

*Andy Bellando
Superintendent*

*2020-21
Board of Directors*

Michael Blanchard

Michael Bollman

Dave Hunt

Matt Posey

Jon Woods

**Board Secretary
Juli Lichtenberger**

**Please join us at our
school board meetings.
Unless otherwise
scheduled the board
meets the second and
fourth Mondays
of the month.**

**District Office
Board Room
6:30 p.m.**

**Mission Statement
Our mission is to
provide the highest
quality education,
ensuring every student
develops the academic,
functional,
professional-technical,
and social-emotional
skills necessary to
succeed in life.**

**Dallas School District
111 SW Ash Street
Dallas OR 97338**

**503.623.5594 ph
503.623.5597 fax**

**Agenda
Board Meeting
May 24, 2021, Via Zoom
6:30 p.m.**

<https://us02web.zoom.us/j/87602028480>
Meeting ID: 876 0202 8480

1.0 Welcome

2.0 Approval of the Agenda

3.0 Good News

- 3.1 Girls Golf Team won first place in the OnPoint Community Credit Union Academic All-State Award
- 3.2 Dallas High School and LaCreole Middle School registration for summer programs is underway
- 3.3 We have qualified for a seismic upgrade grant in the amount of \$2,495,005 for the Dallas High School gymnasium
- 3.4 Kim Kellison was selected to the state English Language Art Curriculum Adoption Team
- 3.5 Terri Hethorn has been selected to the state English Language Learners curriculum adoption team

4.0 Student Report – Ellie Schilling

5.0 Public Comment

6.0 Announcements

- 6.1 May & June Calendars 1069
- 6.2 Citizens Oversight Committee Meeting, June 21, 2021 at 6:00 p.m.
- 6.3 Next Board Meeting, June 14, 2021 at 6:30 p.m.

7.0 Consent Agenda

- 7.1 Approval of May 10, 2021 Board Minutes 1071
- 7.2 JHFE – Delete - Reporting of Suspected Abuse of a Child 1074
- 7.3 JHFE – Reporting of Suspected Abuse of a Child 1076
- 7.4 JHFF – Delete - Reporting Requirements Regarding Sexual Conduct with Students 1079
- 7.5 JHFF/GBNAA – Reporting Requirements for Suspected Sexual Conduct with Students 1081
- 7.6 GCDA/GDDA – Delete - Criminal Records Checks and Fingerprinting 1084
- 7.7 GCDA/GDDA – Criminal Records Checks and Fingerprinting 1086
- 7.8 IICC – Delete – Volunteers 1089
- 7.9 IICC – Volunteers 1090

8.0 Leave of Absence Request for Karen Zapata (Board Action) 1092

9.0 Dallas Community School High School Proposal Discussion

10.0	Union Pacific Property Update – Andy Bellando	
11.0	Policies First Reading	
11.1	CBA – Qualifications and Duties of the Superintendent	1093
12.0	Summer Learning Update – Andy Bellando	
13.0	Reports	
13.1	Facilities Project Update – Bob Archer	1097
14.0	Adjourn	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 K-12 Inservice Day	6	7	8
TEACHER APPRECIATION WEEK						
9	10 Budget Committee Meeting 6:00 p.m. Board Meeting 7:00 p.m.	11	12 Strategic Planning Committee 12:30 p.m.	13	14	15
16	17 Citizens Oversight Committee 6:00 p.m.	18	19	20	21	22
23	24 Board Meeting 6:30 p.m.	25 Lyle Site Council 2:30 p.m.	26 DHS Senior Awards, Virtual	27	28 No School	29
30	31 Memorial Day No School					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 DHS Graduation 6:00 p.m.	5
6	7	8	9	10	11	12
13	14 Board Meeting 6:30 p.m.	15 K-5 Last Day of School 8th Grade Recognition 6:00 p.m.	16 6-12 Last Day of School Morrison Graduation 6:00 p.m.	17 All District Meeting 8:00 a.m.	18	19
20	21 Citizens Oversight Committee 6:00 p.m.	22	23	24	25	26
27	28 Board Meeting 6:30 p.m.	29	30			

