

INDIVIDUALIZED EDUCATION FOR ALL LEARNERS

May 8, 2023

6:30 P.M.

- 1.0 ROLL CALL Dena Crowell
Zone 1, Carie Simon; Zone 2, Tony Isom; Zone 3, Parker Leigh; Zone 4, Suzanne Parker; Zone 5, Jason Curtis; Zone 6, Kirt Glenn; Zone 7, David Karo
- 2.0 GOOD OF THE ORDER / COMMUNICATIONS David Karo
- 2.1 Agenda Adjustments David Karo
- 2.2 ASB Report ASB Representative
- 2.3 Oregon Natural Resources Education Fund Grant Tim Otis
- 2.4 Community Partnerships Michelle Isom
- 2.5 Longitudinal Performance Growth Target Presentation Candace Pelt
- 3.0 ACTION / BUSINESS
- 3.1 Approve Minutes of the April Regular Board Meeting David Karo
- 3.2 Approve April Budget Committee Work Session Minutes David Karo
- 3.3 Appoint Budget Committee Member David Karo
- 3.4 Staff Acknowledgements Candace Pelt
- 3.5 Approve Hire of Administrative Staff Candace Pelt
- 3.6 Approve 2023-2024 Board Meeting Schedule Candace Pelt
- 3.7 Approve Summer Board Retreat Date Candace Pelt
- 3.8 Acknowledge Board Policy - First Reading Candace Pelt
AC-AR, Discrimination Complaint Procedure
JGE, Expulsion
JFCF-AR, Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/
Teen Dating Violence Reporting Procedures - Student
KL-AR, Public Complaint Procedure
- 4.0 REPORTS David Karo
- 4.1 Financial Report Celeste Van Cleave
- 4.2 Superintendent Candace Pelt
- 5.0 AUDIENCE COMMENTS David Karo
The Board is interested in hearing from our community. Public comments are welcome at the specified place on the agenda. Comments need to be about district operations and programs. The Board is unable to hear in open session any matters related to personnel or students. If you have personnel concerns, please share those directly with the superintendent. If you have a complaint, you wish the district to address, please follow our policy KL (public) or GBM (staff).
- 5.1 Board Chair Responses David Karo

6.0 ADJOURN

David Karo

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 72 hours before the meeting to Dena Crowell, Executive Assistant, 32433 Hwy 228, Halsey Oregon, 97348, 541-657-8192. If needed, you may contact the Oregon Telecommunications Relay Service at 1-800-735-9200 for assistance in contacting the District. Central Linn is an equal opportunity educator and employer.

AGENDA EXPLANATIONS

3.3 Appoint Budget Committee Member - Ron Whitted applied for Zone 6, Budget Committee. His application is attached. Mr. Whitted will be at the May 8th Regular Board Meeting for an interview/questions. At that time the Board will make a decision on appointing Mr. Whitted. If appointed, he will serve a three year term that will end June 30, 2026.

3.4 Staff Acknowledgements - Acknowledge the resignation of Sarah Bright, High School Science Teacher; Savannah Ashcraft, Elementary Art Teacher; John Holman, Assistant Varsity Boys' Basketball Coach and the resignation of Sylvia Alloway, Elementary ELL Teacher at the end of this school year.

3.5 Approve Hire of Administrative Staff - Superintendent Pelt recommends to the Board the hire of Dean Rech, Jr/Sr High Principal, with a contract start date of July 1, 2023.

3.6 Approve 2023-2024 Board Meeting Schedule - Enclosed is the proposed Board calendar for the 2023-2024 school year.

3.7 Approve Summer Board Retreat Date - Based on Doodle Poll results, we will hold a Board Retreat Friday, August 18th and Saturday, August 19th from 9:00-3:00 p.m. The location has not been determined yet.

