



Newberg Public Schools 29J
Board Agenda
June 27, 2023
Regular Work Session
(REVISED 6.26.23)

Board Meeting – Regular Session Agenda

I.	Call to Order	Dave Brown	7:00 pm
II.	Flag Salute	Trevor Dehart	
III.	Review Agenda: <ul style="list-style-type: none"> Additions and/or Deletions 	Dave Brown	
IV.	Approval of Minutes: Approve 6.13.23 Board Minutes	Dave Brown	
V.	Consent Agenda: <ul style="list-style-type: none"> New hires & resignations Budget Meeting Minutes 2nd Reading – Policies Stop The Bleed – Grant (Newberg Rotary Foundation) Donation – Piano (Darlene Babin) 	Dave Brown	
VI.	Reports, Presentations and Discussion Items: <ul style="list-style-type: none"> Grounds (Maintenance) 	Dave Brown	
VII.	Board Action Items: <ul style="list-style-type: none"> Out of State Travel – Water Polo Surplus UPDATE: 2022-2023 Budget Resolution 2021-10R Approve Resolution for Budget Adjustments Summary of Salary, Benefits & Other Terms - CSPT Parent Bill of Rights – Policy KABA 	Michael Rubottom Holly Miele Heather Bixby Heather Bixby Scott Linenberger Brian Shannon	
VIII.	Superintendent Comments		
IX.	Future Agenda Items: <ul style="list-style-type: none"> Swearing in of Board Members (7.11.23) Board Member Training (7.11.23) 		
X.	Future Board Meeting: Regular Session: July 11 th , 2023 @5:30 pm (OSBA Training) Regular Session: August 8 th , 2023 @6:00 pm		
	Adjourn Meeting		

NO PUBLIC COMMENTS DURING BOARD WORK SESSIONS- Thirty (30) minutes has been allotted for public comments, with a two (2) minute limit per person. Public comments will be processed in the order received. Comments may be submitted via email until 4 pm the Monday before regular session board meetings to: publiccomment@newberg.k12.or.us (If you do NOT receive a response of receipt of your public comment, please reach out to Tabitha at 503.554.5041). Those submitted via email will be read by a board member or Superintendent unless otherwise noted. We will also accept comment cards, in person, from those wishing to speak on the evening of regular session meetings. Executive Session is closed to the public.

[Link to June 27, 2023 Board Meeting](#) To listen to the meeting, call one of these numbers and follow the prompts:
1-253-215-8782 or 1-301-715-8592 or login via Zoom, using Meeting ID: 895 0718 9192; Passcode: 585102

NEWBERG SCHOOL DISTRICT 29J
Board Regular Session Meeting, June 13, 2023
In Person / Virtual via Zoom Session
DRAFT MINUTES

BOARD MEMBERS PRESENT

Renee Powell
Brian Shannon
Raquel Peregrino de Brito
Trevor DeHart
Shelley Kolb
Dave Brown
Ron Rilee

BOARD MEMBERS ABSENT

None

STAFF PRESENT

Dr. Stephen W. Phillips, Superintendent
Tabitha Renne, Board Secretary
Scott Marlin, Technology Supervisor
Scott Linenberger, Director of HR
Heather Bixby, Director of Finance

OTHERS PRESENT

Student Representatives:
Lucia Tomaselli

I. REGULAR SESSION CALL TO ORDER

A duly called and noticed Regular Meeting of the Board of Directors of Newberg School District 29J was called to order by Chair Dave Brown at 7:00 pm on Tuesday, June 13th 2023. Board members and staff were present, public attended in person and via Zoom Session.

This video session was recorded and posted on the Newberg School District website. [Board Meeting 6.13.23- YouTube](#)

II. FLAG SALUTE

Trevor DeHart led the Board in the Pledge of Allegiance.

III. REVIEW AGENDA (Begins at approx. 1:45 on the YouTube Video link)

IV. APPROVAL OF MINUTES (Begins at approx. 2:10 on the YouTube Video link)

Motion: Move to approve the Board Minutes, as presented.

Motion: Director Kolb

2nd: Director Powell

Motion Passed: 7 Yes - 0 No

V. CONSENT AGENDA: Chair BROWN (Begins at approx. 2:40 on the YouTube Video link)

- **New Hires & Resignations**
- **Superintendent Contract**
- **Deputy Superintendent Contract**

Motion: Move to approve the Consent Agenda, as presented.

Motion: Director Peregrino de Brito

2nd: Director Powell

Motion Passed: 7 Yes - 0 No

VI. REPORTS, PRESENTATIONS AND DISCUSSION (Begins at approx. 3:10 on the YouTube Video link)

- **Audit Report** – Luke Donaldson with Pauly, Rogers and Co., P.C. gave a report, via zoom, that covered the audit for 2021-2022. **(Begins at approx. 4:35 on the YouTube Video link)**
- **Bond Update, Murals & Easement** – Presented by Casey Cunningham, Cornerstone Group & Larry Hampton – **(Begins at approx. 12:00 on the YouTube Video link)**
- **OSAS Results** – Presented by Brittany Morales & Jillian Felizarta **(Begins at approx. 42:05 on the YouTube Video link)**
- **Budget Revisions/Summary** – Presented by Heather Bixby **(Begins at approx. 51:25 on the YouTube Video link)**

Motion: Move to approve to Surplus the items outlined, as presented.

Motion: Director Peregrino de Brito

2nd: Director DeHart

Motion Passed: 7 Yes - 0 No

- **May Expenditure/Revenue Reports** – Presented by Heather Bixby **(Begins at approx. 53:45 on the YouTube Video link)**
- **First Reading, Policies: GBEA, GBEA-AR, GCBD/GDBD, GCBDD/GDBDD, KAB & KAB-AR** – Presented by Scott Linenberger **(Begins at approx. 54:45 on the YouTube Video link)**

VII. PUBLIC COMMENTS (Begins at approx. 56:00 on the YouTube Video link)

There were eight (8) public speakers that addressed the Board, staff and community.

VIII. BOARD ACTION ITEM(S): (Begins at approx. 1:12:20 on the YouTube Video link)

Revision to the order of Board Action Items, start with Surplus.

Surplus

Motion: Move to approve to Surplus the items outlined, as presented.

Motion: Director Peregrino de Brito

2nd: Director DeHart

Motion Passed: 7 Yes - 0 No

Resolution 2022-5: Adopt 2023-24 Budget

Motion: Move to adopt the 2023-2024 budget as amended.

Motion: Director Peregrino de Brito

2nd: Director Kolb

Motion Passed: 7 Yes - 0 No

Motion: Move to have the permanent tax rate of \$4.6616 per thousand on ad valorem taxes, as presented.

Motion: Director Peregrino de Brito

2nd: Director Kolb

Motion Passed: 7 Yes - 0 No

Motion: Move to levy the ad valorem taxes for debt service at \$6,492,400.00, as presented.

Motion: Director DeHart

2nd: Director Peregrino de Brito

Motion Passed: 7 Yes - 0 No

ESSER II Funds – HVAC Upgrades

Motion: Move to approve the HVAC upgrades to the District Office & Ewing Young Elementary using ESSER II funds, as presented.

Motion: Director Peregrino de Brito

2nd: Director DeHart

Motion Passed: 7 Yes - 0 No

Heather Bixby – Need to go back to Resolution 2022-5: Adopt 2023-24 Budget. Need to establish the fund balance policy. This is an annual requirement per Gasby.