**Minutes
Board Meeting
May 10, 2021, Via Zoom
7:00 p.m.
<https://us02web.zoom.us/j/87416273735>
Meeting ID: 874 1627 3735**

Present: Matt Posey, Jon Woods, Mike Bollman, Michael Blanchard, Dave Hunt, Ellie Schilling, Bob Archer, Rachel Alpert, Andy Bellando, Dennis Engle, Juli Lichtenberger, Darrick Bruns, Debbie MacLean, Ryan Sticka, Autymn Galbraith, Jamie Richardson

Visitors: Jessica Dehm, Judy Stuck, Michele Schilling, Pally Mann, Wendy Latta, Susan Fischer, Carol Christ, Carol Shaw-Slife, Monty Weld, Stephanie Hofferber, Lee Schlenker

1.0 Welcome

2.0 Approval of the Agenda

Mike Bollman moved to approve the agenda as presented, seconded by Dave Hunt. The motion passed unanimously.

3.0 Good News

- 3.1 Lyle's Recess for All project is a finalist in the OnPoint Community Credit Union's Community Builder contest
- 3.2 Hundreds of tulips were donated to Lyle by the Friends of Bush Gardens for the purpose of school beautification
- 3.3 Whitworth Celebrations
- 3.4 Dallas High School student Bryce Hayes was selected as a winner in the National Merit Scholarship Corporation, where he will receive his scholarship for the University of Nebraska, Lincoln

4.0 Student Report – Ellie Schilling

Ellie Schilling acknowledged Bryce Hayes for his accomplishments. Theater just finished filming and will be presenting this month. The Hammy's will be held on May 20, 2021. Spring sports are going well. Seniors received their caps and gowns last week.

5.0 Public Comment

No qualifying public comment received.

6.0 Announcements

- 6.1 May Calendar
- 6.2 Citizens Oversight Committee Meeting, May 17, 2021 at 6:00 p.m.
- 6.3 Next Board Meeting, May 24, 2021 at 6:30 p.m.

7.0 Consent Agenda

- 7.1 Approval of April 26, 2021 Board Minutes
 - 7.2 Staffing Report
 - 7.3 DB-1 – Budget Planning and Development
 - 7.4 DB-2 – Instructional Program Budget Process
 - 7.5 DID – Properties Inventories
 - 7.6 DJ – District Purchasing
 - 7.7 DJCA – Personal Services Contracts
 - 7.8 DLC – Out-Of-State Travel for Licensed Teachers and Specialists
- Matt Posey moved to approve the consent agenda, seconded by Dave Hunt.
The motion passed unanimously.

8.0 Financial Report – Debbie MacLean

Debbie MacLean, Director of Fiscal Services, shared the financial report for month ending April 30, 2021. The ending fund balance is projected to be 5.1% which meets board policy.

9.0 Elementary and Secondary School Emergency Relief III Input and Planning Efforts – Andy Bellando

Andy Bellando, Superintendent, shared the Elementary and Secondary School Emergency Relief (ESSER) III funding will offset needs to keep our current service level. Andy shared information on how the ESSER III funding will be applied.

10.0 Resolution #20-21-06 PERS Pension Bond (Board Action)

Andy Bellando recommended to the Board they consider this resolution. There is a requirement to opt in to the program by July 6, 2021. Discussion was held. Michael Blanchard moved for approval of resolution #20-21-06 to authorize participation in the Oregon Education Districts Pension Bond Program, seconded by Dave Hunt.
The motion passed unanimously.

11.0 Leave of Absence Request for Sarah Robertson (Board Action)

Mike Bollman moved to approve the leave of absence request for Sarah Robertson, seconded by Matt Posey. The motion passed unanimously.

12.0 Summer Learning Update – Andy Bellando

Andy Bellando shared a 2021 summer learning calendar summary. Additional details regarding child care are being discussed. Ready Schools, Safe Learners rules and protocols will continue during summer learning.