3.8 Acknowledge Board Policy, First Reading:

AC-AR - Discrimination Complaint Procedure, Is a Required update and is also one of the few ARs that requires Board approval

JGE, Expulsion, Is a Required policy update

JFCF-AR, Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/
Teen Dating Violence Reporting Procedures - Student, Is a Required policy update

KL-AR, Public Complaint Procedure, is a Highly Recommended AR update, Board adoption is not required

UPCOMING EVENTS

First Budget Committee Meeting - May 15, 2023 @ 6:30 p.m. @ CLHS Cafeteria and Zoom

Next Board Meeting - June 12, 2023 @ 6:30 p.m. @ CLES Library and Zoom

Summer Board Conference - August 11-13th, Salem Convention Center. Please let Dena know of your intent to participate; virtually or in-person.

1.0 FLAG SALUTE/ROLL CALL

On April 10, 2023 Chair Karo called the meeting to order at approximately 6:32 p.m. in the Central Linn Elementary Library and via Zoom.

Members Present: David Karo, Kirt Glenn, Suzy Parker, Parker Leigh, Tony Isom, Carie Simon, Jason Curtis

Others Present: Candace Pelt, Celeste Van Cleave, Dena Crowell, Tia Parrish, Joel Sauter, Rachel McKee, Case Schulte, Nikki Billington, Annette Walker, Dena Weber, Jamie Derrickson

2.0 GOOD OF THE ORDER/COMMUNICATIONS

2.1 Agenda Adjustments: Add 3.5 Approve Work Session Minutes; Add Supplemental Budget Hearing to 3.3 and move Adopt Supplemental Budget to 3.6

2.2 ASB Report: Case Schulte, ASB Representative, reported on Unity Week activities that included Teen Challenge as guest speakers.

2.3 Community Partnerships: Michelle Isom, City of Halsey Representative, reported on City of Halsey updates: Central Linn Junior High Softball will be assisting at the 5K race on April 22nd; In honor of Arbor Day, trees will be given out on April 20th at the Halsey City Hall and Halsey Library and on April 29th there will be tree planting in the south Halsey City park. Mrs. Isom reported that ODOT curbs will need to be redone. Once the sidewalks are completed, they will work on a road overlay this year and lay asphalt next year.

2.4 Building Report: Joel Sauter, Elementary Principal, thanked Board members who helped serve meals to nearly three hundred participants during Literacy Night. Mr. Sauter reported that he took a team of elementary staff to the Estacada School District with a focus on continuous improvement strategies through PDSA (plan-do-study-act). The team will meet with Dr. Pelt to determine next steps on implementation at CLSD. Mr. Sauter visited three STEAM (Science, Technology, Engineering, Arts, Math) schools located in Las Vegas over Spring Break where he was able to witness how each school implemented STEAM components and is now thinking of ways on how to tie in STEAM supports for Central Linn students. STEM Hub representatives visited K-2 teachers and provided a set of six programmable BeeBots to each class.

2.5 K-12 Reading Curriculum: Rachel McKee, Curriculum Director, provided a report on the K-12 reading curriculum review and feedback process which included a K-5 staff committee, a 6-12 staff committee, and community and parent review nights. Based on feedback, Amplify - Core Knowledge Language Arts (CKLA) was recommended for grades K-5 and Carnegie Mirrors and Windows Reading Curriculum was preferred for grades 6-12. Contract and cost: Amplify will cost \$132,172 for a six year contract including professional development (PD). A single year option is available at \$75,000 (would cost more over a six year period); Carnegie will cost \$55,093 for a five year contract and \$21,800 for two years of PD.

Discussion: Grades 1-4 will be engaging in piloting the curriculum in the Spring, these teachers have the opportunity to be teacher mentors. Dr. Pelt did not recommend waiting for Board adoption of the curriculum until after Spring piloting due to needing a Board decision in order

to add curriculum to next year's budget. Staff have had ample time to review the curriculum. To help ensure successful use of the new reading curriculum, August in-service will be devoted to staff PD. When asked what the negatives of Amplify were, Ms. McKee stated that teachers will still need to create their own lesson plans and materials still need to be prepped. Director Simon researched reviews of Amplify and stated that some districts are removing Amplify from their schools. Ms. McKee stated that there was not a side by side comparison of curriculum but through open dialogue with staff, staff recommended Amplify after looking at several different publisher samples. Staff resources will include continued PD, email support with publishers, virtual conversations with heavy support through the leadership team. The types of benchmark assessments will not shift from current processes though the District will re-evaluate after two to three years to determine whether we are meeting our reading goals. Payment is one payment through general fund that has been saved for over multiple years, PD costs will be covered through grant assistance.