Motion: Move that the board designate the authority to classify the assignment of ending fund balances to the Superintendent and the Director of Finance.

Motion: Director Peregrino de Brito

2nd: Director Kolb

Motion Passed: 7 Yes - 0 No

Joan Austin property transfer by lot line adjustment prescribed by the supporting exhibits.

Motion: Move to approve the Joan Austin lot line adjustment with Northwest Christian Church, as presented.

Motion: Director Kolb

2nd: Director Peregrino de Brito

Motion Passed: 7 Yes - 0 No

Edwards Easement

Motion: Move to approve the Edwards Elementary waterline easement, as presented.

Motion: Director Peregrino de Brito

2nd: Director Kolb

Motion Passed: 7 Yes - 0 No

IX. STUDENT REPRESENTATIVES, BOARD & SUPERINTENDENT COMMENTS (Begins at approx. 1:26:10 on the YouTube Video link)

X. FUTURE AGENDA ITEMS

- Swearing in of new Board Members (7.11.23)
- Board Member training (7.11.23)

XI. FUTURE BOARD MEETING:

- Regular Work Session: June 27th, 2023 @ 7:00 pm
- Regular Session: July 11th, 2023 @ 5:30 pm

Adjourn Meeting

Meeting adjourned at 9:00 pm

Recorded by: Tabitha Renne, Board Secretary

Approved by Board of Directors on _____

Chair Dave Brown



Newberg Public Schools 29J Board Meeting Date: June 27th, 2023

ITEM: Consent Agenda
PRESENTER: Director Dave Brown

ACTION

- **Accept Probationary Teacher Contract: Effective July 1, 2023**
Katherine Cornick — Teacher, Joan Austin Elementary School
Sammy Sanders — Teacher Mountain View Middle School
Stephen Winterberg — Teacher Mountain View Middle School
- **Accept Probationary Administrator Contract: Effective July 1, 2023**
Scott Henderson – Principal, Ewing Young Elementary
- **Approve the Budget Meeting Minutes for the adoption of the 2023-2024 District Budget, as presented.**
- **Donation(s):**
Accept the donation of a Young Chang G-157 Baby Grand Piano, from Darlene Babin, to be used at Mountain View Middle School.
Accept the donation of \$6,970.77 from the Newberg Rotary Foundation for the Stop the Bleed project.
- **Second Reading (Policies):**
Accept the revisions, additions and/or deletions of the following policies:
GBEA
GBEA - AR
GCBD
GCBDD/GDBDD
KAB
KAB - AR

RECOMMENDATION:

Move that the Newberg School District Board of Directors approve the consent agenda as presented.

Newberg Public Schools
Budget Committee Meeting

May 16, 2023

Minutes

Budget Committee Members in Attendance:

Kat McNeal, Beth Staats, Kim Mihaylov, Dawn Paulson, Melissa Dailey, Judi Croft, Dave Brown, Brian Shannon, Trevor DeHart, Renee Powell, Raquel Peregrino de Brito, Shelley Kolb, Ron Rilee

Budget Committee Member Absence:

Robert Ficker

Newberg Public School Employees in Attendance:

Stephen W. Phillips, Ph.D., Scott Linenberger, Heather Bixby, Brian Quinn, Becky Brenner, Tabitha Renne

- Call to order by Kat McNeal @ 6:00 pm
- Motion to Approve minutes from May 2, 2023 Budget Meeting by Raquel Peregrino de Brito
 - Second – Melissa Dailey
 - Unanimously passed
- Brian Quinn presented explanation of free and reduce lunch
 - Going back to pre-pandemic requirements
 - Schools need to have a 40% or greater low-income rate for the entire school to be considered free and reduced
- Budget for 2023-2024 nutrition stayed the same
 - Different line item budgets changed
 - It did not change the bottom line
- Deadline for CEP Application for 2023-2024 school year is due on June 23, 2023
- Summer feeding program is a different program from the CEP
 - Application has already been submitted to ODE
- State School Funds have been released
- Student Body Funds (ASB accounts) will be moved to the District accounting software
 - Elementary will be moved in the first year
 - Secondary will be moved in the following years
- Changes in the Proposed Budget:
 - \$1.6 million for technology in ESSER funds was not spent in 2022-2023 and will be appropriated in 2023-2024 towards Math Curriculum
- Professional services went from \$30,000 to \$60,000
- 0.5 FTE is paid by a private donation
- Motion to Approve Proposed Budget by Raquel Peregrino de Brito

- Second – Brian Shannon
- Motion to table the Motion to Approve the Proposed Budget by Dave Brown
 - Second – Trevor DeHart
- 10 Minute Break
- Motion to Resurrect the tabled Motion to Approve the Proposed Budget by Brian Shannon
 - Second – Trevor DeHart
 - Unanimously Passed
- Motion to Approve Proposed Budget
 - Approved – Beth Staats, Kim Mihaylov, Dawn Paulson, Melissa Dailey, Judi Croft, Dave Brown, Brian Shannon, Trevor DeHart, Renee Powell, Raquel Peregrino de Brito, Shelley Kolb, Ron Rilee
 - Opposed – None
 - Abstained – Kat McNeal
- Motion to Set Tax Levy by Trevor DeHart
 - Second – Brian Shannon
 - Unanimously Passed
- Motion to Approve General Obligation Bonds by Kim Mihaylov
 - Second – Brian Shannon
 - Unanimously Passed
- Meeting Adjourned at 8:06 pm

Presented to the Budget Committee on June 13, 2023

Signature _____ Date _____

Dave Brown, Board Chair

Approved on _____ Initial _____

Newberg Public Schools
Budget Committee Meeting

May 2, 2023

Minutes

Budget Committee Meeting Attendees: Kat McNeal, Beth Staats, Kim Mihaylov, Dawn Paulson, Melissa Dailey, Trevor DeHart, Renee Powell, Raquel Peregrino de Brito, Shelley Kolb


Employee Attendees: Stephen W. Phillips, Ph.D., Scott Linenberger, Heather Bixby

- Call to order by Trevor DeHart @ 6:02 pm
- Election of Budget Committee Officers:
 - Chair Nomination of Kat McNeal by Melissa Dailey
 - Second – Raquel Peregrino de Brito
 - Unanimously passed
 - Vice Chair Nomination of Kim Mihaylov by Melissa Dailey
 - Second – Beth Staats
 - Unanimously passed
- Budget Message read by Dr. Phillips
- Budget Presentation by Heather Bixby
 - Need to add major functions to proposed budget
 - Where is the most of our enrollment decline coming from, secondary or elementary
 - Asking for student enrollment numbers broke down by school and grade
 - SRO funded partially by SIA, partially by City of Newberg
 - Plans to sell Dundee Property to pay off debt for New Dundee Property
 - Added FTE in Math, ELD, and Dual Language teachers, also added 2 FTE Elementary Assistant Principals, split at 3 schools; 1 FTE at Edwards Elementary, 0.5 FTE at Joan Austin Elementary, and 0.5 FTE at Antonia Crater
 - All Budget amounts and numbers come straight from the accounting software
 - Cannot comment on previous years accounting – different staff, present staff was not here in the previous year to have that knowledge
- 10 Minute Break @ 7:32 pm
- Back in Session @ 7:44 pm
- 2023-2024 will be the final year to use ESSER II to fund School Supplies, Student Fees, and Athletic/Activity fees
- ESSER II needs to be entirely spent by September 30, 2023 deadline
- Athletic/Activity fees were covered by ESSER on a case by case basis
 - If a student could not pay the fees, they let administration know of the hardship and the fees were taken care of
- 2023-2024 High School and Middle School will switch to trimesters and this will not impact the proposed budget