13.0 Policies Second Reading

- 13.1 JHFE – Delete - Reporting of Suspected Abuse of a Child
- 13.2 JHFE – Reporting of Suspected Abuse of a Child
- 13.3 JHFF – Delete - Reporting Requirements Regarding Sexual Conduct with Students

- 13.4 JHFF/GBNAA – Reporting Requirements for Suspected Sexual Conduct with Students
 - 13.5 GCDA/GDDA – Delete - Criminal Records Checks and Fingerprinting
 - 13.6 GCDA/GDDA – Criminal Records Checks and Fingerprinting
 - 13.7 IICC – Delete – Volunteers
 - 13.8 IICC – Volunteers
- Dennis Engle, Director of Human Resources, walked through a few changes that were made in the policies. Move to consent agenda for next meeting.

14.0 Reports

- 14.1 Ready Schools, Safe Learners Update – Kim Kellison
Andy Bellando, shared a brief update on behalf of Kim Kellison. The district is required to offer COVID-19 testing in the schools if a student shows symptoms while at school or reports an exposure to a presumptive case. A written authorization form is required prior to conducting the self-administered test.
- 14.2 Enrollment Report
- 14.3 Charter Schools Enrollment Reports
- 14.4 Charter Schools Budget Reports
- 14.5 Charter Schools Board Meeting Minutes and Agendas

15.0 Adjourn at 7:49 p.m.

Board Chair / Jon Woods

Date

Board Secretary / Juli Lichtenberger

Date

<h2 style="margin: 0;">Dallas School District 2</h2>
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Code: ~~JHFE~~
 Adopted: 9/10/12

~~Reporting of Suspected Abuse of a Child~~

~~Any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse or neglect, as defined in state law, by any adult or by a student with whom the employee is in contact has abused a child, will immediately notify the Oregon Department of Human Services or the local law enforcement agency. The district employee shall also immediately inform his/her supervisor, principal or superintendent.~~

~~Abuse of a child by district employees or by students will not be tolerated. All district employees are subject to this policy and the accompanying administrative regulation. If a district employee is a suspected abuser, reporting requirements remain the same. The district will designate the HR director to receive reports of abuse of a child by district employees and specify the procedures to be followed upon receipt of an abuse report. In the event the designated person is the suspected abuser, the superintendent shall receive the report of abuse. The district will post in each school building the name and contact information of the person designated to receive child abuse reports, as well as the procedures the HR director will follow upon receipt of a report. When the HR director takes action on the report, the person who initiated the report must be notified.~~

~~A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.~~

~~Upon request, the district shall provide records of investigations of suspected abuse of a child by a district employee or former district employee to law enforcement, Oregon Department of Human Services or Teachers Standards and Practices Commission.~~

~~Any district employee participating in good faith in the making of a report, pursuant to this policy and Oregon law and who has reasonable grounds for the making thereof, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of any such report. Further, the initiation of a report in good faith about suspected abuse of a child may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected abuse of a child by a district employee or a student, in good faith, the student will not be disciplined by the Board or any district employee. Intentionally making a false report of abuse of a child is a Class A violation.~~

~~The district shall establish written procedures to provide annual training: 1) for district staff in the prevention and identification of abuse of a child and on the obligations of district employees under ORS 419B.005, as directed by Board policy, to report suspected abuse of a child; 2) for parents and legal guardians of students attending district schools on the prevention, identification of abuse of a child and the obligation of district employees to report suspected abuse of a child, separate from district staff training; and 3) designed to prevent abuse of a child available to students attending district-operated schools.~~

The superintendent shall implement such regulations as are necessary to accomplish the intent of this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

~~ORS 339.370 to 339.400~~

~~ORS 419B.005 to 419B.050~~

~~ORS 418.746 to 418.751~~

~~OAR 581-022-0711~~

HB 4016 (2012)

~~Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F. 3d 1201 (9th Cir. 2011)~~

Cross Reference(s):

~~JHFF—Reporting Requirements Regarding Sexual Conduct with Students~~

Dallas School District 2

Code: JHFE

Adopted:

Reporting of Suspected Abuse of a Child

Any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse¹ shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to Oregon Revised Statute (ORS) 419B.010. Any district employee who has reasonable cause to believe that any adult or student with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419.010. If known, the report shall contain the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors², agents³, volunteers⁴, or students will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulation.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to the Oregon Department of Human Services (DHS) or its designee or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator.

