly frequented by employees. This poster will be provided³ to remote employees upon hire or assignment to remote work.

END OF POLICY

Legal Reference(s):

[ORS 657B.210 – 657B.260](#)

[OAR 471-070-2200 - 2460](#)

^{1} Deadlines for the district to file an exemption application can be found on OAR 471-070-2205. Application requirements can be found in OAR 471-070-2210.

² For poster requirements, see OAR 471-070-2330.

³ By hand delivery, regular mail, or through an electronic delivery method.

OSBA Model Sample Policy

Code: IGBHD
Adopted:

Program Exemptions**

(Highly recommended policy. The content comes primarily from OAR 581-021-0009. If the district would like to add language regarding procedure or authority, it could be added to this policy or an AR could be created.)

The district may excuse students from a state-required program or learning activity for reasons of religion, disability¹ or other reasons deemed appropriate by the district. Requests for excusal or accommodation must be in writing and must include the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt. Requests may be filed by the student's parent or guardian, or by a student who is 18 years of age or older or who is an emancipated minor. Requests must be submitted to the ~~teacher or~~ principal.

The district will determine if credit will be granted for any alternative activity.

END OF POLICY

Legal Reference(s):

[ORS 336.035\(2\)](#)
[ORS 336.465](#)
[ORS 336.615](#)
[ORS 336.625](#)

[ORS 336.635](#)
[OAR 581-002-0035](#)
[OAR 581-021-0009](#)

[OAR 581-021-0071](#)
[OAR 581-022-2050](#)
[OAR 581-022-2110](#)
[OAR 581-022-2505](#)

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Deleted:] [shall]

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[The procedures to establish an alternative education program and alternative credit shall be developed by the superintendent.]¶

¹ If the district receives a request for a disability accommodation, the district should consider its obligations under the Individuals with Disabilities in Education Act and Section 504 of the Rehabilitation Act.

OSBA Model Sample Policy

Code: JGE
Adopted:

Expulsion**

~~{Required policy: ORS 339.250(2) and OAR 581-021-0070 require policies on expulsion.}~~

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.

A student may **only** be expelled for the following circumstances:

1. When a student's conduct poses a threat to the health or safety of students or employees;
2. When other strategies to change the student's **conduct** have been ineffective, except that expulsion may not be used to address truancy; or
3. When required by law.

Deleted: behavior

The use of expulsion for discipline of a student in fifth grade or lower 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 observations or upon a report from an employee, the student's conduct poses a **direct** threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

The age of the student and the past pattern of behavior will be considered prior to imposing the expulsion.

No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

Deleted: By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer.

~~{Choose one of the following two options.}~~ The Board delegates the authority to decide on an expulsion to the superintendent.^{1} The superintendent may designate another person to handle the potential expulsion, and the superintendent, a designee or another individual may act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will not be associated with the initial actions of the building administrators. The hearings officer will conduct the hearing and make a final decision regarding the expulsion. A decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review.

If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the

^{1} The Board can retain authority for all expulsions. If the Board chooses not to delegate this authority, any recommendations for expulsion from administration would come to the Board for resolution. The Board would have to meet and determine next steps for all expulsions.

Board, the student and the student's parents at the same time. At a future meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision.}]

OR

~~[When a recommendation for expulsion is made, the Board will meet and review the recommendation. The Board will hold or arrange for the expulsion hearing unless it has been waived.]~~

~~If the Board is conducting the expulsion hearing, the Board may designate a Board member or a third party to run the hearing. The superintendent will provide relevant information to the Board, including the superintendent's recommendation and duration on disciplinary action.² This information will be available in identical form to the Board, the student if age 18 or over and the students' parents at the same time. The Board will make the final decision regarding the expulsion.]~~

