

Alsea School Board Meeting
Thursday, February 9, 2023
BOC Meeting followed by Regular Board 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. Flag Salute
3. Approval of the Agenda
4. Superintendent Report:
Sean Gallagher
 - a. Bond GMP Update- Chris and Nancy Giggy
 - b. Aligning for Student Success - Tim France, Bart Rothenbergerand Aaron Miller LBLED
5. District Recognition:
 - a. LaHO
 - i. Employee - Shirley Koetz
 - ii. Students
6. Financials
 - a. Monthly Accounts
 - b. Supplemental Budget
 - c. Budget Calendar 2023-2024
 - d. Resolution 23-06

Speaker(s): LaRae Sullivan

7. Payment of bills for January 2023
8. Discussion
 - a. Second Reading of Policies : GAA - GDPA-AR
 - b. Third Reading of Policies: DB -FL
 - c. Suicide Prevention Plan - Haley Rose
 - d. Communication Plan - Sara Cash
 - e. Grant Application and MOU - Sara Littlefield
 - f. GMP discussion

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	
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
*..... GBNA/JHFF

Suspected Sexual Conduct Report Procedures and
Forms*..... GBNA/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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9. Patron Comments
10. Board comments
11. Action Items:
 - a. Approve Policies DB-FL
 - b. Approval of Suicide Prevention Plan
 - c. Approve Budget Calendar
 - d. Approve Budget Committee Members
 - e. Approve Grant application and MOU for Family Liaison Program
 - f. Approve Communications plan
 - g. Approve GMP's
 - h. Approve Resolution 23-06
12. Adjourn
 - a. Important Happenings
 - February 9, 2023 Regular Board Meeting
 - February 20, 2023 No School Presidents Day
 - February 21, 2023 Fireside Chat
 - February 24, 2023 Teacher Work Day
 - February 27, 2023 First Day of Spring Practice
13. Executive Session:
 - a. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
 - b. To consult with counsel concerning current or possible litigation. (ORS 192.660(2)(h))