The district will designate a licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

³ "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁴ "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

If the superintendent is the alleged perpetrator the report shall be submitted to the Director of Human Resources who shall also report to the Board chair.

The district will post the name and contact information of the designees for each school building designated to receive reports of suspected abuse and the procedures the designee will follow upon receipt of a report, the contact information for local law enforcement and the local DHS office or its designee and a statement that the duty to report suspect abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation JHFE-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, or its designee, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support the report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378.

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor or agent for the district is prohibited. Texting or electronically communicating with a student through contact information gained as a volunteer for the district is prohibited except as required to meet the obligations of the volunteer position.

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 339.370 - 339.400](#)
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)
[Senate Bill 155 \(2019\)](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9th Cir. 2011).

Dallas School District 2

Code: **JHFF**

Adopted: 6/21/10

Readopted: 4/11/11; 9/10/12; 8/12/13

Reporting Requirements Regarding Sexual Conduct with Students

~~Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.~~

~~“Sexual conduct” as defined by Oregon law is any verbal or physical conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE AR—Reporting of Suspected Child Abuse.~~

~~Any district/school employee who has reasonable cause to believe that another district/school employee or volunteer has engaged in sexual conduct with a student must immediately notify the person identified by the district to receive such reports.~~

~~When the district receives a report of suspected sexual conduct by a district employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An investigation is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses and the district employee who is the subject of the report. The investigation must meet any negotiated standards of an employment contract or agreement.~~

~~If, following the investigation, the report is substantiated, the district will inform the employee that the report has been substantiated and provide information regarding the appeal process. A substantiated report is one that: a) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and b) involves conduct that the educational provider determines is sufficiently serious to be documented in the employee’s personnel file.~~

~~If the employee decides not to appeal the determination or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee’s personnel file. The employee will be notified that this information may be disclosed to a potential employer.~~

~~The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports as well as the procedures the personnel director will follow upon receipt of a report. In the event that the designated person is the suspected perpetrator, the superintendent shall receive the report. When the personnel director takes action on the report, the person who initiated the report must be notified.~~

~~The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a district employee in good faith, the student will not be disciplined by the Board or any district employee.~~

~~The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct. The district will provide to employees at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.~~

~~Educational providers shall follow hiring and reporting procedures as outlined in ORS 339.374 for all district employees.~~

END OF POLICY

Legal Reference(s):

~~ORS 339.370 to 339.400~~

~~ORS 418.746 to 418.751~~

~~ORS 419B.005 to 419B.045~~

Cross Reference(s):

~~GCAB – Personal Communication Devices and Social Media – Staff~~

~~JHFE – Reporting of Suspected Abuse of a Child~~

Dallas School District 2

Code: JHFF/GBNAA

Adopted:

Reporting Requirements for Suspected Sexual Conduct with Students *

Sexual conduct by district employees, contractors¹, agents², and volunteers³ is not tolerated. All district employees, contractors, agents, and volunteers are subject to this policy.

“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating, hostile or offensive educational environment. “Sexual conduct” does not include touching that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

Any district employee, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternate designated licensed administrator for their school building. If the superintendent is the alleged perpetrator the report shall be submitted to the Director of Human Resources who shall report the suspected sexual conduct to the Board chair.

When the designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district’s administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) as appropriate, for investigation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

¹ “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

² “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

³ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will post in each school building the names and contact information of the employees designated for the school building to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor or agent for the district is prohibited. Texting or electronically communicating with a student through contact

information gained as a volunteer for the district is prohibited except as required to meet the obligations of the volunteer position.

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

ORS 332.107

ORS 339.370 - 339.400

ORS 419B.005 - 419B.045

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).

