

Regular School Board Meeting
Wednesday, March 16, 2022 6:00 PM Pacific

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

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

Present: 7.

Attendantes:

Staff-Brittany Bottensek, Lisa Wagner, Shane Benscoter, Dennis Boyde, Aria Richardson

1. **CALL TO ORDER**
2. **WELCOME GUESTS AND VISITORS**
3. **PUBLIC FORUM/COMMUNICATIONS**
4. **CHANGES OR ADDITIONS TO THE AGENDA**
5. **CONSENT AGENDA**
 - 5.1. **BOARD MINUTES**
 - 5.2. **APPROVE STAFF HIRES & RESIGNATION**
 - 5.3. **FINANCIAL REPORT**
 - 5.4. **FIRST READ DISTRICT CALENDAR**
 - 5.5. **FIRST READ BOARD POLICY IKA**
 - 5.6. **SECOND READ BOARD POLICY**
 - 5.7. **MOTION**
6. **REPORTS**
 - 6.1. **ENROLLMENT**
 - 6.2. **CHARTER BOARD REPORT**
 - 6.3. **FACILITIES REPORT**
 - 6.4. **TRANSPORTATION/TECHNOLOGY REPORT**
 - 6.5. **PRINCIPAL'S REPORT**
 - 6.6. **SUPERINTENDENT'S REPORT**
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
 - 8.1. **APPOINT CHATT COMMITTEE MEMBERS**
 - 8.2. **APPROVE RENEWAL OF TEACHER CONTRACTS**
 - 8.3. **PROBATIONARY RENEWAL TEACHER CONTRACTS**
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 School Board Meeting
Tuesday, February 15, 2022 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
Lanae Sjostrom: Absent
Jeff Thiessen: Absent

Present: 5, Absent: 2.

Staff in attendance: Dennis Boyd,

Jeff Thiessen: Present

Present: 6, Absent: 1.

Staff in attendance: Dennis Boyd, Aria Richardson, Pat Rufo, Brittany Bottensek, Kelly Goodwin, Lisa Wagner
Community in attendance: Rob Lafferty

1. CALL TO ORDER

Board Chair Coon called the meeting to order at 6:03 PM.

2. WELCOME GUESTS AND VISITORS

3. PUBLIC FORUM/COMMUNICATIONS

There were no public comments submitted for this board meeting.

4. CHANGES OR ADDITIONS TO THE AGENDA

There are no changes or additions to this agenda.

5. CONSENT AGENDA

5.1. BOARD MINUTES

There were no questions in regards to the minutes provided.

5.2. APPROVE STAFF HIRE & RESIGNATION

There were no questions about the hire or resignation presented.

5.3. FINANCIAL REPORT

The financial report ending January 31 was presented. The economic forecast for Oregon is good and revenues are coming in higher than expected. The district will see the benefit of this in a couple of years. There have been no changes in revenue estimates for the General Fund from the prior month's report and only a change in fuel tax of \$123. The District's wages & benefits are 81% of expenditures, which is higher than in previous years.

Director Pennel asked if the Online Program numbers are included here and Ms. Rufo replied that the actuals do reflect revenues and expenditures related to that program. The All Funds report shows monthly expenditures slightly exceeding revenues, which should continue for the next few months as the bulk of the district's revenue comes in at the start of the year.

5.4. FIRST READ BOARD POLICY

Superintendent Watkins explains that these are the new recommendations that came out from the state in January. We will look at adopting them at the March board meeting.

5.5. SECOND READING & ADOPTION 2022-23 BUDGET CALENDAR

Superintendent Watkins shares the Budget Calendar. There were no questions.

5.6. MOTION

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

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

Yea: 5, Nay: 0, Absent: 2

6. REPORTS

6.1. ENROLLMENT

6.2. CHARTER BOARD REPORT

Lisa Wagner provided the Charter Board Report.

Director Drago asked about the current cap that is not in compliance. What is this referring to? Ms. Wagner answered, at this time we are not in compliance with our Charter Board Contract because the online students push us over our numbers as far as class sizes.

Director Pennel asked if we were not viewing this as a brick and mortar cap only? She answers no, it is going to warrant a request to change the contract to bring it into compliance.

Director Pennel asked if Superintendent Watkins presented an MOU that was denied by the Charter Board? And wouldn't signing this MOU have solved this dilemma? Ms. Wagner said that the Charter Board would like to have it presented to them so they can officially approve it.

