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BETHEL SCHOOL BOARD WORK SESSION

Virtual Meeting hosted from the District Office – 4640 Barger Drive

Monday, July 6, 2020 – 5:00 p.m.

Join Zoom Meeting:

Password:

Or

Phone number to listen:

Meeting ID:

Password:

AGENDA

- 1. School Resource Officer Discussion**
- 2. 2020-2021 Committee Opportunities**

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Revised: 2:57 p.m. 7/2/2020

BETHEL SCHOOL BOARD MEETING

Virtual Meeting hosted from the District Office – 4640 Barger Drive

Monday, July 6, 2020 – Approximately 6:30 p.m.

Immediately following the 5:00 p.m. Board Work Session

Join Zoom Meeting:

Password:

Or

Phone number to listen:

Meeting ID:

Password:

AGENDA

1. Call to Order

Paul Jorgensen, Chair

2. Election of Officers

3. Approval of Minutes

4. ODE/OHA Reopening Guidance, District Staff Team

5. Bond Recommendations

6. Superintendent's Report

A. Legislative and School Finance Update

B.

7. Superintendent Contract

8. Delegations and Visitors

Per ORS 192.670, this Board Meeting will be conducted as a virtual meeting. Public comment will not be taken verbally during the virtual meeting, but will be accepted via email until 4:00 p.m. on Tuesday, July 7, 2020. Please email relevant public comment to jill.busby@bethel.k12.or.us.

9. Consent Agenda

1. Appoint District Officers;
2. Depository of Funds;
3. Authorization of Investment;
4. Designate Attorneys;
5. Designate Auditors;
6. Designate Realtors;
7. Board Meeting Calendar for 2020-21;

Resolution No. 1

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

July 6, 2020, Page 2 of 2

- 8. Consolidation and Commingling of Funds;
- 9. Authorize Submission of 2020-21 Title Applications;
- 10. Approve CACFP (*Child and Adult Care Food Program*) participation in 2020-21;
- 11. Approve Alternative Education Programs for 2020-21; and
- 12. Personnel Action

10. Action Items

- A. Adopt Policy EBC/EBCA
- B. Approve School Meal Price Increases
- C. Approve 2020-2023 Superintendent Contract
- D.

Resolution No. 2
Resolution No. 3
Resolution No. TBD

11. Information and Discussion

- A. NSBA Annual Conference, April 10-12, New Orleans
- B.

12. Board Activity Update

- A.

13. Review of Next Meeting: Monday, August 10, 2020

- A. Review Operational Blueprints for Reentry
- B. Legislative & School Finance Update
- C. 2020-2021 Board Priorities/Goals Discussion
- D. Bond Decision
- E. Board Policies Up for Periodic Review
- F.

14. Adjournment

MINUTES
Bethel School District #52
Budget Committee Meeting
May 28, 2020

The May 28, 2020 Budget Committee Meeting was held virtually via Zoom.

ATTENDANCE:

Budget Committee: Paul Jorgensen, Debi Farr, Alan Laisure, Greg Nelson, Richard Cunningham, Robin Zygaitis, Dawnja Johnson, Kellie Andre, James Manning Jr., Patrick Farr, Jennifer Ziegler Shaun Davis and Alisa Hammond

Absent: T. Erin Basinger

District staff/Students/and Community Members identified: Superintendent Parra, Simon Levear, Remie Calalang, Pat McGillivray, Kee Zublin, Tasha Katsuda, Amy Tidwell, Tina Gutierrez-Schmich, Georgeann Harty, David Bolton, Jill Busby, Connie Quinn, Mari Ford, Jenny Sink, Nathan Bridgens, Karyn Bayer, Maureen Spence, Erika Case, Carmen Adler, Jill Robinson-Wolgamott, Christy Gill, Ry Robinson, Logan Grassest, Brady Cottle, Evan Rindy, Dan Hedberg, Alyssa Dodds and Stefan Aumack

CALL TO ORDER

Chair Andre called the meeting of the Budget Committee to order at 5:33 p.m.

ACTION ON MINUTES

Chair Andre presented the Minutes of the May 26, 2020, Budget Committee Meeting and asked for additions or corrections. Hearing none, the Budget Committee approved the minutes as submitted.

Board Chair Paul Jorgensen asked for a moment of silence in memory of Nathaniel (Nate) Johnson, son of Board Member Dawnja Johnson, who recently passed away. Chair Jorgensen shared memories of Nate's participation as a student and volunteer in the school district.