- 2023-2024 adopting a Math Curriculum, this will be the last curriculum bought out of ESSER funds and is estimated at about \$1 Million Dollars
- Legal fees are budgeted at \$75,000, last year the budget was \$350,000
- Moved Library Book expenses back to general fund out of ESSER
- Will prepare document highlighting changes in the budget from last year
- Will prepare document with enrollment numbers
- Oregon Governor projected biennium budget at \$9.9 Billion, Newberg Public Schools budget is built on this projection. Most schools are building budgets on a higher projection of \$10 to \$10.3 Billion
- Motion to table discussion – Raquel Peregrino de Brito
- Second – Shelley Kolb
- Unanimously passed
- Meeting Adjourned at 8:37 pm

Presented to the Budget Committee on May 16, 2023

Signature  Date 6/15/23
Kat McNeal, Budget Committee Chair

Approved on May 16, 2023 Initial 

Newberg Public Schools 29J

Code: GBEA
Adopted:

Workplace Harassment *

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between district employees or between a district employee and the district in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district and a district employee off district premises. Elected school board members, volunteers and interns are subject to this policy.

Any district employee who believes they have been a victim of workplace harassment may file a report with the district employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure, may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.

“Workplace harassment” means conduct that constitutes discrimination prohibited by Oregon Revised Statute (ORS) 659A.030 (discrimination in employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault¹ or that constitutes conduct prohibited by ORS 659A.082 (discrimination against person in uniformed service) or 659A.112 (discrimination in employment based on disability).

The district, upon receipt of a report from a district employee who believes they are a victim of workplace harassment, shall provide information about legal resources and counseling and support services, including any available employee assistance services. The district employee receiving the report, whether a supervisor of the employer or the district employee designated to receive reports, is advised to document any incidents of workplace harassment, and shall provide a copy of this policy and accompanying administrative regulation to the victim upon their disclosure about alleged workplace harassment.

All incidents of behavior that may violate this policy shall be promptly investigated.

Any person who reports workplace harassment has the right to be protected from retaliation.

The district may not require or coerce a district employee to enter into a nondisclosure² or nondisparagement³ agreement.

The district may not enter into an agreement with an employee or prospective employee, as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits, that contains a

¹ “Sexual assault” means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

² A “nondisclosure” agreement or provision prevents either party from disclosing the contents of or circumstances surrounding the agreement.

³ A “nondisparagement” agreement or provision prevents either party from making disparaging statements about the other party.

nondisclosure provision, a nondisparagement provision or any other provision that has the purpose or effect of preventing the employee from disclosing or discussing workplace harassment that occurred between district employees or between a district employee and the district, in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district employee and employer off district premises.

The district may enter into a settlement agreement, separation or severance agreement that includes one or more of the following provisions only when a district employee claiming to be aggrieved by workplace harassment requests to enter into the agreement: 1) a nondisclosure or nondisparagement provision; 2) a provision that prevents disclosure of factual information relating to the claim of workplace harassment; or 3) a no-rehire provision that prohibits the employee from seeking reemployment with the district as a term or condition of the agreement. The agreement must provide the district employee at least seven days after signing the agreement to revoke it.

If the district determines in good faith that an employee has engaged in workplace harassment, the district may enter into a settlement, separation or severance agreement that includes one or more of the provisions described in the previous paragraph.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop workplace harassment, prevent its recurrence and address negative consequences. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional workplace harassment awareness training, as appropriate. Other individuals (e.g., board members, witnesses, and volunteers) whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

The district shall make this policy available to all district employees and shall be made a part of district orientation materials provided and copied to new district employees at the time of hire.

The superintendent will establish a process of reporting incidents of workplace harassment and the prompt investigation.

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 243.317 - 243.323](#)
[ORS 659A.001](#)
[ORS 659A.003](#)
[ORS 659A.006](#)

[ORS 659A.029](#)
[ORS 659A.030](#)
[ORS 659A.082](#)
[ORS 659A.112](#)
[ORS 659A.370](#)

[ORS 659A.820](#)
[ORS 659A.875](#)
[ORS 659A.885](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

Newberg Public Schools 29J

Code: GBEA-AR

Revised/Reviewed:

Workplace Harassment Reporting and Procedure

Any district employee who believes they have been a victim of workplace harassment may file an oral or written report consistent with this administrative regulation, may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process, or under any other available law.

Additional information regarding the filing of a report may be obtained through the principal, compliance officer or superintendent.

A complaint alleging an unlawful employment practice as described in ORS 659A.030, 659A.082, 659A.112 or ORS 659A.370 must be filed no later than five years after the occurrence of the alleged unlawful employment practice.

All documentation related to workplace harassment complaints may become part of the personnel file of the employee who is the alleged harasser, as appropriate. Additionally, a copy of all workplace harassment reports, complaints, and documentation will be maintained by the district as a separate confidential file and stored in the district office.

Investigation Procedure

Administration is responsible for investigating reports concerning workplace harassment. The investigator(s) shall be a neutral party having had no involvement in the report presented. If the alleged workplace harassment involves an employee's supervisor, the employee may report to the Superintendent and/or district office designee. All reports of alleged workplace harassment behavior shall be investigated.

The investigator shall:

1. Document the alleged, reported incident of workplace harassment;
2. Provide information about legal resources and counseling and support services, which may include district-provided assistance services available to the district employee;
3. Provide a copy of the district's Board policy GBEA - Workplace Harassment and this administrative regulation to the district employee; and
4. Complete the following steps:

Step 1 Promptly initiate an investigation. The investigator will arrange such meetings as may be necessary to discuss the issue with all concerned parties within 10 (ten) working days after receipt of the report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The investigator shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

A copy of the report, complaint, or other documentation about the incident, and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the workplace harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent and/or district office designee.

Step 2 If a complainant is not satisfied with the decision at step 1, the complainant may submit a written appeal to the superintendent and/or district office designee. Such appeal must be filed within 5 (five) working days after receipt of the step 1 decision. The superintendent and/or district office designee shall review the investigators report and findings. The superintendent and/or district office designee will arrange such meetings with the complainant and other affected parties as deemed necessary by the superintendent and/or district office designee to discuss the appeal. The superintendent and/or district office designee shall provide a written decision to the complainant within 20 working days after receipt of the appeal.

Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 5 (five) working days after receipt of the Step 2 decision. The Board will review the findings and conclusion of the superintendent and/or district office designee in a public meeting to determine what action is appropriate. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's and/or district office designee's decision as the district's final decision.

If the Board conducts a hearing, the complainant shall be given an opportunity to present the appeal at a Board meeting. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law. The parties involved may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. The Board shall decide, within 30 (thirty) working days, in open session what action, if any, is warranted. The Board shall provide a written decision to the complainant within 20 (twenty) working days following completion of the hearing.

If the Board chooses not to hear the appeal, the superintendent's and/or district office designee decision in Step 2 is final.