Director Drago asks what the cap means. Is it for HS only, athletics standing? Does the cap we are discussing cause our OSAA status to change? Superintendent Watkins answers that the OSAA has just recently changed how they calculate. It's over a 3 year span and takes into account only 10-12 grades. It also takes into account your free/reduced status students.

Director Drago asks if we are allowing students in the online program to participate in sports with our school? Superintendent Watkins answers yes, we do allow the students to participate if they are able to travel to the school.

Director Pennel clarifies that our HS online numbers are being kept lower so that we are not at risk of going over the OSAA cap for 1A. Superintendent Watkins explains further how the 4 year average cycle works.

Director Drago asks for clarification on the Charter Board waiting for a MOU from the Superintendent. Ms. Wagner clarifies that the Charter Board just wants to be asked that the cap be adjusted in the contract.

Director Schiesser asks if the Charter Board Committee has done any outreach to help present more clarification about the concerns of our community they keep referring to in their report. Superintendent Watkins clarifies that we will be gathering information from our families on the new mask info coming out.

6.3. FACILITIES REPORT

Director Eastburn asks about the capital projects numbers. Are we going to take on more projects in the spring? Superintendent Watkins states yes, we will want to move forward with

projects in the spring and summer. We will have to defer to the budget committee to allocate some funds/move some projects forward. We are hoping the main office project will be one of them. We are also going forward with the football field. Other projects we are researching are resurfacing of the black top, the playground project and resurfacing of the lower track.

Director Eastburn asks if there are permits needed for the football field project?

Superintendent Watkins answers that no permits are needed. We are getting quotes and are pretty happy with one. We will need to work on how to get the water up the hill. We would like to tie in the water project for the football field with the back of the school and the landscaping with the new front office.

Director Thiessen asks where the water source is coming from. Superintendent Watkins answers that it is the lower well that is controlled by the pump, it is ground water.

Director Pennel asks if we expect to talk about these projects during the budget process?

Superintendent Watkins answers that some of the funding is coming through the ESSER grant but we will need to look at some for additional funding.

6.4. TRANSPORTATION/TECHNOLOGY REPORT

Director Drago asks if we are going to be replacing the van and the bus. Mr. Boyd answers that we have already purchased the van. We got a very good deal so we moved forward with it. We are still waiting for Wester Bus to finish our bus and then we will make that purchase.

The van is a Mercedes and it is new. Director Pennel was very impressed with the purchase of the van, it is very nice and he was very pleased with the price.

Director Drago also asks about the purchase of new devices. Mr. Boyd answered that these are for both more students on campus and the increase in online students.

Director Schiesser asked if we have any more interest in drivers? Mr. Boyd said that we are still waiting for the info from the DMV for one of our new drivers. We also have someone who has shown some interest and has come and met with Mr. Boyd and one of our drivers and will hopefully get back to us soon letting us know if they wish to pursue a driving position.

6.5. PRINCIPAL'S REPORT

There were no questions in regards to the Principal's report.

6.6. SUPERINTENDENT'S REPORT

Superintendent Watkins announces that he is pleased to start the sessions next week for the Portrait of a Graduate. He has been happy with the interest in stakeholders we have had.

ODE has come out with a new process for the 6 components of Integrated Reporting. They have now started working on a streamlined process to do a needs assessment for your district. You can now do them combined. They are rolling this out this year. We are hoping that it isn't too lengthy. We will find out soon.

There were 11 different bills that went from the senate to the house. 4 of the 11 were driven by the COSA association, all 4 have passed through the senate and are waiting to see if they get moved forward. The other 7, they are unsure if they will be moved forward. He will keep the district informed on what moves through.

Superintendent Watkins asks the board to engage with him in the risk/reward with the mask option that the state is giving to districts in April. Looking at the numbers and trends of Covid. They are looking to shift the decision to the districts and there are decisions to make. We will be engaging staff to see thoughts and hopes. We will also reach out to parents for feedback as well. Superintendent Watkins says that there is a lot to think about. There are a lot of people who are tired of masks and we understand that. We also need to look at how the masks have

helped with containing the spread. The other piece to remember is that right now we don't have to contact trace, except at mealtime when unmasked. If we do away with the masks, then we need to realize the increase in work on our staff for tracing. We also need to remember that we might have more quarantine time. A graph was shared for the board to review. We also received, from PACE, limited liability insurance while having universal masking. This will go away if we do away with universal masking. We also need to remember that transportation is not included in this decision. It is controlled separately and masking guidelines will still be required while transporting. We are excited that the number of quarantine days has gone down to 5. This helps keep students in school.