REVIEW OF AGENDA ORDER AND TIMELINE

Superintendent Parra reviewed the agenda order and timeline for the proposed Budget.

PUBLIC COMMENTS

No public comments were made.

INTRODUCTORY REMARKS

Superintendent Parra reviewed staffing plans based on up to date information from the Economic Forecast. Principals will present a draft of the staffing ratio based on current information and also a staffing plan which adds one student to the staffing ratio.

REVIEW OF SCHOOL PROGRAMS

Elementary

Elementary Principals, Mari Ford (Danebo), Jenny Sink (Fairfield), Nathan Bridgens (Irving), Karyn Bayer (Clear Lake) and Maureen Spence (Malabon), presented projected student enrollment and staffing plans for school year 2020-21. The class size comparison for each school include classroom teachers, music, counselors, unallocated and physical education specialists FTE. At the elementary level the ratio of

students per licensed FTE is projected at 26.1:1. Principals answered various questions from the committee.

K-8

Principal Erika Case (Meadow View) and Principal Jill Robinson-Wolgamott (Prairie Mountain) presented projected student enrollment and staffing plans for school year 2020-21. The class size comparison for each school include classroom teachers, music, counselors, unallocated and physical education specialists FTE. At the K-8 level the ratio of students per licensed FTE is projected at 26.1:1. Principals answered various questions from the committee.

Middle School

Principal Ry Robinson (Cascade), and Principal Brady Cottle (Shasta), presented projected student enrollment and staffing plans for school year 2020-21. The class size comparison for each school include classroom teachers, music and counselors FTE. At the middle school level the ratio of students per licensed FTE is projected at 26.1:1. Principals answered various questions from the committee.

Flexible Lane ESD transit dollars will fund additional teachers and classified staff for Cascade Middle School. These additional funds are comparable to funds Cascade would have available as a Title I program which it qualifies for.

Measure 98 funds will assist funding for elective classes at Shasta Middle School.

High School

Principal Stefan Aumack (Kalapuya) presented staffing plans for school year 2020-21 with no changes in enrollment and staffing. Funding from Oregon Community Foundation and Food for Lane County will be used to help fund the Bethel Farm which provides produce to families. Mr. Aumack thanked board member Debi Farr for participating in the distribution of food and produce at the farm. Kalapuya will have a record high of 70 students graduating this year.

Principal Dan Hedberg (Willamette) reported the projected class size comparison in all departments for school year 2020-21 is currently being processed. Staffing will be maintained with Measure 98 funds. The high school will offer a new course, CTE Cruise Class, which will guide students in career pathways. The ratio of students per licensed FTE is 27.1:1.

Principals answered various questions from the committee.

REVIEW OF STUDENT SERVICES

Special Services Director, Amy Tidwell, reported on services and staffing for school year 2020-2021. Special Education currently serves just over 1,000 students. Student Services budgets for programs for students with disabilities, Alternative Programs outside the district, Medical Services (includes billing Medicaid for services and transportation for students), Nursing Services, Psychological Services, Speech Pathology & Audiology Services, Service Direction Student Support, Family Resource Center and McKinney-Vento which are budgeted individually to more accurately reflect their categories. Director Tidwell then answered various questions from the committee.

REVIEW OF TEACHING & LEARNING

Curriculum Director Tasha Katsuda reported on Elementary Instruction which includes 25% funding for the Bethel Farm manager, Kinder Smart Start and Articulation / Professional Development, English Language Development, Curriculum Improvement including Tribal History-Shared History, and Staff Development. Director Katsuda then answered various questions from the committee.

Curriculum Director Kee Zublin reported unused funds from 2019-20 for Talented & Gifted will be allocated in 2020-21 and reviewed Assessment & Testing.

REVIEW OF ADMINISTRATION

Business Services Director, Simon Levear, presented the budget for Administration which includes Student Safety, Board of Education, Office of Superintendent and Office of the Principal (professional development).

REVIEW OF ALL SCHOOLS

Business Services Director, Simon Levear, presented the budget for All Schools which include Multi Cultural Equity, Direction of Business Support Services, Business Services, Building Operations & Maintenance, Grounds Maintenance, Vehicle Maintenance, Transportation & Special Education Transportation, Printing & Duplicating Services, Staff Services, Human Resources and Other Staff Services. Budgets were reviewed for Public Information, Network Operations, Student Data, Supplemental Retirement Program, Long Term Debt Service, Transfers; which includes funds transferred to the Bethel Health Center, Contingency and Unappropriated Ending Fund Balance.