When a recommendation for an expulsion is made and a hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service³ or by certified mail⁴ at least ~~[five]~~ days prior to the scheduled hearing. Notice shall include:
 - a. The specific charge or charges and the specific facts that support the charge or charges;
 - b. A statement of intent to consider the charges as reason for expulsion;
 - c. The student's right to a hearing;
 - d. When and where the hearing will take place; and
 - e. The student may be represented by counsel or other persons;
2. If the parent or student does not understand the English language, the district will provide an interpreter during the hearing. All communications will be in a manner that is understandable to the parents and student;
3. The student shall be permitted to have representation present at the hearing to advise and to present arguments. The representation may be an attorney, parent or other person. The district's attorney may be present;
4. The student shall be afforded the right to present their version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;
5. The student shall be permitted to be present and to hear the evidence presented by the district;
6. The hearings officer or the student may record the hearing;
7. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;

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Deleted: The Board may expel, or may delegate the authority to decide on an expulsion to the superintendent or superintendent's designee, who may also act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer designated by the Board will conduct the hearing and will not be associated with the initial actions of the building administrators;¶
Expulsion hearings will be conducted in private and will not be open to the general public unless the student or the student's parents request an open session;¶

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² Evidence may include the relevant past history and student education records.

³ The person serving the notice shall file a return of service. (OAR 581-021-0070)

⁴ When "certified mail is given to a parent of a suspended student, the notice shall be placed in the mail at least five days before the date of the hearing." (OAR 581-021-0070)

8. A Board-conducted hearing or a Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:

- a. The name of the minor student;
- b. The issues involved, including a student's confidential records;
- c. The discussion;
- d. The vote of Board members, which may be taken in executive session when considering an expulsion.

Prior to expulsion for reasons other than a weapons violation, the district must notify the student and parents of alternative programs of instruction or instruction combined with counseling and document this notification.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 332.061](#)
[ORS 336.615 - 336.665](#)

[ORS 339.115](#)
[ORS 339.240](#)
[ORS 339.250](#)

[OAR 581-021-0050 - 021-0075](#)

Deleted: <#>If the Board is conducting the expulsion hearing, the Board may designate the Board chair or a third party as the hearings officer. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. The hearings officer will provide to the Board, findings as to the facts, the recommended decision and whether or not the student has committed the alleged conduct. This will include the hearings officer's recommended decision on disciplinary action, if any, including the duration of any expulsion. This material will be available in identical form to the Board, the student if age 18 or over and the students' parents at the same time. Following the review by the Board of the hearings officer's recommendation, (The Board will make the final decision regarding the expulsion;¶
If the Board has delegated authority to the superintendent [or designee] to act as the hearings officer, the superintendent may designate himself, or a third party, as the hearings officer. The hearings officer's decision is final. However, a decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review.If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At its next regular or special meeting the Board will review the hearings officer's decision and will affirm, modify or reverse the decision;¶

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-----Section Break (Continuous)-----

OSBA Model Sample Policy

Code: **KL**
Adopted:

Public Complaints */** (Version 4)

(This version of sample policy KL does not need an accompanying administrative regulation, it is a stand-alone policy. If this policy is chosen by the Board, recommend delete any other existing complaint procedure.)

{Highly recommended policy. OAR 581-022-2370 requires districts to have a complaint procedure.}
Board members recognize that complaints about schools may be voiced by ~~{employees,}~~ ~~{students,}~~ parents of students who attend a school in the district, ~~{,}~~ and persons who reside in the district. ~~{When such complaints are made to a Board member, the Board member shall refer the person making the complaint to the superintendent or designee. A Board member shall not attempt to respond, review, handle or resolve such complaints as the individual board member has no authority to do so.}~~

A complaint of retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation, should be made to the superintendent.

A person may initiate a complaint by discussing the matter with the ~~{administrator}~~ ~~{principal}~~. That ~~{administrator}~~ ~~{principal}~~ shall attempt to resolve the complaint within ~~{10}~~ working days of initiation of the complaint with the ~~{administrator}~~ ~~{principal}~~. If the complainant is dissatisfied, the complainant may file a written complaint with the superintendent within ~~{10}~~ working days of the decision from the ~~{administrator}~~ ~~{principal}~~. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved after ~~{10}~~ working days of receipt of the complaint by the superintendent, the complainant may appeal to the Board. A written complaint referred to the Board may be considered ~~{,}~~ at the next regularly scheduled or special Board meeting. A final written decision regarding the complaint shall be made by the Board within ~~{20}~~ days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board chooses not to hear the complaint, the superintendent's decision is final. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