Dallas School District 2

Code: ~~GCDA/GDDA~~Adopted: ~~1/14/08~~Readopted: ~~07/12/10; 12/10/12; /14/14;
10/11/16; 3/13/18~~

~~Criminal Records Checks and Fingerprinting~~

~~In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require all newly hired full-time and part-time employees not requiring licensure to undergo a criminal records check and/or fingerprinting. Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall have criminal records checks and/or fingerprinting as required by law.~~

~~“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.~~

~~As required by state law, a criminal records check and/or fingerprinting shall be required of the following individual or individuals (subject individuals and requirements are further outlined in GCDA/GDDA AR—Criminal Records Checks and Fingerprinting):~~

- ~~1. All district contractors and/or their employees, whether employed part-time or full-time, considered by the district to have unsupervised access to students;~~
- ~~2. All contractors and/or their employees who provide early childhood special education or early intervention services in accordance with rules established by the Oregon Department of Education, Child Care Division;~~
- ~~3. Any community college faculty member providing instruction at the site of an early childhood education program or at a school site as part of an early childhood program, or at a grade K through 12 school site during the regular school day;~~
- ~~4. Any individual who is an employee of a public charter school and not requiring licensure; and~~
- ~~5. Any individual considered for volunteer service with the district who is to have direct, unsupervised contact with students.~~

~~The identity of an individual requiring fingerprinting will be provided by the district to the authorized finger printer for verification.~~

~~An individual shall be subject to fingerprinting only after acceptance of an offer of employment or contract.~~

~~The district shall begin the employment of subject individual or terms of a district contractor [on a probationary basis pending the return and disposition of the required criminal records checks and/or fingerprinting.~~

~~The service of a volunteer with direct, unsupervised access to students will not begin before the return and disposition of a criminal records check.~~

~~A subject individual who has failed to disclose the presence of convictions that would not otherwise prohibit his/her employment with the district as provided by law, may be employed or contracted with by the district. The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.~~

~~An individual who knowingly made a false statement as to the conviction of any crime on district volunteer forms, as determined by the district may result in immediate termination from the ability to volunteer in the district.~~

~~Fees associated with a criminal records check and/or fingerprinting may be charged.~~

~~The superintendent shall develop administrative regulations as necessary to meet the requirements of law.~~

Appeals

~~An individual eligible may appeal a determination that prevents his/her employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case and will be so notified in writing by the ODE.~~

END OF POLICY

Legal Reference(s):

~~ORS 181A.180~~

~~ORS 332.107~~

~~ORS 181A.230~~

~~ORS 336.631~~

~~OAR 414-061-0010 to -0030~~

~~ORS 326.603~~

~~ORS 342.143~~

~~OAR 581-021-0500~~

~~ORS 326.607~~

~~ORS 342.223~~

~~OAR 584-050-0012~~

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2017).

Cross Reference(s):

HCC – Volunteers

Dallas School District 2

Code: GCDA/GDDA

Adopted:

Criminal Records Checks and Fingerprinting

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require all newly hired full-time and part-time employees¹ not requiring licensure under Oregon Revised Statute (ORS) 342.223 to submit to a criminal records check and/or fingerprinting as required by law. Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting, as established by Board policy and as required by law.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

Pursuant to state law, a criminal records check and/or fingerprint-based criminal records checks shall be required of the following individuals²:

1. All newly hired full-time and part-time employees not requiring licensure;
2. All individuals employed as or by a contractor, whether employed part-time or full-time, and considered by the district to have direct, unsupervised contact with students;
3. All district contractors and their employees who provide early childhood special education or early intervention services in accordance with rules established by the Oregon Department of Education, Child Care Division;
4. Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day;
5. Any individual who is an employee of a public charter school and not requiring licensure under ORS 342.223; and
6. Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students.

¹ Any individual hired within the last three months. A subject individual does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-0210510(11)(b).

² Subject individuals and requirements are further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students, in the following positions:

1. Volunteer coaches; and
2. Overnight volunteer chaperones.

The district will provide the written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or volunteer forms.

The procedure for processing fingerprint collection is further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

The identity of a subject individual requiring fingerprinting will be provided by the district to the authorized finger printer for verification.