REVIEW OF OTHER FUNDS

Business Services Director, Simon Levear, gave an overview of Other Funds which includes Special Revenue Funds (includes full amount of funds from Student Success Act), Debt Service, Capital Projects, Internal Service Funds, and Fiduciary Funds. Director Levear then answered various questions from the committee.

SUMMARY INFORMATION

Business Services Director, Simon Levear, reviewed the Description of Funds then answered various questions from the committee.

DISCUSSION OF THE 2020-21 BUDGET

Budget Committee Members asked various questions and provided comments regarding the budget.

APPROVAL OF 2020-2021 BUDGET AND TAX LEVY

Alan Laisure made a motion to approve the budget as follows:

*"I move that the Budget Committee of the Bethel School District #52 approve the budget for the **2020-2021** fiscal year, in the General Fund amount of **\$70,352,376**, Other Funds **\$60,045,488** for an aggregate amount of **\$103,067,788**."*

Debi Farr seconded. With a roll call vote the motion was passed unanimously.

Jennifer Ziegler made a motion to approve each tax levy as follows:

*'I move that the Budget Committee of the Bethel School District #52 approve property taxes for the **2020-2021** fiscal year at the rate of **\$4.5067** per \$1,000 of assessed value for operating purposes in the General Fund and in the amount of **\$6,498,956** for the general obligation bond principal and interest in the Debt Service Fund."*

Richard Cunningham seconded. With a roll call vote the motion was passed unanimously.

ACKNOWLEDGMENT

Budget Committee members expressed thanks to Superintendent Parra, Business Services Director Levear and other staff for their hard work in preparing the budget.

ADJOURNMENT

Chair Andre adjourned the meeting at 7:51 p.m.

Clerk

Chair

MINUTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
JUNE 8, 2020

The June 8, 2020 meeting of the Board of Directors was held virtually via Zoom.

ATTENDANCE

Board Members: Debi Farr, Rich Cunningham, Alan Laisure, Greg Nelson, Robin Zygaitis, and Chair, Paul Jorgensen

Absent: Dawnja Johnson

District staff, students, and community members identified: Superintendent Parra, Remie Calalang, Pat McGillivray, Kee Zublin, Tina Gutierrez-Schmich, Georgeann Harty, Amy Tidwell, Tasha Katsuda, Simon Levear, Sherine Forrest, David Bolton, Stephanie Jennings, Ellen Meyi-Galloway, Jo Staniak, and Jill Busby

CALL TO ORDER

Chair Jorgensen called the June 8, 2020 meeting of the Board of Directors to order at 5:04 p.m.

ACTION ON MINUTES

Chair Jorgensen presented the Minutes from the May 11, 2020 Board Meeting and the May 26, 2020 Special Board Meeting and asked for additions or corrections. Hearing none, the Board approved both sets of Minutes as submitted.

SUPERINTENDENT'S REPORT

Affordable Housing Tax Exemption Program, City of Eugene

City of Eugene Grants Manager Stephanie Jennings shared the history of Eugene's Low Income Rental Housing Property Tax Exemption Program in Bethel. The program is regulated by the City of Eugene and the deadline to submit applications for the program was recently extended by the Oregon Legislature to July 1, 2030. For the City of Eugene to utilize this program within Bethel School District boundaries in the future, the Lane County Tax Assessor is requiring formal concurrence from the Bethel School Board. A resolution to consider agreeing to the policies of providing tax exemptions for low-income rental housing properties will be brought before the Board at a future meeting. Business Services Director Simon Levear summarized an equalization formula and how diminished property taxes will likely have little impact on the District's State School Fund allocation. Ms. Jennings and City of Eugene Housing Finance Analyst Ellen Meyi-Galloway answered questions from the Board.

Director Laisure joined the virtual meeting at approximately 5:11 p.m.

Financial Statement, Simon Levear

Business Services Director Simon Levear reviewed the May 2020 financial statement showing an estimated Ending Fund Balance of \$9,931,860.

Legislative and School Finance Update

Superintendent Parra shared that Oregon Department of Education's guidance for re-opening schools in the fall is expected to be released later this week. Staff will work through the summer to design a plan to re-open schools in compliance with state guidelines. Superintendent Parra also provided an update on the District's liability insurance coverage as it relates to communicable diseases, including but not limited to COVID-19.

MINUTES

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

JUNE 8, 2020

Effective July 1, 2020, PACE, the District's liability carrier, will follow the industry standard and no longer offer liability or property coverage for communicable diseases. Superintendent Parra answered questions from the Board and discussed the importance of recognizing the change with liability insurance coverage and how critical it will be to keep students and staff safe.