Reports involving the superintendent should be referred to the Board chair on behalf of the Board. The Board chair will cause the information¹ required to be issued to the complainant as described in this administrative regulation. The Board chair shall present the complaint to the Board at 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 may hold the hearing in executive session if the subject matter qualifies under Oregon law. The Board shall decide, within 30 working days, in open session what action if any is warranted. The Board chair shall notify the complainant in writing within 20 (twenty) working days that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

¹ Provide information about legal resources and counseling and support services, which may include district-provided assistance services available to the district employee, and a copy the district's Board policy GBEA - Workplace Harassment and this administrative regulation to the district employee.

Follow-up Procedures

The superintendent's and/or district office designee decision will follow up with the district employee of the alleged harassment once every three months for the calendar year following the date on which the superintendent's and/or district office designee decision received a report of harassment, to determine whether the alleged harassment has stopped or if the employee has experienced retaliation. The superintendent's and/or district office designee decision will document the record of this follow-up. The superintendent's and/or district office designee decision will continue follow-up in this manner until and unless the employee directs the superintendent's and/or district office designee decision in writing to stop.

Other Reporting Options and Filing Information

Nothing in this policy prevents an employee from filing a formal grievance in accordance with a collective bargaining agreement (CBA) or a formal complaint with BOLI or the Equal Employment Opportunity Commission (EEOC); or if applicable, the U.S. Department of Labor (USDOL) Civil Rights Center. Review the CBA for any provision that requires an employee to choose between the complaint procedure outlined in the CBA and filing a BOLI or EEOC complaint.

Nothing in Board policy GBEA - Workplace Harassment or this administrative regulation prevents any person from seeking remedy under any other available law, whether civil or criminal.

An employee or claimant must provide advance notice of claim against the employer as required by ORS 30.275.

Filing a report with the U.S. Department of Labor (USDOL) Civil Rights Center.

An employee whose agency receives federal financial assistance from the USDOL under the Workforce Innovation and Opportunity Act, Mine Safety and Health Administration, Occupational Safety and Health Administration, or Veterans' Employment and Training Service, may file a complaint with the state of Oregon Equal Opportunity Officer or directly through the USDOL Civil Rights Center. The complaint must be written, signed and filed within 180 calendar days of when the alleged discrimination or harassment occurred.

Newberg Public Schools
714 East 6th Street Newberg, Oregon 97132 | 503-554-5000

WORKPLACE HARASSMENT REPORTING OR COMPLAINT FORM

Name of person making report/complainant: _____

Position of person making report/complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of alleged misconduct: _____

Name of witnesses (if any): _____

Evidence of workplace harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

Newberg Public Schools
714 East 6th Street Newberg, Oregon 97132 | 503-554-5000

WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

Any Other Information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Newberg Public Schools 29J

Code: GCBD/GDBD
Adopted:

Personal Illness and Injury Leave *

Sick leave entitlement for personal illness or injury will accrue at the rate of 10 days each year as provided by Oregon Revised Statutes. Twelve-month employees will accrue 1 day per month or 12 days each year. All other employees who work less than 12 months will receive 1 day per month.

In accordance with state law, this leave will accumulate without limit.

The district reserves the right after five consecutive days of absence, to require proof of personal illness or injury from all employees, including a medical examination by a physician chosen and paid for by the district. Any employee refusing to submit to such an examination or to provide other evidence as required by the district, shall be subject to appropriate disciplinary action, up to and including dismissal.

Other paid and unpaid leaves will be determined by the district's collective bargaining agreements.

All medical information will be kept confidential, in a separate file from personnel records, and released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

Sickness or other unavoidable circumstances that prevent a teacher from teaching 20 school days immediately following exhaustion of sick leave accumulated under Oregon law will result in the teacher being placed on unpaid leave for the remainder of the school year or until the teacher's disability is removed and they are able to return to work. If the teacher is still unable to return to work the following August 1, the Board may terminate the teacher's employment, subject to state and federal laws regarding family illness leave.

All district-paid employee benefits, such as health and dental insurance, will cease on the last day of the month in which employment is terminated, or the staff member is placed on unpaid leave, unless the unpaid leave is in conjunction with state or federal family medical leave. The staff member will be informed of their rights to remain a part of the district benefit plan at personal expense.

Any worker who has sustained a compensable personal injury or illness and is disabled and unable to perform essential job functions, will be reemployed at such time as a physician issues a Fitness-for-Duty Certification. Such rights of reemployment are subject to seniority rights and other restrictions of the collective bargaining agreement between the employer and employee bargaining unit.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)
[ORS 342.545](#)

[ORS 342.610](#)
[ORS 659A.046](#)

Knapp v. North Bend, 304 Or. 34 (1987).

Consolidated Omnibus Budget Reconciliation Act of 1985, 29 U.S.C. §§ 1161-1169 (2012).

Employee Retirement Income Security Act of 1974, 29 U.S.C. §§ 1001-1461 (2012).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).

Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2012); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2016).

Americans with Disabilities Act Amendments Act of 2008.

Newberg Public Schools 29J

Code: GCBDD/GDBDD
Adopted:

Sick Time

“Employee” means an individual who is employed by the district and who is paid on an hourly, stipend or salary basis, and for whom withholding is required under Oregon Revised Statute (ORS) 316.162-316.221. The definition does not include volunteers or independent contractors.

Employees qualify to begin earning and accruing sick time on the first day of employment with the district.

A district employing 10 or more employees shall allow an eligible employee to access up to 40 hours of paid sick time per year. Paid sick time shall accrue at the rate of at least one hour of paid sick time for every 30 hours the employee works, or 1-1/3 hours for every 40 hours the employee works.

The employee may carry up to 40 hours of unused sick time from one year to the subsequent year. ¹An employee is limited to accruing no more than 80 hours of sick time.

Sick time shall be taken in hourly increments and may be used for the employee’s or a family member’s² mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive care, or for reasons consistent with the Family Medical Leave Act (FMLA) or OFLA. Sick time may also be used in the event of a public health emergency.

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

The district reserves the right after five consecutive days of absence, to require proof of personal illness or injury from an employee, including a medical examination by a physician chosen and paid for by the district. An employee refusing to submit to such an examination or to provide other evidence as required by the district, shall be subject to appropriate disciplinary action, up to and including dismissal.

When the reason for sick time is consistent with FMLA/OFLA leave, the sick time and the FMLA/OFLA leave may run concurrently.

When the reason for sick time is consistent with ORS 332.507, the sick time and leave pursuant to ORS 332.507 may run concurrently.

If the reason for sick time is a foreseeable absence, the district may require the employee to provide advance notice of their intention to use sick time within 10 days of the requested sick time, or as soon as practicable. When the employee uses sick time for a foreseeable absence, the employee shall take

¹ If the district chooses to limit the accrual or usage, the district must choose language in the bracketed sentence and keep this sentence in policy.

² “Family member” is defined by the Oregon Family Leave Act (OFLA).

reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (e.g., grading deadlines, in-service training, mandatory meetings).

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district as soon as practicable.

The district shall establish a standard process to track the eligibility for sick time of a substitute.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)

[ORS 342.610](#)

[ORS 659A.150 to -659A.186](#)

[ORS 342.545](#)

[ORS 653.601 to -653.661](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2012); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2016).

Americans with Disabilities Act Amendments Act of 2008.

Newberg Public Schools 29J

Code: KAB

Adopted:

Parental Rights**

The Board recognizes the importance of promoting parental input in decision making related to their student's health and general well-being; in determining district and student needs for educational services; and in program development and district operations. To assist the district in this effort, and in accordance with law, the district affirms the right of parents, upon request, to inspect:

1. A survey created by a third party before the survey is administered or distributed by the district to a student, including any district survey containing "covered survey items"¹;
2. Any instructional material used by the district as part of the educational curriculum for the student;
3. Any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose.