Director Eastburn asks if the feedback from staff and parents will come out before the next board meeting. Superintendent Watkins answers that yes, we will review the data and come together with a team to start planning before the next meeting. His hope is to be able to communicate to families the week prior to spring break so they have a 3-week timeframe to decide what they would like to do. Superintendent Watkins knows that some districts have already made announcements, but we are being a little more cautious due to this not being a guarantee from ODE. We don't want to have to go back on a decision.

Director Schiesser asks about the liability part. If optional masking, how would the district become liable? Superintendent Watkins states that the district could become liable if we are not following the best recommendations from OHA and ODE, then we would not have the additional coverage.

Director Pennel asks, what will the board's role be in this decision, if any? Will the board have to approve it or is the board consultative? Superintendent Watkins answers that he feels this is an operational decision, the board's role is to give guidance, community outreach and support. Director Pennel says he won't argue with this, other than the district liability piece.

Superintendent Watkins says he feels this falls in the same line as title 9 and other similar scenarios that are at the operational level. It would be the board's job to hold the Superintendent liable for his decisions.

7. UNFINISHED BUSINESS

Superintendent Watkins explains that this is a resolution that needed correcting. Dr. Brookins was still listed as a legal signer on the original resolution. This new resolution has replaced Dr. Brookins name with Superintendent Adam Watkins.

7.1. RESOLUTION 2021-22-006

Director Eastburn moved to approve resolution 2021-22-006 as presented/amended. This motion, made by Jeff Eastburn and seconded by Derek Pennel, Carried.

Lanae Sjostrom: Absent, Dwight Coon: Yea, Meleah Drago: Yea, Jeff Eastburn: Yea, Derek Pennel: Yea, Bev Schiesser: Yea, Jeff Thiessen: Yea
Yea: 6, Nay: 0, Absent: 1

8. NEW BUSINESS

8.1. PRESENTATION AND ADOPTION OF SUPPLEMENTAL BUDGET

Director Eastburn moves to approve the Supplemental Budget Resolution #2021-22-005 as presented/amended. This motion, made by Jeff Eastburn and seconded by Bev Schiesser, Carried.

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

Yea: 6, Nay: 0, Absent: 1

Pat Rufo presented a Supplemental Budget for adoption. The need for this budget comes from the revenue gained through the TLCS online program. The increase in student population from the originally budgeted 230 ADM is for another 133 students. The Supplemental Budget shows revenue of \$1.57 M with the bulk of expenditures directly supporting the online program in staff wages, class supplies and services. There is a transfer to the Vehicle Replacement fund of \$42,000 for the purchase of a van, and \$141,000 transfer to the Capital Projects fund to support currently committed projects.

Ms. Rufo answered all the clarifying questions asked.

8.2. BASEBALL CO-OP

Director Eastburn moves to approve the Baseball co-op with Elmira HS for the 2022-2023 season. This motion, made by Jeff Eastburn and seconded by Derek Pennel, Carried.

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

Yea: 6, Nay: 0, Absent: 1

Superintendent Watkins shares that we have a student athlete or two who would like to play baseball. We have the opportunity to co-op with Elmira to allow our students to play. We need to vote on this and then it goes to Elmira's board to vote on and then when its approved it goes to OSAA. Director Scheisser shares that she has heard there are about 4 students interested. This motion is for one year.

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

Board Chair Dwight Coon recesses for the executive session at 7:35 pm.

10. RECONVENE REGULAR SESSION

Board Chair Dwight Coon reconvenes the regular session at 8:53 pm.

11. ANNOUNCEMENTS

Superintendent Watkins shares that the boys basketball team has a play-in game at home tomorrow vs Eddyville and the girls have a play-in game at home on Thursday. The league playoffs will be held in Junction City this weekend. Look for communication from Athletic Director Tony Wynn for more information.

11.1. SUPPLEMENTAL DOCUMENTS

11.2. UPCOMING BOARD MEETING

12. ADJOURN THE REGULAR MEETING

Board Chair Dwight Coon adjourned the meeting at 8:55 pm.