Policy Update, 1st Reading

Superintendent Parra reported on the following Board Policies:

LBE – Public Charter Schools – *Updated to reflect new language*

LBEA – Resident Student Denial for Virtual Public Charter School Attendance – *New policy*

The Board discussed the July Work Session and Board Meeting date and changed the date from Wednesday, July 1, 2020, to Monday, July 6, 2020, at 6:30 p.m. If possible, this meeting will be held in person at a location where social distancing requirements can be followed.

The Board Meeting scheduled for June 22, 2020, will be a virtual meeting. The meeting time was adjusted by the Board from 5:00 p.m. to 5:30 p.m.

Superintendent Parra stated that the District is moving forward with discussions regarding utilization of the School Resource Officer (SRO) Program. Superintendent Parra clarified she will continue to update the Board as discussions occur.

DELEGATIONS AND VISITORS

No public comment was submitted for this meeting via email by 4:00pm on Tuesday, June 9, 2020.

CONSENT AGENDA

Resolution No. 64 – Personnel Action

Motion: Alan Laisure moved, Debi Farr seconded, to approve the Revised Consent Agenda as specified below.

#	Name	Type	Description
1.	Booth, Allison	Hire for 2020-21	Offer Extra Duty Contract for Assistant Cross Country Coach @ Willamette.
2.	Fulton, Leland	Hire for 2020-21	Offer Extra Duty Contract for Cross Country Coach @ Willamette.
3.	Neuhaus, Carley	Hire for 2020-21	Offer 1 st Year Probationary Contract for 1.0 FTE Life Skills Teacher @ Clear Lake; Replaces: Jennifer Reiss; Start Date: 8/31/2020.
4.	Black, Jean	Job Share	Approve .67 FTE Job Share for the 2020-21 school year; Position: Math Teacher @ Willamette.
5.	Meusec, Lacey	Infant Care Leave	Approve 1.0 FTE Infant Care Leave for the 2020-21 school year; Position: PE Teacher @ Willamette.

MINUTES

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

JUNE 8, 2020

6.	Rindy, Evan	Hire for 2020-21	Offer Administrator Contract for Principal, Clear Lake; Replaces: Karyn Bayer; Education: BA/UO, Master's in Special Education/UO, Administrator Licensure/UO; Experience: Assistant Principal, Shasta Middle School, 7 years; Special Education Teacher, Shasta Middle School, 7 years; TOSA, Shasta Middle School, 4 months; Start Date: 6/22/20.
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Motion Passed, 5-1

Absent: Dawnja Johnson

Rich Cunningham voted against Resolution No. 64.

ACTION ITEMS

Resolution No. 65 – Approve WHS & MV Turf and WHS Track Replacement Contract

Motion: Rich Cunningham moved, Alan Laisure seconded, to approve the award of a construction contract to FieldTurf in the amount of \$1,061,631.00 for the turf replacement at Willamette High School and Meadow View School and the track replacement at Willamette High School. Community Relations Director Pat McGillivray clarified for the Board that the District will be responsible for half of the turf replacement and all of the track replacement. The track replacement will cost approximately \$100,000.00. The City of Eugene will be responsible for \$500,000.00 of the project, approximately half of the turf replacement.

Motion Passed, 6-0

Absent: Dawnja Johnson

INFORMATION AND DISCUSSION

- A. OSBA Annual Convention, November 12-15, Portland Marriott Downtown Waterfront
- B. NSBA Annual Conference, April 10-12, New Orleans

BOARD ACTIVITY UPDATE

- A. Kalapuya High School Virtual Graduation, Thursday, June 11, 6:00pm
- B. Willamette High School Virtual Graduation, Friday, June 12, 6:30pm
- C. Superintendent Parra answered questions from the Board regarding the upcoming pre-recorded virtual graduations.
- D. Director Cunningham noted that OSBA will hold a Virtual Summer Board Conference in July.
- E. Director Laisure thanked Superintendent Parra for information provided previously on the recent Stuff the Truck event.
- F. Superintendent Parra responded to an inquiry from Director Cunningham about summer programs in the District, indicating that the extended school year and credit recovery programs will be distance learning. An ELD program will be held in-person.

REVIEW OF NEXT MEETING: MONDAY, JUNE 22, 2020

- A. Public Hearing/Adoption of 2020-2021 Budget
- B. Instructional Hours Review and Approval
- C. Legislative & School Finance Update

MINUTES

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

JUNE 8, 2020

D. Board Policies Up for Periodic Review

ADJOURNMENT

There being no further business to bring before the Board, Chair Jorgensen adjourned the meeting at 6:24 p.m.