The individual subject to the collection of fingerprint information, shall be subject only after acceptance of an offer of employment or contract from the district and may be charged a fee by the district. A subject individual may request the fee be withheld from the amount otherwise due to the individual.

The district shall begin the employment of a subject individual or terms of a district contractor on a probationary basis pending the return and disposition of the required criminal records checks.

When the district is notified of a subject individual who has been convicted of any crimes prohibiting employment or contract will be terminated and/or will not be employed or contracted. When the district is notified of a subject individual who knowingly made a false statement as to the conviction of any crime, the individual will not be employed or contracted with by the district, or if employed by the district may be terminated. A subject individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law may, or may not, at the district's discretion be employed or contracted with by the district.

The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

The service of a volunteer allowed to have direct, unsupervised contact with students will not begin before the return and disposition of a criminal records check.

The service of a volunteer in a position identified by the district as requiring criminal records check including fingerprinting may not begin before the return and disposition of the criminal records check.

A volunteer who knowingly made a false statement or has a conviction of a crime listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number will result in immediate termination from the ability to volunteer in the district.

Fees associated with a criminal records check and/or fingerprinting may be charged.

The superintendent shall develop administrative regulations as necessary to meet the requirements of law.

Appeals

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

A volunteer required to submit to a fingerprint-based criminal records check may appeal a determination from a fingerprint-based criminal records check by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

END OF POLICY

Legal Reference(s):

ORS 181A.180

ORS 181A.230

ORS 326.603

ORS 326.607

ORS 332.107

ORS 336.631

ORS 342.143

ORS 342.223

OAR 414-061-0010 – 061-0030

OAR 581-021-0510 – 021-0512

OAR 581-022-2430

OAR 584-050-0012

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).

Cross Reference(s):

IICC - Volunteers

<h2 style="margin: 0;">Dallas School District 2</h2>
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Code: ~~IICC~~

Adopted: 12/12/05

Volunteers

~~Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.~~

~~The School Board shall require Oregon Criminal records checks for individuals authorized as volunteers for the District~~

~~Nonexempt employees may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services as the employee's regularly assigned duties.~~

~~The administration is responsible for the recruitment, use, coordination and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.~~

END OF POLICY

Legal Reference(s):

~~ORS Chapter 243~~

~~ORS 326.607~~

~~ORS 332.107~~

~~OAR 839-020-0005~~

~~Fair Labor Standards Act of 1938, as amended, 29 U.S.C. Sections 206 and 207.~~

Dallas School District 2

Code: IICC

Adopted:

Volunteers

Community patrons who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of paid district staff to serve the purpose and needs of the district in alignment with district policy.

Any person authorized by the district for volunteer service shall be required to undergo an Oregon criminal records check. Any volunteer allowed to have direct, unsupervised contact with students, in a position identified by the district as requiring fingerprinting, shall be required to undergo a state and national criminal records check and fingerprinting. (See board policy GCDA/GDDA – Criminal Records and Fingerprinting and its accompanying administrative regulation.)

A volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.

Any electronic communications with students by a volunteer for the district will be appropriate and only when directed by district administration. Texting or electronically communicating with a student through contact information gained as a volunteer for the district is prohibited except as required to meet the obligations of the volunteer position.

Nonexempt employees¹ may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services² as the employee's regularly assigned duties. In the event a nonexempt employee volunteers to perform services for the district that are the same or similar as the employee's regularly assigned duties, the Board recognizes that under the Fair Labor Standards Act (FLSA), extra time, overtime or compensatory time must be provided.³

¹There are three types of FLSA exemptions: those for executive, administrative, and professional employees. Generally, employees who are exempt under the executive, administrative, or professional exceptions must primarily perform executive, administrative, or professional duties at least 50 percent of the employee's time.

²Instructional assistant duties are generally viewed to be the same type of service, supervising and instructing students, as coaching.

³Districts should review with legal counsel the use of non-exempt employees in extracurricular activity positions such as coaching, advisors for cheerleading, and other district-sponsored activities for FLSA district impacts.

The administration is responsible for the recruitment, use, coordination, and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Every effort should be made to use volunteer resources in a manner that will ensure maximum contribution to the safety, welfare, and educational growth of students.