3.0 ACTION/BUSINESS

3.1 Approve Minutes of the March Board Meeting: Director Curtis made a motion to approve the March Board Meeting minutes, as submitted. Director Simon second the motion. Motion passed 6-0. Director Leigh abstained from vote.

3.2 Acknowledge Staff Changes: The Board acknowledged resignations of Perry Ordeman, Varsity Boys' Basketball Coach; Ryan Palmer, Varsity Football Coach and Gus Isom, Assistant Varsity Football Coach.

3.3 Supplemental Budget Hearing:

3.3.1 Chair Karo opened the Hearing at 7:28 p.m.

3.3.2 Discussion: Celeste Van Cleave, Business Manager, informed the Board the purpose of the Supplemental Budget is to cover Seismic Rehabilitation expenses associated with the Jr/Sr High School's Seismic Rehabilitation of the domes and the amount appropriated is within the \$2.1 million grant allowance.

3.3.3 Public comment on Supplemental Budget Hearing: None

3.3.4 Chair Karo closed the Hearing at 7:30 p.m.

3.4 Adopt K-12 Reading Curriculum: Director Leigh made a motion to adopt Amplify Reading Curriculum for K-5 and Carnegie Mirrors and Windows Reading Curriculum for 6-12. Chari Karo second the motion. Motion passed 7-0.

3.5 Approve Work Session Minutes: Director Leigh made a motion to approve the March Board Work Session minutes, with revision. Director Parker second the motion. Motion passed 7-0.

3.6 Adopt Supplemental Budget: Director Glenn made a motion to adopt Supplemental Budget Resolution 4-01-23. Chair Karo second the motion. Motion Passed 7-0.

4.0 REPORTS

4.1 Financial Report: Celeste Van Cleave reported nothing new to share on financials and reminded the Board that the Budget Committee Work Session is in a couple weeks.

4.2 Superintendent Report: Dr. Pelt reported meeting with WRK Engineers on design support and layout plans for the AG building. The AG building demolition RFP will be posted tomorrow with demolition to begin at the end of this school year. Dr. Pelt informed the Board

that a Strategic Plan Scorecard will be launched that creates a 'starting point' based on data gathered on the Strategic Plan's five pillars. Data gathered will include community, staff and student surveys. Results of the scorecard will be presented to the Board at the August Board Meeting. Dr. Pelt informed the Board that Jr/Sr High Principal interviews were held today. Fourteen applications were received, five were interviewed. Next steps is a Meet and Greet with the three finalists on April 18th that will include public survey input and at the next board meeting a recommendation for hire will be presented.

Facilities update: Roofs currently do not have leaks. High school boiler has been turned off due to ongoing issues. The District is looking at a long term plan of installing mini splits in remaining classrooms and to completely eliminate the need for the boiler.

5.0 AUDIENCE COMMENTS

None Given

5.1 Board Chair Responses: None

6.0 ADJOURN

With no further business before the Board, Chair Karo adjourned the meeting at approximately 7:42 p.m.

Dena Crowell, Board Secretary

David Karo, Board Chairman

Date Approved

On April 24, 2023 members of the Central Linn School Budget Committee met to discuss the budget process. The meeting began at approximately 6:03 p.m. in Room 804 of the Central Linn High School and via Zoom.

Members Present: Johnna Neal, Suzy Parker, Stacey Winter, David Karo, Tony Isom, William Tenbusch, Jason Curtis, Carie Simon, George Price

Members Absent: Kirt Glenn, Kyle Olson, Parker Leigh

Others Present: Candace Pelt, Celeste Van Cleave, Dena Crowell, Ron Whitted

After introductions, Business Manager, Celeste Van Cleave provided a slide show presentation on Central Linn School District's budget process which discussed Budget 101, Fund Accounting, State School Fund and Questions/Answers.