Blachly School District #90

Code: IKA
Adopted: 9/19/07
Readopted: 2/18/09; 10/17/12; 7/17/13
Orig. Code: IKA

Grading System

~~THIS POLICY WAS SUSPENDED ON SEPTEMBER 16, 2020 AND WILL REMAIN SUSPENDED UNTIL JUNE 30, 2021 UNLESS THE BOARD ACTS TO END THE SUSPENSION EARLIER.~~

The district's grading system shall be based on Board-adopted course content and is designed to enable the student and parent to clearly know how well the student is achieving course requirements at the student's current grade level, and be based on the student's progress toward becoming proficient in a continuum of knowledge and skills. Absenteeism or misconduct shall not be the sole criterion for the reduction of a student's grades. Behavioral performance shall be reported separately.

Letter grades will be used in the district for grades 6-12.

Grading for grades 6-12 will be conducted on ~~[a 12-week~~ 18-week basis]. ~~[The 12-week trimester~~ 18-week semester] grade will be based upon many factors, such as: basic assignments, both oral and written; class participation; special assignments; research; activities of various types and kinds; and special contributions. All students and parent/guardians will receive feedback about current grades halfway through each trimester.

A progress report for grades K-5 will be provided ~~[three~~ two times] per year. The report will be based upon progress toward state benchmarks as well as other factors including effort and personal management.

At the beginning of the grading period students and parents will be informed regarding the basis of the grades and the methods to be used in determining them.

END OF POLICY

Legal Reference(s):

[ORS 329.485](#)

[OAR 581-021-0022](#)

[OAR 581-022-1670](#)

OSBA Model Sample Policy

Code: DH
Adopted:

~~Bonded Employees and Officers~~ Loss Coverage

~~All district employees responsible for funds, fees, cash collections or inventory control will be bonded to protect the district against loss in an amount determined by the Board and upon recommendation of the district's agent of record. In compliance with Oregon statutes and administrative rules, the superintendent[, custodian of funds and other individuals as deemed necessary by the Board] will have individual fidelity bond coverage or equivalent crime coverage. The district will pay the cost of such coverage.~~

The Board and designated district employees are responsible to safeguard the district against loss regarding funds, fees, cash collections and inventory. The Board shall designate the district employees responsible as custodians of such items. The district shall purchase bond coverage or equivalent crime coverage in an amount determined by the Board[, in consultation with the district's agent of record]. The district will pay the cost of such coverage.

END OF POLICY

Legal Reference(s):

[ORS 328.441](#)

[ORS 332.525](#)

[OAR 581-022-2405](#)

OSBA Model Sample Policy

Code: GBL

Adopted:

Personnel Records *

An official personnel file will be established for each person employed by the district. Personnel files will be maintained in a central location.

All records containing employee medical condition information such as workers' compensation reports and release or permission to return to work forms will be kept confidential, in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

The superintendent will be responsible for establishing procedures regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints and written disciplinary actions placed in their personnel file. All charges resulting in disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

Except as provided below, or required by law, district employees'¹ personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee may arrange with the {district} office to inspect the contents of their personnel file on any day the {district} office is open for business;
2. Others designated by the employee in writing may arrange to inspect the contents of the employee's personnel file in the same manner described above;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff designated by the superintendent;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. {Employees of the district office};
8. Attorneys for the district or the district's designated representative on matters of district business;
9. Upon receiving a request from a prospective employer issued under Oregon Revised Statute (ORS) 339.374(1)(b), the district, pursuant to ORS 339.378(1), shall disclose the requested information if it

¹ Includes former employees.

has or has had an employment relationship with a person who is the subject of the request, no later than 20 days after receiving such request. The records created by the district pursuant to ~~Oregon Revised Statute (ORS) 339.388(8)(c)~~ are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);

10. Upon request from a law enforcement agency, the Oregon Department of Human Services, the Teacher Standards and Practices Commission, or the Oregon Department of Education, in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination;
11. Upon request from a prospective employer or a former employee, authorized district officials may disclose information about a former employee's job performance to a prospective employer and such disclosure is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was knowingly false or deliberately misleading, was rendered with malicious purpose or violated any civil right of the former employee protected under ORS 659 or ORS 659A.

The superintendent may permit persons other than those specified above to use and to inspect personnel records when, in their opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case, the appropriateness and extent of such access.