Clerk – Chris Parra

jcb

Chair – Paul Jorgensen



Revised: 3:00 p.m. 7/2/2020

July 6, 2020

RESOLUTION NO. 20-21: 1

BE IT RESOLVED, That the Board of Directors, School District No. 52, Lane County, hereby:

1. Appoints the following personnel to the positions indicated for the 2020-21 school year: Chris Parra: Executive Officer and District Clerk; Simon Levear: Budget Officer, Deputy Clerk, Custodian of Funds; Nancy Porter: Deputy Clerk; Jill Busby: Board Secretary;
2. Designates that U.S. Bank, Piper Jaffray, Wells Fargo Bank, Wells Fargo Securities, Oregon Community Credit Union, Selco Community Credit Union, Umpqua Bank, JP Morgan Chase Bank, and the Local Government Investment Pool as the depositories for all funds of School District No. 52, Lane County, for the 2020-21 fiscal year;
3. Re-adopts, in accordance with ORS 294.135, the attached Investment Policy for the fiscal year beginning July 1, 2020;
4. Designates PACE Legal; Luvaas Cobb, Attorneys at Law; The Hungerford Law Firm; Graham M. Hicks, Attorney; and Garrett Hemann Robertson P.C. as attorneys for the District during the 2020-21 school year;
5. Designates the firm of Grove, Mueller, Swank, P.C. as auditors for the 2020-21 school year;
6. Designates Sherry Duerst-Higgins, ABR, CRS, CRB, GRI, SRES, Broker for RE/MAX Advantage Plus and Paula Rini, Broker for Windermere Real Estate as realtors for the 2020-21 school year;
7. Adopts the Board Meeting Calendar for the 2020-21 school year:

July 6, 2020	October 12 and 26, 2020	January 11 and 25, 2021	April 12 and 26, 2021
<u>August 10, 2020</u>	November 9, 2020	February 8 and 22, 2021	May 10, 2021
September 14 and 28, 2020	December 14, 2020	March 8, 2021	June 14 and 28, 2021
8. Pursuant to ORS 294.460, and in the interest of effective cash management, the Business Services Director is hereby authorized to consolidate and commingle the cash balances of the several funds of the District whenever practicable; That the temporary inter-fund loans (amounts due to and due from the various funds) incidental to this practice are hereby authorized for the fiscal year 2020-21;
9. Authorizes the Superintendent to submit the Title I-A, Title II-A, Title III, and Title II-D, Applications for the 2020-21 school year;

10. Approves the participation of the Willamette High School Infant Toddler Center in the Child and Adult Care Food Program (CACFP) for the 2020-21 calendar year (October 1 through October 1); and,

11. Approves the following Alternative Education Programs for 2020-21:

Center Point School (Looking Glass)

- Therapeutic day treatment program.

Jasper Mountain / Safe Center

- Therapeutic day treatment program.

Lane Metro Youth Corps (Looking Glass)

- Grades 9-12 and connected to Riverfront.
- ½ day in the classroom, combined with ½ day in the field, working on conservation-related projects throughout Lane County.
- Examples of projects include trail construction, tree/shrub planting, invasive plant removal, native plant seed collection, light construction projects, and a range of other outdoor work.

New Roads (Looking Glass)

- Grades 9-12.
- Program for unhoused youth.
- GED prep.
- Drop in model.

Riverfront (Looking Glass)

- Grades 6-12.
- ½ day Academic Credit Recovery classes, combined with ½ day transition/work experience.
- Transition/work experience provides work-based learning opportunities and includes Vocational Skill Building, a Culinary Arts Program, and Health Occupations Training.
- Option to earn a regular Oregon high school diploma.
- Option to earn a General Education Degree (GED).

Wellsprings Friends School

- Grades 9-12.
- Focus on caring partnership between teachers and students, along with peaceful problem solving.
- Teaching setting is minimally structured, with flexibility to adjust to students' readiness to learn.
- Encourages students to be creative, venturesome, and flexible, to live in community with others, and contribute to their own and others' well-being.
- Students can earn a standard Oregon diploma.

MLK Education Center

- Grades 9-12.
- Students have an active (adjudicated) case with Lane County Youth Services.
- Vocational training programs include Culinary Arts and Horticulture.
- Placement is recommended by Lane County Youth Services.
- Option to earn standard Oregon diploma or GED.