BUDGET 101

The district's budget runs July 1 through June 30th. The purpose of the budget committee is to discuss, review and approve the proposed budget. The budget officer is Superintendent Pelt. The budget creates the authority for the district to spend public funds. The budget committee does not set staff salaries, place staff, add/delete programs or develop policies. All meetings are subject to Public Meetings Law; quorum is required to conduct business. The committee can increase and decrease appropriations and move amounts across major functions. The budget becomes a public document once it's been released to the committee and the public has the opportunity to comment on the budget.

FUND ACCOUNTING

Mrs. Van Cleave broke down the revenue and expenditure fund accounting structure into: fund, function, object, location, area and subarea (000.000.000.000.000.000). The committee then reviewed different fund and revenue types followed by a review of function, object, and area types. Mrs. Van Cleave then explained that Central Linn sets appropriation at the major function level which allows more flexibility. The monthly financial board report reflects general fund revenue and expenditures by function. Money comes in as revenue and money goes out as an expenditure. Transfers occur between funds but is not considered 'new cash' though funds are changing to where the expenditure is located. The budget must be adopted by June 30th per statutory requirements. Fund changes more than 10% after July 1st require a supplemental budget hearing.

STATE SCHOOL FUND

State School Fund (SSF) payments are received July thru May and the majority of property tax payments are received in November and December. The district is cash rich in the fall though June's payroll is the highest monthly to cover licensed summer contract months. Mrs. Van Cleave continued explaining the SSF funding timeline, the components of the state school fund calculation and average daily membership (ADM) factors.

QUESTION AND ANSWERS

First topic of discussion was facilities. Dr. Pelt informed the committee about the partnership with Wenaha Group, a consulting and construction management firm, when dealing with the AG building demolition and construction. They are assisting with writing an addendum to the demolition RFP. The district currently has \$800,000 from ESSER III and \$500,000 from maintenance reserve dedicated to AG building construction which will build the shell, allow for utility installation and cover one bay. It will take an additional year of funding to add additional CTE bays. We are hoping the first phase of construction will be completed in time for second semester. Supply chain issues indicate that metal siding currently has a three to six month lead time.

Dr. Pelt reported that the \$4 million matching OSCIM grant may be increased to \$8 million and is currently being reviewed by the Ways and Means Committee. If the district goes out for an \$8 million dollar bond, we could potentially have access to \$16 million for facilities upgrades. Briefly the committee discussed the benefits of a May vote versus a November vote and the associated advantages/disadvantages of voter turnout. The district could go out for a November 2024 bond or a May 2025 bond, which will not conflict with City of Brownsville or City of Halsey bond plans. Pursuing the May 2025 bond would require the district to update the facilities assessment and long-term planning documents that are required components of the OSCIM match.

Meeting adjourned at 7:50 p.m.

Dena Crowell, Board Secretary

David Karo, Board Chair

Date

APPLICATION FORM

CENTRAL LINN DISTRICT #552C

BUDGET COMMITTEE POSITION

ZONE: 6

NAME: Ron Whitted

ADDRESS 27737 Pine View Rd
Braunsville, OR 97327

PHONE: 541-735-0443

EMAIL: Ron@WKsiteSolutions.com

Return to:

Dena Crowell, Executive Assistant
Central Linn School District
PO Box 200
Halsey, Oregon 97348

Note: An eligible candidate must be a registered voter, a resident of the district and residing within the boundaries of the designated zone appointed. The candidate cannot be an officer, agent or employee of the district. No budget committee member may receive any type of compensation from the district.

Name Ron Whitted
(Please type or print)

Date April 19, 2023

The Central Linn School Board's objective is to appoint committee members who can be the most helpful to the District. The Board looks for people with different skills and perspectives, i.e., the committee needs members with experience in finance, management, parenting, leadership, schooling, and community activities.

The following information will assist the Board in considering the applications of all candidates on a consistent and uniform basis:

I. STATEMENT OF PURPOSE:

Please write a brief response to each of the following questions:

1. What knowledge, experience, and expertise could you contribute as a member of the Central Linn Budget Committee ("CLBC")?

