

Alsea School Board Meeting
Thursday, January 12, 2023
Executive Meeting
Alsea School Library
301 South 3rd Street
Alsea, OR 97324



Alsea School District 7J
301 South 3rd Street
Alsea, OR 97324
541.487.4305

1. Call to Order
2. 6:30 PM Executive Session:
To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
3. 7:00PM Return to Open Session
4. Flag Salute
5. Approval of the Agenda

6. Discussion
 - a. Superintendent Search
7. District Recognition:
 - a. Brick and Mortar
 - i..Employee
 - ii. January is School Board Recognition Month

8. Superintendent Report:
Sean Gallagher
 - a. District Priorities Update
 - b. Bond GMP Update
 - c. Seesaw

9. Reports
 - a. Guidance Counselor Report
 - b. Suicide Prevention Plan Draft

Speaker(s): Hailey Rose

10. Financials
 - a. Monthly Accounts
 - b. Budget Calendar
 - c. Bond payment Schedule Estimates
 - d. FTE Report

Speaker(s): LaRae Sullivan

11. Payment of Bills for December 2022
Speaker(s): LaRae Sullivan
12. Patron Comments:
13. Board Comments

14. Approval of Minutes:

November 10, 2022

December 8, 2022

15. Discussion

- a. Coop Softball/Baseball with Philomath
- b. First Reading of Policies : GAA - GDPA-AR
- c. Second Reading of Policies: DB -FL

District Budget	DB
Budget Calendar	DBC
Budget Preparation	DBE
Budget Committee	DBEA
Budget Hearing	DBG
Budget Adoption Procedures	DBH
Budget Amendment Procedures	DBI
Budget Transfer Authority	DBK
Budget Transfer Authority	DBK-AR(1)
Budget Transfer Request	DBK-AR(2)
Funding Proposals and Applications	DD
Investment of Funds	DFA
Investment of Funds	DFA-AR
Admission Prices and Receipts	DFE
Admissions to District Events	DFEA
Income from Program – Related Sales and Services	DFG
Authorized Signatures	DGA
Loss Coverage Bonded Employees and Officers	DH
Fiscal Accounting and Reporting	DI
Financial Reports and Statements	DIC
Property Inventories	DID
Audits	DIE
District Purchasing	DJ
Expenditure of District Funds for Meals, Refreshments and Gifts	DJ-AR
Bidding Requirements	DJC
Special Procurements and Exemptions from Competitive Bidding	DJC-AR
Personal Services Contracts	DJCA
Personal Services Contracts	DJCA-AR
Credit Cards	DJFA
Authorization for Payroll Deduction	DJFA-AR
Payroll	DL
Salary Deductions.	DLB
Expense Reimbursements	DLC
Staff Expense Reimbursement	DLC-AR
Disposal of District Property	DN

The following symbols are used on some sample policies:

* May be subject to collective bargaining.

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300-125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

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Safety Program.	EB	
Safety Committee ..	EBAC	
Safety Committee	EBAC-AR	
Integrated Pest Management .	EBB	
First Aid**	EBBA	
First Aid - Infection Control	EBBA-AR	
Infection Control and Bloodborne Pathogens	EBBAA	
Injury/Illness Reports	EBBB	
Emergency Procedures and Disaster Plans	EBC/EBCA	
Emergency Drills and Instruction.	EBCB	
Emergency School Closures**	EBCD	
Vandalism/Malicious Mischief	ECAB	
Unmanned Aircraft System (UAS) a.k.a. Drone.	ECACB	
Authorized Use of District Equipment and Materials	EDC/KGF	
Student Transportation Services.	EEA	
School Bus Scheduling and Routing	EEAB	
School Bus Scheduling and Routing	EEAB-AR	
School Bus Safety Program	EEAC	
Student Conduct on School Buses	EEACC	
Discipline Procedures for District-Approved Student Transportation		EE
ACC-AR		
Discipline Procedures for District-Approved Student Transportation		EE
ACC-AR		
Use of District Activity Vehicles for Student Transportation	EEACD	
Loading and Unloading	EEACE	
Special Use of School Buses	EEAD	
Student Transportation in Private Vehicle	EEAE	
Proof of Vehicle Liability Insurance	EEAE-AR	
Use of Private Vehicles for District Business	EEBB	
Local Wellness Program	EFA	
Local Wellness	EFA	
Local Wellness Program	EFA-AR	
District Nutrition and Food Services	EFAA	
Reimbursable Meals and Milk Programs	EFAA-AR	
Reproduction of All Copyrighted Materials	EGAAA	
Guidelines for the Use of Copyrighted Materials	EGAAA-AR	
Cell Phones.	EGACA	
Cell Phones.	EGACA-AR	
Electronic Data Management	EH	
Electronic Data Management	EH-AR	
Records and Data Management	EH-AR	