12. Personnel Action:

#	Name	Type	Description
1.	Blackhorn, Hobie	Hire for 2020-21	Offer 1 st Year Probationary Administrator Contract for Assistant Principal, Shasta; Replaces: Evan Rindy; Education: B.S./UO, M.Ed. Special Education, Middle-Secondary/UO; Administrator Licensure/UO; Ph.D, Special Education/UO (2020); Experience: TOSA, Springfield Public Schools, 4 years; Dept. Chair/Resource Teacher, Red Mesa High School, Red Mesa, AZ, 3 years; Lead Teacher, Community Transition Program, Springfield Public Schools, 4 years; Start Date: 8/3/2020.
2.	Brookshear, Amanda	Hire for 2020-21	Offer 3rd Year Probationary Contract for Additional .25 FTE School Counselor @ Shasta; Total: 1.0 FTE.
3.	Dilworth, Stacy	Resignation	Accept resignation effective immediately; Position Held: Title Teacher @ Irving; 2 years at Bethel.
4.	Koch, Jason	Resignation	Accept resignation effective at the end of the 2019-20 school year; Position Held: 8 th Grade Math/Science Teacher @ Prairie Mountain; 1 year at Bethel.
5.	Plaunty, Amber	Resignation	Accept resignation effective August 28, 2020; Position Held: Speech-Language Pathologist @ Willamette and Cascade; 7 years at Bethel.
6.	Shanks, Nicholas	Hire for 2020-21	Offer 1 st Year Probationary Contract for 1.0 FTE PE/Health Teacher @ Willamette; Replaces: Alison Booth; Start Date: 8/31/2020.
7.	Williams-Condor, Daniela	Leave of Absence	Approve .83 FTE Miscellaneous Leave of Absence for the 2020-21 school year; Position: Spanish Teacher @ Willamette.
8.	Wolf, Zach	Temporary Hire for 2020-21	Offer Temporary Contract for 1.0 FTE PE/Health Teacher @ Willamette; Start Date: 8/31/2020.

Bethel School District (Lane County No. 52)

INVESTMENT POLICY

PURPOSE

The purpose of this investment policy is to assist the Board of Directors and the Administration of Bethel School District in carrying out their joint responsibility as stewards of the District's cash resources.

SCOPE and SIZE

This policy applies to activities of Bethel School District with regard to investing the financial assets of all District funds, including the following:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Projects Funds
- Internal Service Funds
- Fiduciary Funds

Funds of the District will be invested in compliance with the provisions of ORS 294.035 through 294.048; ORS 294.125 through 294.155; ORS 294.810; and other applicable statutes. Funds held by trustees or fiscal agents are excluded from these rules; however, all funds are subject to applicable statutes and regulations established by the State of Oregon and

the federal government. Other than bond proceeds or other unusual situations, the total of all funds ranges from \$1 million to \$25 million.

Investments will be made in accordance with this policy and written administrative procedures. Investment of any tax-exempt borrowing proceeds and of any related debt service funds will comply with the arbitrage restrictions of Section 148 of the Internal Revenue Code of 1986.

OBJECTIVES

Investment objectives are

1. Safety (preservation of capital and protection of principal);
2. Liquidity (availability of funds to meet operating requirements);
3. Minimize risk (avoidance of imprudent credit, market or speculative risk)
4. Yield (rate of return).

DELEGATION OF AUTHORITY

The Director of Business Services is the designated investment officer of Bethel School District, under the direction of the Superintendent, and review of the School Board of Directors. Business staff may be assigned to assist by making transfers to and from the District's various State Pool accounts. The investment office is responsible for setting investment policy and guidelines subject to review and adoption by the Bethel School Board of Directors, and if required, review and comment by the Oregon Short-Term Fund Board. Further, the Director of Business Services will be responsible for the day-to-day operations of the investment process which includes but is not limited to choosing what to buy or sell, from whom investments will be purchased, executing the buy/sell orders, producing necessary reports, and supervising staff. In addition to the active management of the investment portfolio, the Director of Business Services is responsible for the maintenance of other written administrative procedures consistent with this policy and the requisite compliance. To further optimize the total return of the investment portfolio, the Director of Business Services will administer an active cash management program the goal of which will maintain historical cash flow information i.e. payroll; revenue receipts; and any extraordinary expenditures.

STANDARD OF PRUDENCE

The investment officer shall make investments under the prudent investor rule, which states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

The investment officer and staff, acting in accordance with this investment policy and exercising due diligence, shall not be held personally responsible for a specific security's credit risk, or market price changes, or loss of principal if securities are liquidated prior to maturity, provided that any unfavorable developments are reported as soon as practical and that appropriate action is taken to control further adverse developments.