I have lived in Brownsville for more than 20 years,
and I have been in business and sales for 33
years. My wife and I have been small business
owners for the last seven years.

I am familiar with balancing budgets and
problem solving.

2. What would be your primary goal(s) if you were appointed to serve on the CLBC?

To do my best to examine the budget
and offer good suggestions or ask
relevant questions to help the process.

3. What knowledge do you have about the Central Linn School District budget?
What would you like to change?

I was exposed to the budget some last year when I sat in on a couple of work sessions. I know the budget is not large enough and it's a challenge to address all of the priorities.

I'd like to see CLSD get more money but that's not in my control.

4. What budgetary challenges do you foresee for the Central Linn School District?

A very limited budget and a lot of high priority items is the biggest challenge.

The building needs a tremendous amount of repairs, the school buses will need attention, and the school needs more security like fencing and security cameras.

5. Why do you want to serve on the CLBC?

I have one child still at CLHS and I think every citizen should be involved in the community.

I believe if you're not going to get involved you shouldn't criticize. Be part of the solution or shut up.

II. EDUCATIONAL & PROFESSIONAL TRAINING

Name of School and Location. Include High School, College Graduate Work, and Other	Degree Diploma	Minor	Major
Douglas H.S (Winston, OR)	- Graduate	1984	
University of Oregon	- Grad	1989	- Journalism degree (BA)
Sales	33 years	- Cellular, Automotive parts, Commercial	office furniture

III. WORK/CAREER EXPERIENCE

Name of Business and/or Job and Location	Dates	No. of Years	No. of Employees In System	Position Held
Office Furniture Concepts	2004-2014			Sales
King office	2014-2016			Sales
Work Site Solutions	2016-Present		owner/partner	Sales

IV. COMMUNITY EXPERIENCE

Name of Clubs, Boards, Organization, Etc., and Location	Date	Nature of Involvement
First Baptist Church of Brownsville	2004-Present	
"	" Elder	2019-2021
Haiti Foundation of Hope	2021-Present	Board Member

Please specify special awards and recognition.

V. REFERENCES

Give at least three (3) current references who have firsthand knowledge of your character, personality, scholarship, and/or leadership ability.

Name	Address	Official Position	Telephone
Michael Beach	414 Faust St Bainsville	Pastor	541-979-1777
Steve La Ceste	304 N. Main St Bainsville	owner NAPA store	541-409-2225
Mike Kirk	33214 Seefeld Dr., Halsey OR 97348	Farmer	541-990-0502

If you have a current resume, please attach a copy to this application. Only complete applications will be considered. To be considered, applications must be received ON or before the specified date in the official notice.

CENTRAL LINN SCHOOL DISTRICT
Schedule of Regular School Board Meetings
2023-2024

The Central Linn School Board meets the second Monday of each month, with the exception of December, at 6:30 p.m. A link is available on the Central Linn District Calendar for virtual participation. The schedule of meeting dates and locations are as follows:

Monday

August 14, 2023

September 11, 2023

October 9, 2023

November 13, 2023

December 4, 2023

January 8, 2024

February 12, 2024

March 11, 2024

April 8, 2024

May 13, 2024

June 10, 2024

Location of Meeting

Library – Elementary School

Cafeteria – High School

Library – Elementary School

Cafeteria – High School

Library – Elementary School

Cafeteria – High School

Library – Elementary School

Cafeteria – High School

Library – Elementary School

Cafeteria – High School

Library – Elementary School

Elementary School

239 W. Second St
Halsey, OR 97348

High School

32433 HWY 228
Halsey, OR 97348

Discrimination Complaint Procedure

Required AR. OAR 581-022-2370 requires districts to have complaint procedures, including for complaints of discrimination. Federal law also requires discrimination complaint procedures.

Any person, including students, staff, visitors and third parties, may file a complaint.

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

Step I: ¹ Complaints shall be oral or in writing and must be filed with the principal. Any staff member that received an oral or written complaint shall report the complaint to the principal. The principal will scribe onto the complaint form and verify the information is accurate with the person filing the complaint. The building principal shall investigate and determine the action to be taken, if any, and reply in writing, to the complainant within ten (10) school days of receipt of the complaint.