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Facilities Planning	FB
Capital Construction Program	FC
Capital Improvement - Educational Program	FEA
Selection of Architect	FEB
Energy-Conserving Construction	FECBA
Construction Contracts - Bidding and Awards	FEF/FEFB
Naming New Facilities	FF
Memorials	FFA
Temporary District Facilities	FJ
Facilities Renovation	FK
Retirement of Facilities	FL

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FIRST READING of GAA -GDPA-AR

Personnel: Definitions.....	GAA
Job Descriptions.....	GAB
General Personnel Policies.....	GB
Equal Employment Opportunity.....	GBA
Veterans' Preference.....	GBA-AR
Staff Ethics... ..	GBC
Staff Ethics.....	GBC-AR
Alcohol/Controlled Substance Use.....	GBCBA
Board-Staff Communications.....	GBD
Expression of Milk [or Breast-feeding] in the Workplace *.....	GBDA
Staff Health and Safety.....	GBE
Workplace Harassment *.....	GBEA
Workplace Harassment Reporting and Procedure... ..	GBEA-AR
Communicable Diseases – Staff.....	GBEB
Communicable Diseases – Staff.....	GBEB-AR
Communicable Diseases.....	GBEB/JHCC-AR
Staff - HIV, AIDS and HBV.....	GBEBA
HBV/Bloodborne Pathogens.....	GBEBAA/JHCCBA /EBBAB
Drug-Free Workplace.....	GBEC
Medical Examinations/Drug Testing.....	GBED

Drug and Alcohol Testing - Transportation Personnel..... GBEDA
 Drug and Alcohol Testing - Transportation Personnel. GBEDA-AR
 Staff Participation in Political Activities..... GBG
 Staff/Student/Parent Relations** GBH/JECAC
 Parental/Family Relationship**..... GBHA
 Gifts and Solicitations..... GBI
 Internet-Based, Crowd Funding Solicitation..... GBI-AR
 Prohibited Use, Possession, Distribution or Sale of Tobacco Products and
 Inhalant Delivery Systems..... GBK/JFCG/KGC
 Prohibited Use, Distribution or Sale of Tobacco Products
 and Inhalant Delivery Systems..... GBK/KGC
 Personnel Records..... GBL
 Staff Complaints..... GBM
 Staff Complaints Procedure..... GBM-AR
 Whistleblower..... GBMA
 Sexual Harassment..... GBN/JBA
 Sexual Harassment..... GBN/JBA
 Sexual Harassment Complaint Procedure..... GBN/JBA-AR(1)
 Federal Law (Title IX) Sexual Harassment Complaint
 Procedure GBN/JBA-AR(2)
 Sexual Harassment Complaint Procedure.... GBN/JBA-AR
 Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Menacing –
 Staff.... GBNA
 Hazing/Harassment/Intimidation/Bullying/Menacing/ Cyberbullying Reporting
 Procedures – Staff.... GBNA-AR
 Suspected Sexual Conduct with Students and Reporting Requirements
 *. GBNAA/JHFF
 Suspected Sexual Conduct Report Procedures and
 Forms* GBNAA/JHFF-AR
 Suspected Abuse of a Child Reporting Requirements**.. GBNAB/JHFE
 Reporting of Suspected Abuse of a Child... GBNAB/JHFE-AR(1)
 Abuse of a Child Investigations Conducted on District
 Premises.. GBNAB/JHFE-AR(2)
 Licensed Staff Positions..... GC
 Personal Electronic Devices and Social Media - Staff**..... GCAB
 Associated Payroll Costs..... GCBC/GDBC
 Family Medical Leave..... GCBDA/GDBDA
 Oregon Family Medical Leave (OFLA. GCBDA/GDBDA-AR(1)
 Sample Letter to Employee - OFLA
 Leave..GCBDA/GDBDA-
 AR(3)
 OFLA Eligibility Notice to Employee... GCBDA/GDBDA-AR(4)
 OFLA Medical Certification..... GCBDA/GDBDA-AR(5)
 Oregon Military Family Leave..... GCBDA/GDBDA-AR(6)
 Designation Notice – OFLA..... GCBDA/GDBDA-AR(7)
 Fitness-for-Duty Certification..... GCBDA/GDBDA-AR(8)