Release of personnel records to parties other than those listed above, will be in line with the district's public records procedures. Board policy KBA - Public Records. The district will attempt to notify the employee of the request and that the district believes it is legally required to disclose certain records.

END OF POLICY

Legal Reference(s):

[ORS 30.178](#)
[ORS 339.370 – 339.374](#)
[ORS 339.378](#)
[ORS 339.388](#)

[ORS 342.143](#)
[ORS 342.850](#)
[ORS 652.750](#)
[ORS Chapter 659](#)

[ORS Chapter 659A](#)
[OAR 581-022-2405](#)

OSEA v. Lake County Sch. District, 93 Or. App. 481 (1988).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. § 2000ff-1 (2018).

OSBA Model Sample Policy

Code: GBLA
Adopted:



Disclosure of Information

Authorized district officials may disclose information about a former employee's job performance to a prospective employer. District officials are immune from civil liability for such disclosures under the following conditions:

1. The disclosure of information regarding the former employee's job performance is upon request of the prospective employer or the former employee. This disclosure is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was:
 - a. Knowingly false;
 - b. Deliberately misleading;
 - c. Rendered with malicious purpose; or
 - d. Violated civil right of the former employee protected under Oregon Revised Statute (ORS) 659 or ORS 659A.
2. Records created pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);
3. The disclosure is a result of a request from law enforcement, Oregon Department of Human Services, Teacher Standards and Practices Commission, or the Oregon Department of Education in conducting an investigation related to suspected abuse or suspected sexual conduct to the extent allowable by state and federal law, including laws protecting a person from self-incrimination;
4. No later than 20 days after receiving a request under ORS 339.374(1)(b), the district, if it has or has had an employment relationship with the applicant shall disclose the information requested.

END OF POLICY

Legal Reference(s):

[ORS 30.178](#)
[ORS 339.370 - 339.374](#)

[ORS 339.378](#)
[ORS 339.388](#)

[ORS Chapter 659](#)
[ORS Chapter 659A](#)

OR. ATTORNEY GENERAL'S PUBLIC RECORDS AND MEETINGS MANUAL.



OSBA Model Sample Policy

Code: DBDB
Adopted:

Fund Balance

The Board recognizes its responsibility to establish an unrestricted fund balance¹ in an amount sufficient to:

1. Protect the district from unnecessary borrowing in order to meet cash-flow needs;
2. Provide prudent reserves to meet unexpected emergencies and protect against catastrophic events;
3. Meet the uncertainties of state and federal funding; and
4. Help ensure a district credit rating that would qualify the district for lower interest costs and greater marketability of bonds that may be necessary in the construction and renovation of school facilities.

Consequently, the Board directs the ~~{superintendent}~~ to manage the currently adopted district budget in such a way to ensure an ending fund cash balance of at least ~~{8}~~ percent of total adopted revenues.

In determining an appropriate unrestricted fund balance, the Board will consider a variety of factors with potential impact on the district's budget including the predictability and volatility of its expenditures²; the availability of resources in other funds as well as the potential drain upon general fund resources from other funds³; liquidity⁴; and designations⁵. Such factors will be reviewed annually.

END OF POLICY

Legal Reference(s):

[ORS 294.311\(18\)](#)

[ORS 294.398](#)

[ORS 332.107](#)

¹ The Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments, regardless of size, maintain an unrestricted fund balance in their general fund of no less than 5 to 15 percent of regular general fund operating revenues, or of no less than one to two months of regular general fund operating expenditures. The Oregon Association of School Business Officials recommends, at a minimum, an unrestricted ending fund balance of no less than 3 to 8 percent of the general fund budget. In general practice, levels of fund balance, typically, are less for larger governments than for smaller governments because of the magnitude of the amounts involved and because the diversification of their revenues and expenditures often results in lower degrees of volatility.

² Higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile.

³ The availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the general fund, just as deficits in other funds may require that a higher level of unrestricted fund balance be maintained in the general fund.

⁴ The disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained.

⁵ The need to maintain a higher level of unrestricted fund balance to compensate for any portion of unrestricted fund balance already designated for a special purpose.

Charter Board Report to the District Board March, 2022

The Charter Board held its regular meeting on March 2, 2022.