END OF POLICY

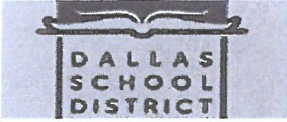
Legal Reference(s):

<u>ORS Chapter 243</u>	<u>ORS 339.372</u>	<u>OAR 839-020-0005</u>
<u>ORS 326.607</u>		
<u>ORS 332.107</u>	<u>OAR 581-021-0510 – 021-0512</u>	<u>Senate Bill 155 (2019)</u>

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2012).

Cross Reference(s):

GCDA/GDDA - Criminal Records Checks and Fingerprinting



Juli Lichtenberger <juli.lichtenberger@dsd2.org>

Fwd: Leave of Abscence

1 message

Dennis Engle <dennis.engle@dsd2.org>
To: Juli Lichtenberger <Juli.Lichtenberger@dsd2.org>

Tue, May 18, 2021 at 7:48 AM

----- Forwarded message -----

From: **Karen Zapata** <karen.zapata@dsd2.org>
Date: Mon, May 17, 2021 at 6:09 PM
Subject: Leave of Abscence
To: Dennis Engle <dennis.engle@dsd2.org>

Dennis, I am requesting a leave of absence for the 2021-2022 school year to finish my students teaching. Thank you!

Dallas School District 2

Code: CBA
 Adopted: 12/13/04
Readopted: 6/24/13;

Qualifications and Duties of the Superintendent

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current ~~Oregon administrative license with an authorization for all levels and appropriate endorsement~~ **license that qualifies the individual to serve as superintendent of the district**¹;
2. A master's or doctorate degree in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets ~~transitional administrator or exceptional administrator~~ **alternative** licensure requirements. The Board may, ~~jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to OAR 584-080-0151 and 584-080-0161.~~ **take steps to assist an individual to qualify for such a license.**

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;

¹ **Please contact the Teacher Standards Practices Commission (TSPC) with questions regarding licensure**

9. Strong management skills and a desire and ability to motivate and innovate, taking advantage of the district's strengths.

General Functions

1. The superintendent is the chief executive officer **of the district** and, under the direction of the Board, is responsible for control and operation of the school system and for implementing the decisions and policies of the Board.
2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

Specific Functions

The superintendent will have the duty and authority to perform the following specific functions:

1. **Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student;**
2. Serve as educational leader to the Board, staff and community;
3. Act as the Board's **district's** chief administrative officer;
4. Serve as district school clerk, performing such duties as required by law or by the Board;
5. Schedule meeting places, prepare an agenda, and record minutes for all Board meetings and other committee meetings authorized by the Board; ²
6. Attend all regular and special meetings and executive sessions of the Board, except when excused for his/her own salary and performance review;
7. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;
8. Administer adopted Board policies;
9. **Regularly** ~~Annually~~ review adopted Board policies and make recommendations for needed changes;
10. Advise, inform and make recommendations to the Board on matters of policy and other required action(s) and inform the Board on all phases of district operation;
11. Provide an ongoing program of communication to and from the community, staff and Board concerning ~~the school program and district activities~~ **district programs and activities;**
12. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;

² **Review policy BDDC to ensure consistency.**

13. Serve as a member of the Board's salary consultation and negotiations teams and make recommendations to the Board on all issues;
14. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;
15. Develop and file a complete list of position descriptions with job descriptions within each classification for all classes of personnel, review and change those descriptions as needed or directed by the Board;
16. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff. Policies approved by the Board will be included in the written rules and regulations of the district;
17. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;
18. Resolve problems of operations and settle disputes referred through administrative channels;
19. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;
20. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;
21. Recommend to the Board the appointment, renewal, contract extension, demotion, contract nonrenewal, contract non-extension or dismissal of licensed district employees in accordance with state law, board policy and the employee's collective bargaining agreement, as applicable;
22. Appoint, promote, demote, or discharge classified and non-represented employees as provided by state law, board policy, collective bargaining agreements and meet and confer agreements, as applicable;
23. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
24. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy and make recommendations for those positions to the Board before March 15 of each year;
25. Evaluate the performance of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
26. Assign and control the promotion of students;
27. Maintain a continuous inventory of all district property, furniture, material and supplies;