Family Leave *....	GCBDA/GDBDA-AR(1)
Employee Request for Family and Medical		
Leave..		GCBDA/GDBDA-
AR(2)		
Certification of Health Care		
Provider.	GCBDA/GDBDA-	
	AR(3)(A)	
Certification of Health Care Provider... ..		
GCBDA/GDBDA-		A
R(3)(B)		
Military Family Leave.....	GCBDA/GDBDA-AR(3)(C)	
Military Family Leave.....	GCBDA/GDBDA-AR(3)(D)	
FMLA/OFLA Eligibility Notice to		
Employee.....		GCBDA/GD
BDA-AR(4)		
Sample Designation Letter to Employee - FMLA/OFLA		
Leave...	GCBDA/GDBDA-AR(5)	
Designation Notice –.....	GCBDA/GDBDA-AR(6)	
Fitness-for-Duty Certification.....	GCBDA/GDBDA-AR(7)	
Early Return to Work..... GCBDB/GDBDB	
Early Return to Work Procedures...	GCBDB/GDBDB-AR	
Domestic Violence, Harassment, Sexual Assault, or Stalking		
Leave.....	GCBDC/GDBDC	
Request for Domestic Violence, Harassment, Sexual Assault or		
Stalking Leave	GCBDC/GDBDC-AR	
Sick Time.. GCBDD/GDBDD	
Vacations and Holidays..	.. GCBE/GDBE	
Recruitment of Licensed Staff *..	GCC GCDA/GDDA	
Criminal Records Checks and Fingerprinting *... GCDA/GDDA		
Criminal Records Checks/Fingerprinting.	GCDA/GDDA-AR	
Criminal Records Checks and Fingerprinting.	GCDA/GDDA-AR	
Job Sharing... GCEC	
Job Sharing Agreement....	. GCEC-AR	
Overtime GCKA/GDKA	
Compensatory Time.....	GCKA/GDKA-AR	
Staff Development.... ..	. GCL/GDL	
Evaluation of Staff..... GCN/GDN	
Layoff - Licensed Staff..... GCPA	
Layoff/Recall - Licensed Staff..... ..	. GCPA-AR	
Reduction or Recall of Licensed Staff.. GCPA-AR	
Resignation of Staff..... ..	. GCPB/GDPB	
Retirement of Staff..... GCPC/GDPC	
Discipline and Dismissal of Licensed Staff.... GCPD	
Discipline and Dismissal of Licensed Staff.	. GCPD-AR	
Private Tutoring for Pay.	GCQAB	
Copyrights and Patents..... GCQBA	

Classified Staff/Classified Staff Positions..... GD
Posting of Vacancies - Classified.....	... GDCA
Substitute Classified Employees.....	.. GDEA
Classified Staff Assignments and Transfers..... GDI
Notice of Employment..... GDIA
Discipline, Demoting or Dismissal of Nonrepresented St.....	GDP
Layoff - Classified Staff.....	GDPA
Layoff - Classified Staff....	GDPA-AR

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16. Action Items:

- a. Coop Softball/Baseball with Philomath Approve Policies DB-FL
- b. Approve Policies DB-FL
- c. HR Reset Version Four for Approval
- d. Gallagher Memo Superintendent Search
- e. Approval Special Bond Meeting
- f. Seesaw Approval Process
- g. Submission of AED Grant
- h. Hire Long Term Sub for 3rd Grade

17. Adjourn

18. Key Dates and Calendar Updates

- January 13, 2023 In Service/Grading Day
- January 16, 2023 Martin Luther King Day

January 17, 2023 Fireside Chat
January 17, 2023 Special Board Meeting
January 17 – 27, 2023 J Term
January 20, 2023 School in Session
January 27, 2023 School in Session