The timelines may be extended upon written agreement between the district the complainant. ~~{,}~~

~~{The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.}~~

Complaints against the principal should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within ~~{10}~~ working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda ~~{,}~~ at the next regularly scheduled or special Board meeting. The Board may use executive session if the subject matter

¹ ~~{For district information. The district's timeline established by each step of the district's complaint procedure for alleging a violation found in OAR 581-002-0003 must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. However, the district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005).}~~

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qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within ~~30~~ days of receipt of the request to place the complaint on a Board meeting agenda. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

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Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within ~~30~~ days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

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Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within ~~30~~ days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

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Complaints against the Board chair should be made directly to ~~{district counsel}~~ ~~{the Board vice chair}~~ on behalf of the Board. The ~~{district counsel}~~ ~~{Board vice chair}~~ shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within ~~30~~ days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

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~~{~~A complainant must file a complaint within the later of either time limit set below, in accordance with State law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the district.~~}~~

The district's final decision for a complaint processed under this Board policy that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant is a [student,] parent or guardian of a student attending school in the district or a person that resides in the district, and the complaint is not resolved through the complaint process above, the complainant may file an appeal² to the

² An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

Deputy Superintendent of Public Instruction under OAR 581-002-0001 – 581-002-0023 [(See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction)].

Charter Schools of which the District Board is a Sponsor

~~[The district Board, [through its charter agreement with [name of public charter school sponsored by the district board]] [through a board resolution] [through this policy], will review an appeal of a decision reached by the Board of [name of public charter school] on a complaint alleging a violation of ORS 339.285–339.303 or OAR 581-021-0550 – 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards). A complainant may appeal and will submit such appeal to the [superintendent] [Board chair] on behalf of the district Board within [30] days of receipt of the decision from the public charter school board. A final decision reached by the district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001–581-002-0023.]~~

OR

~~[The district Board, [through its charter agreement with [name of public charter school sponsored by the district board]] [through a board resolution] [through this policy], will not review an appeal of a decision reached by the Board of the [name of public charter school] on a complaint alleging a violation of ORS 339.285–339.303 or OAR 581-021-0550 – 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards), for which the district Board has jurisdiction, and recognizes a decision reached by the Board of [name of public charter school] as the district Board’s final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001–581-002-0023.]~~

~~[³] **Review Process for a Public School Board Complaint Decision**~~

~~The appeal of a complaint from a public charter school to be reviewed by the district Board will be presented by the Board chair and reviewed by the Board at a Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board will review the appeal and make a decision about appropriate action, which may include, but is not limited to, holding a hearing, requesting information, and recognizing the decision reached by the public charter school board. A decision will be reached, within [20] days, in open session, unless allowed in executive session. A final written decision regarding the appeal shall be issued by the district Board within [10] days. The written decision of the district Board will address each allegation in the complaint and include reasons for the district Board’s decision.]~~

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 332.107](#)

[ORS 659.852](#)
[OAR 581-002-0001 - 002-0005](#)

[OAR 581-022-2370](#)

³ ~~[If the district Board elects to hear appeals on public charter school complaints for which the district Board has jurisdiction, as decided by statements in the charter agreement, Board policy, or a board resolution, this language is recommended for this policy to delineate the process.]~~

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

Student Body Report - May 15 2023

- Daddy Daughter Dance was May 13, it was a good turnout they said they accounted for about 70 peoples attendace
- Senior Goodbye, 8th Grade Welcome Assembly - June 2
- Middle School Dance, June 2

High School Student Council Meeting, May 16, May 23, May 30, **Every Tuesday**

Board Maintenance Report

May 15th 2023

ASBESTOS MANAGEMENT

- We were one of 112 schools to receive the Technical Assistance Program Grant for Asbestos Hazard Assessment. It will cover our three year Asbestos inspection due next year, a possible web based asbestos management system, and training needs of facility personnel. This work will be taking place over the summer and fall of 2023.