28. Recommend plans for repairs and maintenance to district property and for new construction and see that all plans adopted by the Board are properly executed;
29. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;
30. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;
31. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;
32. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;
33. Direct the district in its relationships with federal, state and local government agencies;
34. Cooperate with universities and colleges in their student-teacher training programs;
35. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;
36. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations as may be necessary to attain their efficient operation;
37. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;
38. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;
39. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

Legal Reference(s):

ORS 327.133
ORS 332.075
ORS 332.515
ORS 342.125
ORS 342.140
ORS 342.143
ORS 342.173

ORS 342.175
ORS 342.200

OAR 581-022-0102 to -1940
~~OAR 581-023-0006 to -0050~~
OAR 584-020-0000 to -0045
~~OAR 584-036-0035(1)~~

OAR 584-046-0005 to -0024
OAR 584-048-0085 to -0095
OAR 584-080-0151
OAR 584-080-0152
OAR 584-080-0161

Cross Reference(s):

CBG - Evaluation of the Superintendent



Facilities/Bond Work Update May 24, 2021 Board Report

DHS Fire Alarm Replacement

- Project has reached 100% completion.
- Fire chief and building officials performed the final inspection.
- The CTE system will integrate with the new system in the high school.

LaCreole Middle School Seismic Upgrade (SRG)

- CMGC Contract with Gerding Builders is under review.
- ZCS and Gerding are still working on the design. 50% DD milestone should be reached early June.
- Material testing and building systems exploration will continue to minimize surprises during construction.
- Construction has been delayed to the spring of 2022.
- Gerding will begin finalizing subcontractors and project budget over the next couple of months.

CTE Building

- Substantial completion has been bumped to Thursday May 27.
- Punch list walk will follow substantial completion. Baldwin has a few major repairs to make pertaining to the polished concrete floors in all areas. They are also dealing with a delay on the exterior lighting.
- Final completion is scheduled for June 3.
- We hope to begin moving equipment and assembling the welding booths next week pending the outcome of the Punch Walk and flooring issues.
- I anticipate the overall completion to be final by the end of June, this includes all the work being performed in house.

Other Information:

Dallas High School has received another SRG Grant in the amount of 2,495,005.00 to strengthen the gym. We will begin the RFP process as soon as we get the paper work from the state. I anticipate a summer of 2023 start date for construction.

Bob Archer, Facilities Director

Maintenance Staff: Gordon Gentry ♦ Gordon Southwick ♦ Seth Arnesen ♦ Kate Hall

We received confirmation from ODOE we are eligible to receive 85,347.00 from the districts SB 1149 funds.

Current/upcoming projects:

The board room in the District Office is undergoing a makeover including a fresh coat of paint, drop ceiling, new lighting, and some technology upgrades to update the functionality and capabilities of the room. The update will allow meetings to be held in person as well as virtual.

Parking lot lighting upgrades at OHE, LMS, and DHS are on the list to be completed. The upgrade at LMS will include new lighting on the exterior of the building as well. We received word from

DHS Weight Room is getting new flooring installed, and some new equipment to create multi use workout stations. The anticipated date for the flooring is the end of June- first week of July.

Summer cleaning/maintenance will look somewhat different this summer pending the outcome of all the summer programs within each building. I anticipate Lyle to be fully operational utilizing all spaces daily which will require a focused cleaning routine to assure the spaces are ready daily. I anticipate the cleaning/disinfection will require 2-3 staff members. I conducted custodial interviews for a temp position and plan to bring on 2 additional staff members to help cover throughout the summer.

Overall, summer schedules are still pending, I hope to get with the Engineers and solidify building schedules in the next couple of weeks. We will be refinishing both gym floors at DHS and the gym floor at WWE.

Any Questions?

Bob Archer, Facilities Director

Maintenance Staff: Gordon Gentry ♦ Gordon Southwick ♦ Seth Arnesen ♦ Kate Hall