As provided by law, parents of district students will also, upon request, be permitted to excuse their student from "covered activities"². The rights provided to parents under this policy, transfer to the student when the student turns 18 years of age, or is an emancipated minor under applicable state law.

The superintendent will ensure that activities requiring parental notification are provided as required by law and that reasonable notice of the adoption or continued use of this policy is provided to parents of students enrolled in district schools. The input of parents will be encouraged in the development, adoption and any subsequent revision of this policy.

The superintendent shall develop administrative regulations to implement this policy, including provisions as may be necessary to ensure appropriate notification to parents of their rights under federal law and district procedures to request review of covered materials, excuse a student from participating in covered activities and protect student privacy in the event of administration or distribution of a survey to a student.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

¹ "Covered survey items" include one or more of the following items: political affiliations or beliefs of the student or the student's family; mental and psychological problems of the student or the student's family; sex behavior or attitudes; illegal, antisocial, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or the student's parent; and income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

² "Covered activities," requiring notification, include activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; the administration of any survey containing one or more of covered survey items; and any nonemergency, invasive physical examination or screening that is required as a condition of attendance and administered and scheduled by the school in advance. See the administrative regulation for additional definitions.

Every Student Succeeds Act of 2015, 20 U.S.C. § 7928 (2012).
Protection of Pupil Rights, 20 U.S.C. § 1232h (2012); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2017).
Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (2012).

Newberg Public Schools 29J

Code: KAB-AR

Revised/Reviewed:

Parental Rights**

The following definitions and procedures will be used to implement parental rights:

Definitions

1. “Survey,” as defined by federal law and as used in Board policy and this regulation, includes an evaluation. It does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA);
2. “Covered survey items” means one or more of the following items: political affiliations or beliefs of the student or the student’s family; mental and psychological problems of the student or the student’s family; sex behavior or attitudes; illegal, antisocial, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or the student’s parent; and income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program;
3. “Covered activities,” requiring notification, means those activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; the administration of any survey containing one or more covered survey items; and any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, or of other students. This provision does not apply to physical examinations or screenings that are permitted or required by law, including physical examinations or screenings permitted without parental notification;
4. “Third parties” include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control;
5. “Instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments;
6. “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including a street name and the name of the city or town); telephone number; or a social security identification number;

7. “Invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body. It does not include a hearing, vision or scoliosis screening and does not apply to any physical examination or screening that is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification.

Requests to Inspect Materials

Parents may inspect surveys, instructional materials or instruments used to collect personal student information for marketing purposes before such items are administered or distributed by a school to a student as follows:

1. Requests may be directed to the school office by phone or in person;
2. Requests must be received by the district no later than 5 (five) working days following receipt of notification by the district of its intent to administer or distribute such items;
3. Materials may be reviewed at the school office or mailed by the district;
4. Requests to mail materials must be accompanied by a self-addressed, stamped envelope.

Requests to Excuse Student from Covered Activities

A parent may request that their student be excused from participation in any of the following covered activities:

1. The collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information to others;
2. Any district or third party survey;
3. The administration of nonemergency, invasive physical examinations or screenings.

All such requests must be:

1. Directed to the principal in writing;
2. Received by the district no later than 5 (five) working days following receipt of notification by the district of its intent to administer or distribute such items.

Student Privacy

The district recognizes its responsibility to protect student privacy in the event of administration or distribution of a survey to a student containing one or more covered survey items.

A student’s personal information that may be collected as a result of such surveys will be released only with prior, written parental permission. The district will use reasonable methods to identify and authenticate the identity of the parents, students, school officials, and any other parties to whom the district discloses personally identifiable information from educational records.

Notification

Each principal shall be responsible for ensuring appropriate notification to parents of their rights under federal law, Board policy and this regulation. Accordingly, notification will:

1. Be made at least annually at the beginning of the school year or at other times during the school year when enrolling students for the first time in school;
2. Include the specific or approximate dates during the school year when covered activities are scheduled or expected to be scheduled.

Kate Gorania RN BSN

714 E. 6th Street
Newberg, OR 97132
(503) 899-5678
goraniak@newberg.k12.or.us

April 14,2022

Noon Rotary of Newberg

415 E Sheridan St
Newberg, OR 97132


Dear Noon Rotary Members and Board,

Thank you for taking the time to review my request.

I am wanting to equip each of the Newberg School District schools with a portable Stop the Bleed kit that would have enough supplies for them in case of a traumatic event. That could be everything from a car accident outside in the parking lot of the school, a fall from the playground, to the more extreme situations that face our country today, gun violence.

Stop the Bleed was originally started by the American College of Surgeons and is managed by the Department of Defense. The basis is that if individuals know how to control bleeding there is a much greater chance for survival and a decrease of adverse health issues like hypothermia, shock, and decreased level of consciousness.

PORTABLE STOP THE BLEED® KIT - ENHANCED




\$700.00

ITEM #: 84-0025

Gauze Option:
 QuikClot® Bleeding Control Dressing Celox Gauze
 Wound Packing Gauze

Quantity:

ADD TO CART

SHARE 

• Texas House Bill 496 Compliant

I would like to purchase 11 kits in total, 1 for each elementary school, 1 for each middle school and Catalyst, and 2 for the high school so there is one on each side of the building.

These are the training supplies I would need to appropriately train the staff.



NAR Wound Packing Gauze

\$2.80



Celox Z-Fold Hemostatic Bandage - Trainer

\$8.25



QuikClot Bleeding Control Dressing Trainer

\$8.25



Combat Application Tourniquet TRAINER - Blue

\$26.00

The training is completely free and I am already a Stop The Bleed trainer so I can do the training once we have the supplies.

Breakdown of cost:

11 units x \$700 = \$ 7700 - 10% savings = \$6,930

Training supplies- \$45.30 - 10% = \$40.77

All together- \$40.77 + \$6,930 = \$6,970.77

<https://www.bleedingkits.org/all-products>

Thank you for your time and consideration.

Sincerely,

Kate Gorania RN BSN

Newberg School District Nurse

503-899-5678



NEWBERG

PUBLIC SCHOOLS

INSPIRE. INNOVATE. SUCCEED.

Date: June 15th, 2023

Darlene Babin

Street Address: 1900 West Lake Loop

City, State Zip: Newberg, OR 97132

Dear Darlene Babin,

Thank you very much for your recent donation of the items to Mountain View Middle School.

The baby grand Young Chang is a beautiful and extremely generous donation to our middle school. This piano was moved

to the choir room where it will be used on a daily basis for choir rehearsal, as well as the orchestra classes.

Mountain View Middle School is in Newberg School District 29J, which is a political subdivision of the State of Oregon. As such, it is a "governmental unit" as defined in sections 170(b)(1)(A)(v) and 170(c)(1) of the Internal Revenue Code of 1986, as amended ("IRC"), and is not a private foundation by virtue of IRC Section 509(a)(1). Governmental units are not required to have a tax exemption determination letter under IRC Section 501(c)(3), but are automatically tax exempt under IRC Section 115. The Taxpayer Identification Number for Newberg School District 29J is 93-6001119.