Step II: If the complainant wishes to appeal the decision of the principal, the complainant may submit a written appeal to the superintendent within ten (10) working days after receipt of the building principal's response to the complaint.

The superintendent shall review the principal's decision within five school days and may meet with all parties involved. The superintendent will review the merits of the complaint and the principal's decision and respond in writing, to the complainant within ten (10) school days.

Step III: If the complainant is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board within ten (10) school days of receipt of the superintendent's response to Step II. The Board may decide to hear or deny the request for appeal at a Board meeting. The Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within ten (10) days of this meeting receipt of the appeal by the Board.

If the principal is the subject of the complaint, the individual may start at Step II and should file a complaint with the superintendent. If the superintendent is the subject of the complaint, the complaint may start at Step III and should be referred to the Board chair. The Board may refer the investigation to a third party.

¹ For district information. The district's timeline established by each step of the district's complaint procedure must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. The district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)

Complaints against the Board as a whole or against an individual Board member, may start at Step III and should be submitted to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at Step III and be referred directly to the Board vice chair.

The timelines established in each step of the procedure may be extended upon mutual consent of the district and the complainant in writing, but will not be longer than 30 days from the date of the submission of the complaint at any step. The overall timeline of this complaint procedure may be extended beyond 90 days from the initial filing of the complaint upon written mutual consent of the district and the complainant.

The complainant, if a person who resides in the district, or a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within ninety (90) days of the initial filing of the complaint, may appeal² the district's final decision to the Deputy Superintendent of the Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 002-0023.

² An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

DISCRIMINATION COMPLAINT FORM

ANY PERSON, INCLUDING STUDENTS, STAFF, VISITORS AND THIRD PARTIES, MAY FILE A COMPLAINT.

Name of Person Filing Complaint Date School or Activity

Student/Parent Employee Job applicant Other _____

Type of discrimination:

- | | | |
|----------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Race | <input type="checkbox"/> Mental or physical disability | <input type="checkbox"/> Age |
| <input type="checkbox"/> Color | <input type="checkbox"/> Marital status | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Familial status | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Economic status | <input type="checkbox"/> Discriminatory use of a Native American mascot |
| <input type="checkbox"/> National or ethnic origin | <input type="checkbox"/> Veterans' status | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Gender identity | | |

Specific complaint: (Please provide detailed information including names, dates, places, activities, and results of informal discussion.)

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

Signature of Person Filing Complaint

This complaint form should be mailed or submitted to the principal. Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Expulsion

Required policy. ORS 339.250(2) and OAR 581-021-0070 require policies on expulsion.

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.

A student may only be expelled for any of the following circumstances:

1. When a student's conduct poses a threat to the health or safety of students or employees;
2. When other strategies to change the student's conduct behavior have been ineffective, except that expulsion may not be used to address truancy; or
3. When required by law.

The use of expulsion for discipline of a student in fifth grade or lower is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observations or upon a report from an employee, the student's conduct poses a direct threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

The age of the student and the past pattern of behavior will be considered prior to imposing the expulsion.

No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. ~~By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer.~~

The Board delegates the authority to decide on an expulsion to the superintendent. The superintendent may designate another person to handle the potential expulsion, and the superintendent, a designee or another individual may act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will not be associated with the initial actions of the building administrators. The hearings officer will conduct the hearing and make a final decision regarding the expulsion. A decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review.

If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At a future meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision.