SAFEKEEPING AND COLLATERALIZATION

Investment securities purchased by the investment officer will be delivered by either Fed book entry; DTC; or physical delivery and held in third party safekeeping. The trust department of a bank may be designated as custodian for safekeeping securities purchased from that bank. The purchase and sale of securities will be on a delivery versus payment basis. The custodian shall issue a safekeeping receipt to Bethel School District #52 listing the specific instrument, selling broker/dealer, issuer, coupon, maturity, cusip number, purchase or sale price, transaction date, and other pertinent information. Delivery versus payment will also be required for all repurchase transactions and with the collateral priced and limited in maturity in compliance with ORS 294.035 (11). Demand and time deposits shall be collateralized through the state collateral pool as required by statute for any excess over the amount insured by an agency of the United States government and are not considered investments under this policy.

ACCOUNTING METHOD

Bethel School District #52 shall comply with all required legal provisions and Generally Accepted Accounting Principles (GAAP). The accounting principles are those contained in the pronouncements of authoritative bodies including but not necessarily limited to, the American Institute of Certified Public Accountants (AICPA); the Financial Accounting Standards Board (FASB); and the Government Accounting Standards Board (GASB).

INTERNAL CONTROLS

The investment officer shall maintain a system of written internal controls, which will be reviewed annually by the independent auditor or upon any extraordinary event, such as the turnover of key personnel, or the discovery of any inappropriate activity.

REPORTING REQUIREMENTS

The investment officer shall prepare a monthly report for the Board of Directors so that the Board may review the results of the cash management and investment activities.

INVESTMENT POLICY ADOPTION

This investment policy will be submitted to the Oregon Short Term Fund Board for review prior to submission to the School Board of Directors for adoption. Adoption of these guidelines by the School Board supersedes any previous District policy or practice with respect to investments. If investments exceeding a maturity of eighteen months are contemplated, further review and comment by the Oregon Short-Term Fund Board will be sought.

This investment policy shall be reviewed and readopted annually by the School Board in accordance with ORS 294.135a.

QUALIFIED INSTITUTIONS

The investment officer shall maintain a list of all authorized broker/dealers and financial institutions that are approved for investment purposes or investment dealings. Any firm is eligible to make an application to the District and upon due consideration and approval will be added to the list. Additions or deletions to the list will be made at the Director of Business Services discretion. At the request of the District, the firms performing investment services shall provide their most recent financial statements or Consolidated Report of condition (call report) for review. Further, there should be in place proof as to all the necessary credentials and licenses held by employees of the broker/dealers who will have contact with the District as specified by, but not necessarily limited to, the National Association of Securities Dealers (NASD), Securities and Exchange Commission (SEC), etc. The District shall conduct an annual evaluation of each firm's credit worthiness to determine if it should remain on the list. Securities broker/dealers not affiliated with a bank shall be required to have an office located in Oregon and be classified as reporting dealers affiliated with the Federal Reserve as primary dealers.

INVESTMENT MATURITY

Unless matched to a specific cash flow, the District will not directly invest in securities maturing in more than 18 months. Except for funds requiring special handling (bond proceeds subject to arbitrage, etc) investments beyond 18 months will be governed by the investment officer with the approval of the School Board of Directors and the Superintendent.

Funds considered short-term will be invested to coincide with projected cash needs or with the following serial maturity:

- 50% minimum to mature under three months
- 25% maximum to mature three months to one year
- 25% maximum to mature over one year out to eighteen months.

The investment officer shall maintain historical cash flow records and a cash flow projection, which extends, for operating funds, at least six months beyond the end of the current fiscal year. For bond funds, a cash flow projection will be maintained for the expected life of the bond issue. The cash flow projection shall be the basis for selecting investment maturity dates. The investment officer will review and update the cash flow projections as significant changes occur- at least quarterly.

It is intended that securities will be purchased with the reasonable expectation that they will be held until maturity. Thus, no investment will be made which is beyond the time horizon of the cash flow projection.

PORTFOLIO DIVERSIFICATION

	Maximum Percent of
1. <u>Diversification by Instrument</u>	<u>Portfolio *</u>
US Treasury Obligation	100%
US Government Agency Securities (GSE's)	100%
Bankers' Acceptances from qualified institutions	25%
Negotiable Certificates of Deposit from Qualified institutions	25%
Repurchase Transactions	25%
Commercial Paper	25%

- 2. Diversification by Institution
- Local Government Investment Pool 100%
- Non-US Treasury/GSE issuer 10%

*Limitations under ORS 294.035

*Percentages apply as of the date of settlement.