No goods or services were provided in exchange for the donation of item(s) listed below:

Item(s)	Description	Quantity	Donor Estimated Unit Value (optional)	Donor Estimated Total Value (optional)
Baby Grand Piano	Young Chang G-157	1		
			Total	0

Once again, thank you for your generous donation. We truly value your partnership with and support of Mountain View Middle School.

Sincerely,



Signature Name: Kaden Christensen

Title: Mountain View Band Director



Newberg School District 29J

Board Meeting Date: June 27th, 2023

ITEM: Out of District Travel- NHS Boys Water Polo
PRESENTER: Michael Rubottom

ACTION

Approve out of state travel for NHS Boys Water Polo to attend the De Long Invitational Tournament that is held in Modesto California. The dates of the tournament, to include travel days, is October 19, 2023 to October 22, 2023.

RECOMMENDATION:

Move that the Newberg School District Board of Directors approve the out of state travel to Modesto California for the NHS Boys Water Polo, as presented.



Board Travel Approval Request Form

This form **MUST** be submitted to the Superintendent's Office electronically **at least 8 weeks prior** to the trip*

TRIP REQUEST CHECKLIST:

- Approval from Building Principal
- Completed Trip Approval Form (below)

Who: (ex: NHS Cheerleading Team, FFA Envirothon team)

NHS Boys Water Polo

What: (event title, championship name, etc.)

De Long Invitational – Water Polo Tournament

When: (exact dates, including travel days)

Oct 19-22

Where: (city and state) Modesto, California

Why: (give background on the trip, including any educational components)

Seeking approval for 13-15 Varsity water polo players to attend the De Long Invitational in Modesto, Ca being held on Oct 20-21. Travel days will likely be Oct 19 and Oct 22. NHS water polo has a tradition of attending this tournament to gain experience by playing other teams from outside our League. We will also get 4 very challenging/competitive games from this trip which I believe will help our team as we approach our State Championship Tournament. Lastly it's a chance to build on the team bonding experience.

No. of Chaperones (include staff) 2

Funding plan: (fundraisers, student funded, grant, etc.)

This will be a combination of player funded and also seeking a grant from NHS Boosters

Transportation method: (flights, driving vans or buses, individual transportation, etc.)

Flights to CA, and then vans for ground transportation

* exceptions may be considered for trips that are part of successive tournaments or invitations that could not have been confirmed in advance (e.g. a championship win that advances a team to national tournament).



Newberg School District 29J
Board Meeting Date: June 27th, 2023

ITEM: Surplus List
PRESENTER: Chair Dave Brown

ACTION

Approve to Surplus the items outlined on the attached list(s).

RECOMMENDATION:

Move that the Newberg School District Board of Directors approve the list of items to be surplus, as presented.

**Antonia Crater
Surplus List 2022/23**

Materials/Title	Description	Quantity (approx)	Location at CV
Example: <i>Fundamentals of Physics Textbook</i>	Textbook from 1986!- not in use	Batch of 150	Room #, Hall location, or library
Human Body - science	Not in use	1 box	hallway
McGraw - reading	Not in use	33 books	hallway
McGraw - reading	Not in use	6 TGuide	hallway
Wordly wise - vocab	Not in use	22	hallway
Math in action	Not in use	6 T guide	hallway
Wonders	Not in use	6 T guide	hallway
McGraw - science	Not in use	6 T guide	hallway
Bridges in math	Not in use	6 T guide	hallway
Intro to math - journals	Not in use	60	Hallway
Library surplus books & roller white board	Not in use	150	On the north side of the west staircase

Dundee Surplus List 2022/23

Materials/Title	Description	Quantity (approx)	Location at CV
Example: <i>Fundamentals of Physics Textbook</i>	Textbook from 1986!- not in use	Batch of 150	Room #, Hall location, or library
Mathland Manipulative Bins	15 year old math curriculum support materials	20 bins	Front Lobby
Benchmark Literacy- 5th Grade	Former curriculum pilot	2 boxes	Front Lobby
Foundations of Democracy Textbooks	Old social studies curriculum	2 teacher guides, 60 student books	Front Lobby
Pearson- My World Social Studies Textboks	Past social studies curriculum	185 books	Front Lobby
Random Middle School Text and Teacher Guides	Old Curriculum Resources	1 box of assorted materials	Front Lobby
McGraw Hill Science Textbooks	Past science curriculum	20 text books 1 set of teacher guides	Front Lobby
My Sidewalks Reading Street text books	Old curriculum resource	120 books	Front Lobby
Tech	Computer with keyboard and monitor	1 unit	Front Lobby

Ewing Young Surplus List 2022/23

Materials/Title	Description	Quantity (approx)	Location at CV
Example: <i>Fundamentals of Physics Textbook</i>	Textbook from 1986!-not in use	Batch of 150	Room #, Hall location, or library
Amplfly	Reduction in section	200	Front hallway
Tech	Monitor, keyboard	5	Gym
Amplfly	1st addition	50	gym
Flying Rhino curriculum		10 crates	gym
Misc. surplus	Random surplus	10 boxes	gym



Newberg School District 29J Board Meeting Date: June 27, 2023

ITEM: Resolution 2021-10R REVISION/CORRECTION 2022-23 Budget

PRESENTER: Heather Bixby, Director of Finance

ACTION

BACKGROUND:

The adopted budget for the 2022-23 fiscal year was presented, reviewed and approved by the Budget Committee on June 14, 2022.

Resolution 2021-10 documents had a typographical error (see attached documentation) and needs to be revised for the record. The error did not impact the actual adopted budget.

1. The board will be asked to approve Resolution 2021-10R to reflect the correction to the line item "Total Adopted Budget".

RECOMMENDATION:

Move that the Newberg School District Board of Directors approve Resolution 2021-10R, as presented.

NEWBERG SCHOOL DISTRICT 29J RESOLUTION 2022-23 (Resolution 2021-10R)

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Newberg School District 29J hereby adopts the budget for fiscal year 2022-23 in the total of \$261,793,111 now on file at the Newberg School District Office, 714 E. Sixth Street, Newberg, Oregon 97132.

APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2022, and for the purposes shown below are hereby appropriated:

General Fund (100)		Federal & State Grants (200)	
Instruction	\$ 34,090,120	Instruction	\$ 9,451,850
Support Services	\$ 22,258,105	Support Services	\$ 9,726,122
Community Services	\$ 2,500	Community Services	\$ 2,434,804
Other Uses	\$ 13,500	Other Uses	\$ -
Contingency	\$ 1,050,000	Contingency	\$ 670,500
Total	\$ 57,414,225	Total	\$ 22,283,276
Unappropriated	\$ 2,630,000	Unappropriated	\$ 800,000
Debt Services Fund (300)		Capital Projects Fund (400)	
Debt Service	\$ 10,547,595	Support Services	\$ 700,000
		Facilities Acq & Construction	\$ 166,836,040
Total	\$ 10,547,595	Total	\$ 167,536,040
Unappropriated	\$ 581,975	Unappropriated	

Total Adopted Budget \$261,793,111

IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property with in the district for the 2022-23 tax year:

- (1) at the rate of \$4.6616 per \$1,000 of assessed value for permanent rate tax;
- (2) In the amount of \$6,441,606 for debt service on general obligation bonds;

CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of article XI section 11b as:

Subject to the Education Limitation	
General Fund Permanent Rate Tax	4.6616/\$1,000
Excluded from Limitation	
Debt Service Fund General Obligation Bond	\$6,441,606

ESTABLISHING FUND BALANCE POLICIES

Funds generally maintain a balance upon closure of each fiscal year. In accordance to Governmental Accounting Standards Board (GASB) rule #68 the following are policies regarding the use of 2021-22 fund balances in the 2022-23 fiscal budget year:

Non Spendable: Portions of the following funds include non-spendable amounts that include inventory:

Special Revenue Fund 200, Debt Services Fund 300 and Capital Projects Fund 400

Restricted: The following fund maintains a fund balance that is restricted due to restrictions imposed by grantors:

Special Revenue Fund 200

Committed: No fund balances in this category.