- The Charter Board began reviewing the section of the Roles and Responsibilities Matrix and contract where the Charter Board has oversight of “Day to Day” operations and making sure that Charter Contract goals are being met.
- The Charter Board is available most Wednesdays for the District Board’s plan to meet with the Charter Board. They are looking forward to finding ways to work together in keeping with our contract.
- Open House planning: an Open House is planned for May both to welcome families with students who already attend and potential new families. This is contingent upon being able to meet any Covid-19 requirements. The lottery is held the first Thursday in June so this should allow new families to see what we have to offer. The evening of May 12th is the target date for the event. Some ideas were discussed:
 - Holding it late enough for working parents to attend
 - Providing a meal
 - Hopefully hosting parent and community member volunteers
 - Video testimonials, posters, etc. (“I love Triangle Lake because...)
 - Having an online program booth
 - Families visit classrooms but we also should try to move them into other areas to see other grade levels and course offerings.
 - How to advertise
- There was interest in the “Portrait of a Graduate” work and how that is moving forward
- Some community members expressed a desire to see the Community Fair held again at the school.
- There was some parent concern about the length of the bus ride to school with some students riding 1 ½ hours. The subject of state wide driver shortages was referred to but clarified that this is not a Charter Board area of responsibility.

Board Maintenance Report

March 10th, 2022

Multiple projects are being considered for the this summer and I am receiving several proposals for each project with a wide range of pricing, As we near the budget season we will come together to review the proposals and make recommendations for projects to be addressed in the summer months.

Some of the Projects are:

MODULAR INSTALLATION

COURTYARD LANDSCAPING

FOOTBALL FIELD IRRIGATION

LANDSCAPING BEHIND SCIENCE AND ENGLISH ROOMS

TRACK SURFACE

LAKER DOME SURFACE OPTIONS

WATER TANK INTERNAL CLEANING

PARKING LOT REPAIR AND MAINTENANCE

PLAYGROUND AND SURROUNDING SURFACE

SCHOOL BELL SYSTEM

Transportation/Technology Board Report for March 2022

- 1) New Bus Delivery should be within the next three weeks.
- 2) Bus Drivers have a new bus cleaning/air station for taking care of their buses.
- 3) Have seen indications that someone is attempting to steal fuel from buses and the pumps.
Investigating mitigation options.
- 4) 56 work requests submitted and completed.
- 5) The Library now has an A/V cart with a permanent projector and sound system capable of supporting any input device (HDMI or VGA).

District Board Meeting: Triangle Lake Charter School Report

March Meeting

- **Portrait of a Graduate Task Force has met twice and the group participate and energy behind this work has been amazing. We will be meeting on April 7th at 6pm with stakeholder groups to gather their input.**
- **Spring sports season is in full swing for HS Track & Field with their first meet tomorrow at Junction City. MS Track & Field will begin practice Monday, March 28th.**
- **The Spring Play practices has begun with Mr. Schlea. A recent update in state cohort guidance has allowed MS and HS students to participate together.**
- **Monday, March 14th several Oregon Department of Education RSSL updates went into effect for our school:**
 - **Wearing a mask is now individual choice in all indoor settings**
 - **Contact tracing will no longer be required**
 - **Asymptomatic students and staff will not be required to quarantine when they are exposed to a positive case of COVID-19**
 - **Masks will no longer be required on school buses**

PROBATIONARY STAFF MEMBERS (as defined by ORS 342.815)

The following licensed personnel are to be considered for rehire in 2022-23

Staff hired in 2021-22 to be approved to rehire for 2nd year Probationary Period

Erin Arney	Preliminary Teaching License
Michael Kaiser	Preliminary Teaching License
Michael Metts	Professional Teaching License
Shayla Ordonez	Preliminary Teaching License
Amanda Quinn	Preliminary Teaching License
Ulises Rodriguez	Preliminary Teaching License
Jovan Stevenson	Preliminary Teaching License
Megan Wolf	Reciprocal Teaching License
Raymond Yarbrough	Preliminary Teaching License

Staff hired in 2020-21 to be approved to rehire for 3rd year Probationary Period

Gwendolynn Coons	Regular Teaching License
Jason Metting	Regular Teaching License

Staff hired in 2019-20 to be approved to rehire as CONTRACT staff

Teri Robertson	Regular Teaching License
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Administrative Staff to be approved for renewal

Brittany Bottensek	Administrative License
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