When a recommendation for an expulsion is made and an expulsion hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service or by certified mail at least five days prior to the scheduled hearing. Notice shall include:
 - a. The specific charge or charges and the specific facts that support the charge or charges;
 - ~~b. The conduct constituting the alleged violation, including the nature of the evidence of the violation and reason for expulsion;~~
 - c. A ~~recommendation for expulsion~~ statement of intent to consider the charges as reason for expulsion ;
 - d. The student's right to a hearing;
 - e. When and where the hearing will take place; and
 - f. The student may be represented by counsel or other persons right to representation.
- ~~2. The Board may expel, or may delegate the authority to decide on an expulsion to the superintendent or superintendent's designee, who may also act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer designated by the Board will conduct the hearing and will not be associated with the initial actions of the building administrators;~~
- ~~3. Expulsion hearings will be conducted in private and will not be open to the general public unless the student or the student's parents request an open session;~~
4. In case ~~In case~~ the parent or student ~~has difficulty understanding~~ does not understand the English language ~~or has other serious communication disabilities~~, the district will provide an interpreter during the hearing translator. All communications will be in a manner that is understandable to the parents and student;
5. The student shall be permitted to have representation present at the hearing to advise and to present arguments. The representation may be an attorney, and/or parent or other person. The district's attorney may be present;
6. The student shall be afforded the right to present their version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;
7. The student shall be permitted to be present and to hear the evidence presented by the district;
8. The hearings officer or the student may record the hearing;
9. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;
- ~~10. If the Board is conducting the expulsion hearing, the Board may designate the Board chair or a third party as the hearings officer. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. The hearings officer will provide to the Board, findings as to the facts, the recommended decision and whether or not the student has committed the alleged conduct. This will include the hearings officer's recommended decision on disciplinary action, if any, including the duration of any expulsion. This material will be available in identical form to the Board, the student if age 18 or over and the students' parents at the same time. Following the review by the Board of~~

~~the hearings officer's recommendation, the Board will make the final decision regarding the expulsion;~~

- ~~11. If the Board has delegated authority to the superintendent or designee to act as the hearings officer, the superintendent may designate themselves, or a third party, as the hearings officer. The hearings officer's decision is final. However, a decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review. If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At its next regular or special meeting the Board will review the hearings officer's decision and will affirm, modify or reverse the decision;~~
12. A Board-conducted hearing or a Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:
- a. The name of the minor student;
 - b. The issues involved, including a student's confidential records;
 - c. The discussion;
 - d. The vote of Board members, which may be taken in executive session when considering an expulsion.

~~Prior to expulsion, the district must propose alternative programs of instruction or instruction combined with counseling to a student subject to expulsion for reasons other than a weapons policy violation the district must notify the student and parents of alternative programs of instruction or instruction combined with counseling and document this notification. The district must document to the parent of the student that proposals of alternative education programs have been made.~~

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 332.061](#)
[ORS 336.615 - 336.665](#)

[ORS 339.115](#)
[ORS 339.240](#)
[ORS 339.250](#)

[OAR 581-021-0050 - 021-0075](#)
[House Bill 2514 \(2019\)](#)

Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying Teen Dating Violence Reporting Procedures – Student

Required AR. ORS 339.256(2)(g) requires districts to have procedures outlining the response to reports of harassment, intimidation or bullying or an act of cyberbullying.

Building principal and the superintendent¹ has/have responsibility for investigations concerning acts of hazing, harassment, intimidation, menacing or bullying, acts of cyberbullying and incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the report presented.

All reports will be investigated in accordance with the following procedures:

Step 1 Any reports or information on acts of hazing, harassment, intimidation, menacing or bullying, acts of cyberbullying or incidents of teen dating violence information (e.g., complaints, rumors) shall be presented to the building principal. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2 The building principal receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The building principal will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The building principal conducting the investigation shall notify the person making the report within (10) working days of receipt of the information and report, and parents as appropriate, in writing; when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the person making the report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If the person making the report is not satisfied with the decision at Step 2, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the person making the report and other affected parties as deemed necessary to

¹ Required by state law House Bill 2599 (HB 2599). All other bracketed language exceeds the requirements of HB 2599 and is under Board authority ORS 332.107.

discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within 10 working days.

- Step 4 If the person making the report is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within ~~340~~ working days following completion of the hearing of receipt of the appeal by the Board.

Reports against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted. A final decision will be made within 30 days of receipt of the report.

Reports against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, ~~within (20) days,~~ in open session what action, if any, is warranted. A final decision will be made within 30 days of receipt of the report.

Reports against the Board chair may be made directly to the district counsel on behalf of the Board. The district counsel shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, ~~within (20) days,~~ in open session what action, if any, is warranted. A final decision will be made within 30 days of receipt of the report.