Assigned: The following funds have assigned uses of fund balances:

General Fund 100

Special Revenue Fund 200

Debt Service Fund 300

Unassigned: The following funds have unassigned uses of fund balances:

General Fund 100, Special Revenue Fund 200, Debt Service Fund 300

Capital Projects Fund 400

BE IT RESOLVED that the Board designates the authority to classify the assignment of ending fund balances is granted to the Superintendent and Director of Finance and Operations.

The above resolution statements were approved and declared adopted on this 14th day of June 2022.



Newberg School District 29J
Board Meeting Date: June 14, 2022

ITEM: Resolution 2021-10: Adopt 2022-23 Budget
PRESENTER: Nikki Fowler, Director of Finance and Human Resources

ACTION

BACKGROUND:

The proposed budget for the 2022-23 fiscal year has been reviewed and approved by the Budget Committee.

The Board will be asked to adopt the 2022-2023 budget and make the following appropriations, and impose and categorize the tax. The motions needed by the board to adopt the budget require three separate motions and approvals for each as recommended below.

1. Motion to adopt approved budget as presented *or* with the amendments agreed upon if any.
2. Motion to have the permanent tax rate on ad valorem taxes.
3. Motion to levy the ad valorem taxes for debt service at \$6,441,606.

Note: Refer to *2022-23 Proposed Budget Book* posted separately.

RECOMMENDATION:

Motion #1: I move to adopt the 2022-2023 budget as presented. *or*
I move to adopt the 2022-2023 budget as amended.

Motion #2: I move to have the permanent tax rate on ad valorem taxes of \$4.6616 per thousand, be applied to the taxable property with in the District as determined by the Yamhill County, Clackamas County and Washington County Tax Assessors for the 2022-2023 year.

Motion #3: I move to levy the ad valorem taxes for debt service at \$6,441,606.

NEWBERG SCHOOL DISTRICT 29J RESOLUTION 2022-23

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Newberg School District 29J hereby adopts the budget for fiscal year 2022-23 in the total of \$261,793,111 now on file at the Newberg School District Office, 714 E. Sixth Street, Newberg, Oregon 97132.

APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2022, and for the purposes shown below are hereby appropriated:

General Fund (100)

Federal & State Grants (200)

Instruction	\$	34,090,120
Support Services	\$	22,258,105
Community Services	\$	2,500
Other Uses	\$	13,500
Contingency	\$	1,050,000
Total	\$	57,414,225
Unappropriated	\$	2,630,000

Instruction	\$	9,451,850
Support Services	\$	9,726,122
Community Services	\$	2,434,804
Other Uses	\$	-
Contingency	\$	670,500
Total	\$	22,283,276
Unappropriated	\$	800,000

Debt Services Fund (300)

Capital Projects Fund (400)

Debt Service	\$	10,547,595
Total	\$	10,547,595
Unappropriated	\$	581,975

Support Services	\$	700,000
Facilities Acq & Construction	\$	166,836,040
Total	\$	167,536,040
Unappropriated		

Total Adopted Budget \$264,628,071

IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property with in the district for the 2022-23 tax year:

- (1) at the rate of \$4.6616 per \$1,000 of assessed value for permanent rate tax;
- (2) In the amount of \$6,441,606 for debt service on general obligation bonds;

CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of article XI section 11b as:

Subject to the Education Limitation

General Fund Permanent Rate Tax 4.6616/\$1,000

Excluded from Limitation

Debt Service Fund General Obligation Bond \$6,441,606

ESTABLISHING FUND BALANCE POLICIES

Funds generally maintain a balance upon closure of each fiscal year. In accordance to Governmental Accounting Standards Board (GASB) rule #68 the following are policies regarding the use of 2021-22 fund balances in the 2022-23 fiscal budget year:

Non Spendable: Portions of the following funds include non-spendable amounts that include inventory:

Special Revenue Fund 200, Debt Services Fund 300 and Capital Projects Fund 400

Restricted: The following fund maintains a fund balance that is restricted due to restrictions imposed by grantors:

Special Revenue Fund 200

Committed: No fund balances in this category.

Assigned: The following funds have assigned uses of fund balances:

General Fund 100

Special Revenue Fund 200

Debt Service Fund 300

Unassigned: The following funds have unassigned uses of fund balances:

General Fund 100, Special Revenue Fund 200, Debt Service Fund 300

Capital Projects Fund 400

BE IT RESOLVED that the Board designates the authority to classify the assignment of ending fund balances is granted to the Superintendent and Director of Finance and Operations.

The above resolution statements were approved and declared adopted on this 14th day of June 2022.



Newberg School District 29J Board
Meeting Date: June 27, 2023

ITEM: Resolution 2022-6: Adjust Appropriations for the 2022-23 Budget

PRESENTER: Heather Bixby, Director of Finance

ACTION

BACKGROUND:

Board of Directors' approval is required under Oregon Local Budget Law to adjust appropriations within funds for expenditures.

The Board will be asked to approve the list of expenditure adjustments in the 2022-23 fiscal year.

RECOMMENDATION:

Move that the Newberg School District Board of Directors approve the adjustments of budgeted expenditure appropriations to account for accurate spending in the 2022-23 Budget.

Resolution 2022-6
Newberg Public Schools
Adjust Appropriations for the 2022-2023 Budget

Whereas, the Board of Directors’ approval is required under Oregon Local Budget Law to adjust appropriations within funds for expenditures;

Whereas, the following list of Expenditures need adjusted in the 2022-2023 fiscal year;

Now, therefore, be it resolved, that the Board of Directors of Newberg Public Schools hereby authorizes the adjustment of budgeted expenditure appropriations to account for accurate spending in the 2022-2023 Budget.