LANDSCAPING MAIN OFFICE

- Currently I am trying to schedule the concrete to be installed for a mow strip and an addition to the east sidewalk. Once those are in place we can install the irrigation system, Lawn base and get the seed planted and the landscaping installed.

SHOP DUST COLLECTOR

- The motor on the dust collector has been replaced and is operational. The new motor is a little larger than the one we replaced and seems to be more efficient and quieter than the previous motor.

IRRIGATION

- The sod lawn behind the school fell victim to crane fly's which often happens with Sod installation. They winter over eating the roots of the sod and hatch in the spring. The lawn has been receded and the irrigation system has been turned on for the season.
- The football field irrigation system has been flushed out and will also be turned on this week.

WATER SYSTEM SURVEY

- This summer is our time for the 5 year Water System Survey from Oregon Health Authority, Our last inspection in 2018 had no deficiencies identified.

DONATION

- The district received a donation of tables, chairs, desks and file cabinets from Bridgeway Contracting and Mountain View Academy. These donations will allow us to swap out some old classroom desk/chair combos with tables and chairs, and update many of the old filing cabinets around the school.

Transportation and Technology

Board Report for May 2023

1. Final Comm System outfitting will be completed 5/17 with the arrival of the Microphone in the Office.
2. Green Van is in shop getting its fuel pump replaced
3. Bus 6 is in the shop getting an exhaust filter replaced due to cracking.

Board report Student Special Services May 2023

- 1) We are starting to review our referral data from the school year and creating a plan to target any high behavioral issues.
- 2) We are reviewing the behavioral data to see if any possible changes need to be made to our current behavioral matrix and or policies.

District Board Meeting: Triangle Lake Charter School Report

May 2023 Meeting

- **K-12 Math Adoption:**
 - **K-12 Math teachers will be at Lane ESD on Friday, May 19th working with the Math Specialist as we work to identify the best math curriculum to meet our students' needs at each level.**
 - **New Oregon HS Math standards go into effect Fall 2023 which will require some restructuring of our current HS course offerings.**
 - **2 + 1 Model**
- **Oregon State Testing:**
 - **Math state testing in grades 3-8 & 11 is underway. The goal is to have state testing completely wrapped up prior to Memorial Day.**
- **Upcoming Events:**
 - **Thursday, 5/18: Open House @ 5:30pm-7: 00pm**
 - **Wednesday, 5/31: 6-12 Music Concert @ 6pm**
 - **Friday, 6/2: MS Dance 5-7pm**
 - **Saturday, 6/3: Advanced Band Funk Concert @ 6pm**
 - **Saturday, 6/10: Graduation @ 1pm**
 - **Thursday, 6/15: Last day of school**
- **Open House:**
 - **We plan to feed families and have a scavenger list happening around campus to get families to all areas of the campus. See flyer attached.**
 - **There will be a HUGE Book Giveaway in the little gym for families to stock their home library's for summer reading.**
- **Outdoor School:**
 - **5th grade campers (in-person & online students) attended Outdoor School at the end of April. We run an overnight camp for students from Sunday afternoon through Thursday afternoon.**
 - **11 high school counselors hosted outdoor school for a total of 27 students.**
 - **Below is a few photos from our week at camp.**



COME VISIT US



Triangle Lake Charter School Open House

Date: Thursday, May 18, 2023

Time: 5:30 pm to 7:00 pm

- Dinner will be provided
- Participate in a scavenger hunt as you explore our campus



WHAT MAKES TLCS A GREAT SCHOOL?

21 Class Size Cap	4 Day School Week	25 Number of Teachers	213 On-Campus Students	188 Online Students	K-12 One Campus
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- Schoolwide AVID
- 2 Full Time On-Site Counselors
- Daily K-12 PE and Music Offerings
- Competitive Sports Programs
- 1:1 Technology in Every Classroom
- Natural Resource Focus
- Daily Lunches Made From Scratch
- Daily Bus Transportation to Veneta, Cheshire & Deadwood
- Multiple College Credit Course Offerings
- Library Service K-12