Timelines may be extended upon written agreement between both parties. This also applies to reports filed against the superintendent or any Board member.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all reported acts of hazing, harassment, intimidation, menacing or bullying, or cyberbullying or incidents of teen dating violence and documentation will be maintained as a confidential file in the district office.

Public Complaint Procedure

~~Any member of the public~~ A parent or Guardian of a student attending a school in the district, or a person who resides in the district, a staff member, or a student who wishes to express a complaint should discuss the matter with the school employee involved.

The Administrator: Step One

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator within five working days of the employee's response. The administrator shall evaluate the complaint and render a decision within five working days after receiving the complaint. (A form is available, but is not required.)

The Superintendent: Step Two

If Step One does not resolve the complaint, within 10 working days of the written response from the administrator, the complainant may file a written, signed complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy.

The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, prepare a report of their findings and conclusion, and provide the report in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

The Board: Step Three

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board will review the findings and conclusion of the superintendent in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision as the district's final decision. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues.

If the Board chooses not to hear the complaint, the superintendent's decision in Step Two is final.

~~The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.~~ The complainant shall be informed in writing or in electronic form of the Board's decision within ~~20~~ 30 days from the hearing receipt of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

The timelines may be extended upon written agreement between the district and the complainant.

The district's final decision for a complaint processed under this administrative regulation that alleges a violation of Oregon Administrative rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant, who is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and this complaint is not resolved through the complaint process, the complainant may appeal the district's final decision to the Deputy Superintendent of Public Instruction under Oregon OARs 581-002-0001 – 581-002-0023.

Complaints against the principal should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide, ~~within 20 days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 3+0 days of receipt of the request to place the complaint on the Board agenda. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, ~~within 20 days,~~ in open session what action, if any, is warranted. The Board may use executive session if the subject matter qualifies under Oregon law. A final written decision regarding the complaint shall be issued by the Board within 3+0 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, ~~within 20 days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 3+0 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair may be referred directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, ~~within 20 days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 3+0 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Central Linn School District

COMPLAINT FORM

TO _____ Name of School _____

Person Making Complaint _____

Telephone Number(s) _____ Date _____

Nature of Complaint _____

Who Should We Talk to and What Evidence Should We Consider?

Suggested Solution/Resolution/Outcome: _____

Office Use: Disposition of Complaint: _____

Signature: _____ Date: _____

cc: Office of the Superintendent

Central Linn School District

COMPLAINT FORM

To: Employee* Administrator/Supervisor* Superintendent Board chair Board vice chair
* Form available but is not required.

Person Making Complaint _____

Phone Number _____ Email _____

Nature of Complaint _____

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

Signature of Complainant: _____ Date: _____

Office Use

Disposition of Complaint: _____

Signature: _____ Date: _____

cc: District Office

**CENTRAL LINN SCHOOL DISTRICT
ENROLLMENT**

As of May 1, 2023

<i>May 2022</i>	<i>April 2023</i>	<i>May 2023</i>
K 35	K 31	K 32
1 33	1 42	1 42
2 33	2 38	2 39
3 32	3 34	3 34
4 45	4 37	4 37
5 40	5 40	5 39
6 34	6 43	6 42
<i>Total 252</i>	<i>Total 265</i>	<i>Total 265</i>
7 43	7 29	7 28
8 48	8 46	8 47
9 47	9 47	9 47
10 52	10 51	10 51
11 51	11 53	11 53
12 48	12 51	12 51
<i>Total 290</i>	<i>Total 277</i>	<i>Total 277</i>
District Total 541	District Total 542	District Total 542

September 2003 = 583
September 2004 = 640
September 2005 = 647
September 2006 = 678
September 2007 = 644
September 2008 = 651
September 2009 = 655
September 2010 = 708

September 2011 = 676
September 2012 = 676
September 2013 = 710
September 2014 = 657
September 2015 = 643
September 2016 = 652
September 2017 = 643
September 2018 = 644

September 2019 = 633
September 2020 = 579
September 2021 = 552
September 2022 = 529