**Repurchase transactions will be restricted to counter-parties that have entered into a "master repurchase agreement" with the District.

The combination of certificates of deposit, banker's acceptances, and repurchase agreements with any one financial institution shall not exceed 33% of the total portfolio at settlement date.

COMPETITIVE SELECTION OF BIDS OR OFFERS

Before investing funds with institutions other than the State Pool, the investment officer shall solicit quotes for a specific maturity date from at least two qualified financial institutions. The officer shall select the instrument which best satisfies the investment objectives (**safety, liquidity, and yield**, in that order) and the diversification requirements stated above.

MONITORING AND ADJUSTING THE PORTFOLIO

The Director of Business Services will routinely monitor the contents of the portfolio comparing the holdings to the markets, relative values of competing instruments, changes in credit quality, and benchmarks. If there are advantageous transactions, the portfolio may be adjusted accordingly.

PERFORMANCE EVALUATION

The performance of the District will be measured against the performance of the Local Government Investment Pool (LGIP), using monthly net yield of both portfolios as the yardstick.

Original Adoption

June 21, 2000

ATTEST _____
Clerk – Chris Parra

Chair

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Debi Farr				
Dawnja Johnson				
Paul Jorgensen				
Alan Laisure				
Greg Nelson				
Robin Zygaitis				
Rich Cunningham				



July 6, 2020

RESOLUTION NO. 20-21: 2

BE IT RESOLVED, That the Board of Directors, School District No. 52, Lane County,
hereby adopts the following Board Policy:

EBC/EBCA: Emergency Procedures and Disaster Plans

ATTEST _____
Clerk – Chris Parra

Chair

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Debi Farr				
Dawnja Johnson				
Paul Jorgensen				
Alan Laisure				
Greg Nelson				
Robin Zygaitis				
Rich Cunningham				

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Emergency Procedures and Disaster Plans

Policy Number: EBC/EBCA Effective Date: 7/2020

Date of Original Policy and Revisions: 7/20

Cancels Policy No.: NA Dated: _____

Date of Next Review: 7/2023

POLICY

The Superintendent or designee will develop and maintain a plan specifying procedures to be used in such emergencies as disorderly conduct, unlawful assembly, disturbances at school activities, natural disasters, fire, injury of a student or staff member, safety threats on District property, pandemic, communicable disease outbreak, and public health emergencies. The Superintendent or designee will consult with community and county agencies while developing this plan.

The District's Emergency Procedures Plan will meet the standards of the State Board of Education.

Copies of the Emergency Procedures Plan will be available in every school office and other strategic locations throughout the District. Guardians or parents will be informed of the District's plan for the care of students during an emergency situation. The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the District.

In the case of long-term disruption to District operations as a result of a pandemic communicable disease, declared public health emergency or other catastrophe, the District emergency plan shall at a minimum include the following:

1. Who is in charge of the District plan;
2. What steps the District will take to stop the spread of disease;
3. How sick students will be identified;
4. Transportation plan for sick students;
5. Disease containment measures for the District;
6. Communication plan for staff, students and parents;
7. Continuing education plan for students;
8. Procedures for dealing with student privacy rights;
9. Employee leave procedures during a pandemic communicable disease or other catastrophe;
10. Employee pay and benefit plan and procedures;

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

11. Facility utilization by other agencies procedures;
12. Business operations plan for offsite operation or alternative measures.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)
[ORS 332.107](#)
[ORS 433.260](#)

[ORS 433.441](#)
[OAR 437-002-0161](#)

[OAR 581-022-2030\(3\)\(c\)](#)
[OAR 581-022-2220](#)
[OAR 581-022-2225](#)



July 6, 2020

RESOLUTION NO. 20-21: 3

WHEREAS, Legislation passed in March 2011 under the Child Nutrition Reauthorization Act requires equity (federal reimbursement for free meals and paid meal charges) in school lunch pricing, effective July 1, 2020;

NOW, THEREFORE, Bethel Nutrition Services will increase meal prices by \$0.10 for Elementary, Middle, and High School grade levels.

ATTEST _____

Clerk – Chris Parra

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

Chair

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Debi Farr				
Dawnja Johnson				
Paul Jorgensen				
Alan Laisure				
Greg Nelson				
Robin Zygaitis				
Rich Cunningham				