Account Number	Adjusted Budget	Net Change
100.1111.0242.000.050.000	\$ 1,888,198.00	\$ (68,747.00)
100.1122.0134.000.060.000	\$ 24,000.00	\$ 6,140.00
100.1122.0212.000.060.000	\$ 2,500.00	\$ 1,420.00
100.1132.0135.000.060.000	\$ 523,790.00	\$ 54,000.00
100.1132.0319.000.060.000	\$ 90,000.00	\$ 13,000.00
100.1132.0541.000.060.000	\$ 26,750.00	\$ 10,750.00
100.1131.0242.000.060.000	\$ 627,115.00	\$ (139,000.00)
100.1131.0111.000.060.000	\$ 3,690,470.00	\$ 70,000.00
100.1131.0640.000.060.000	\$ 14,000.00	\$ 7,000.00
100.1250.0310.000.320.000	\$ 614,747.00	\$ 613,747.00
100.1250.0319.000.320.000	\$ 270,000.00	\$ 260,000.00
100.1250.0111.000.320.000	\$ 1,630,525.00	\$ (200,000.00)
100.1250.0242.000.320.000	\$ 883,435.00	\$ (450,000.00)
100.1220.0242.716.320.000	\$ 181,215.00	\$ (290,000.00)
100.2410.0242.000.000.000	\$ 1,403,495.00	\$ (60,000.00)
100.2410.0113.000.000.000	\$ 2,559,395.00	\$ 200,000.00
100.2410.0410.000.000.000	\$ 27,500.00	\$ 15,000.00
100.2152.0111.000.320.000	\$ 306,775.00	\$ (150,000.00)
100.2152.0319.000.320.000	\$ 50,400.00	\$ 50,000.00
100.2131.0114.000.320.000	\$ 126,825.00	\$ (23,310.00)
100.2521.0113.712.000.000	\$ 130,805.00	\$ 50,000.00
100.2521.0242.712.000.000	\$ 23,040.00	\$ 10,000.00
100.2521.0640.712.000.000	\$ 50,000.00	\$ 20,000.00
100.2521.0470.712.000.000	\$ 5,000.00	\$ 5,000.00
100.2521.0470.712.000.000	\$ 2,500.00	\$ 2,000.00
100.2521.0389.712.000.000	\$ 13,000.00	\$ 6,000.00
100.2521.0213.712.000.000	\$ 18,025.00	\$ 7,000.00
100.2525.0138.712.000.000	\$ 225.00	\$ (38,000.00)

100.2552.0331.000.000.000	\$	3,370,200.00	\$	(200,000.00)
100.2542.0242.000.000.000	\$	459,300.00	\$	(140,000.00)
100.2544.0322.000.000.000	\$	500,000.00	\$	350,000.00
100.2544.0114.000.000.000	\$	180,105.00	\$	70,000.00
100.2545.0322.000.000.000	\$	10,000.00	\$	8,000.00
100.2633.0114.000.000.000	\$	19,035.00	\$	(70,000.00)
100.2640.0113.705.000.000	\$	146,420.00	\$	95,000.00
100.2640.0410.705.000.000	\$	12,500.00	\$	10,000.00
100.2662.0470.717.000.000	\$	136,550.00	\$	35,000.00
100.2542.0242.000.000.000	\$	459,300.00	\$	(140,000.00)

Approved on June 27, 2023 by Newberg Public Schools Board of Directors.

Dave Brown, Board Chair

Stephen W. Phillips, Ph.D., Superintendent



Newberg School District 29J Board Meeting Date: June 27, 2023

ITEM: Resolution 2022-7: Unanticipated Revenue for the 2022-23 Budget

PRESENTER: Heather Bixby, Director of Finance

ACTION

BACKGROUND:

Board of Directors' approval is required under Oregon Local Budget Law to adjust appropriations within funds for unanticipated revenues and expenditures.

The Board will be asked to approve the two grants that were unknown at budget time. IDEA Equipment Grant for \$68,747 and State Grant for Substitute and EA Training in the amount of \$97,500.

RECOMMENDATION:

Move that the Newberg School District Board of Directors approve the adjustments of budgeted revenues and expenditures to account unanticipated revenue in the 2022-23 Budget.

**Resolution 2022-7
Newberg Public Schools
Unanticipated Revenue for the 2022-2023 Budget**

Whereas, the Board of Directors' approval is required under Oregon Local Budget Law to adjust appropriations within funds for unanticipated revenues and expenditures;

Whereas, Newberg Public Schools received grant funding for two grants that were unknown at budget time. IDEA Equipment Grant for \$68,747 and State Grant for Substitute and EA Training in the amount of \$97,500;

And whereas, these grant Revenues and Expenditures need adjusted in the 2022-2023 fiscal year;

Now, therefore, be it resolved, that the Board of Directors of Newberg Public Schools hereby authorizes the adjustment of budgeted revenues and expenditures to account unanticipated revenue in the 2022-2023 Budget.

201.0000.4529.225.000.225	Federal Revenue	\$68,747
201.1223.0460.716.000.225	Non-Consumable Items	\$68,747
100.0000.3299.000.000.244	Misc. State Revenue	\$97,500
100.1250.0310.000.320.000	Inst/Prof/Tech Services	\$97,500

Approved on June 27, 2023 by Newberg Public Schools Board of Directors.

Dave Brown, Board Chair

Stephen W. Phillips, Ph.D., Superintendent



Newberg School District 29J Board Meeting Date: June 27th, 2023

ITEM: Summary of Salary Benefits & Other Terms CSPT Agreement
July 1, 2023 – June 30, 2027

PRESENTER: Chair Dave Brown

ACTION

Accept Revisions, Changes and Updates to the Summary of Salary, Benefits and Other Terms of Confidential/Supervisory/Professional Technical Employees Compensation and Benefits for the July 1, 2023 – June 30, 2027.

RECOMMENDATION:

Move that the Newberg School District Board of Directors approve the CSPT Agreement for the period of July 1, 2023 – June 30, 2027, as presented.

Newberg School District 29J
Summary of Salary, Benefits and Other Terms
Confidential/Supervisory/Professional Technical Employees
Compensation and Benefits
JULY 1, 2023 – JUNE 30, 2027

This Summary of Salary Benefits and Other Terms describes the salary, benefits and other terms that apply to employees holding Confidential, Supervisory, and Professional Technical employees of Newberg Public Schools who are regularly employed by the district for 20 or more hours per week.

1. SCOPE

1.1 A confidential employee is one who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining. Employee job descriptions will be reviewed and a determination made as to whether the position is a confidential position according to ORS 243.650 (6) or a classified position.

Confidential positions include:

- Executive Assistant to Superintendent
- Administrative Assistant to the Deputy Superintendent
- Fiscal Services Assistant
- Payroll Specialist
- Human Resources Specialist
- Human Resources/Payroll Assistant
- Special Programs Assistant

1.2 A supervisory employee is any individual having authority in the interest of the employer to: hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees; responsibility to direct them; adjust their grievances, or effectively to recommend such action. The exercise of such authority is not of a merely routine or clerical nature but requires the use of independent judgment. Employee job descriptions will be reviewed and a determination made as to whether the position is a supervisory position according to ORS 243.650 (23). Supervisory employees include:

- Coordinator, Communications and Community Relations
- Custodial/ Risk Management/ Transportation Supervisor
- Nutrition Services Supervisor
- Migrant Program Supervisor

1.3 A professional technical employee is a specialist who performs professional and/or technical duties.

- District Nurse
- Fiscal Services Coordinator
- Systems and Network Administrator
- Technology Coordinator
- Data Analyst

2. SALARY RATES

2.1 For the 2023-2024 school year, the salary schedule shall be increased by two and one half percent (2.5%). The effective date of this increase is July 1, 2023. In successor years, COLA (Cost Of Living Allowance) will be the same as negotiated by the NEA (Newberg Educators Association) in any given year.

2.2 Step: 2023-24 and successor years, step-eligible employees shall advance a step. In the 2023-24 year a column will be added to the pay scale increase the overall number of columns to nine (9).

2.3 Employees who have achieved twenty (20) continuous years of service in the district will receive an additional 2% of their current step included in their annual salary.

2.4 The employee salary schedules are administered as follows:

A. Newly hired employees will be placed at the step that corresponds to the employee's previous experience and qualifications that are pertinent to the position and other relevant pay equity factors as determined by the Superintendent/DO Designee. The experience must include work within the last five (5) years.

B. All new employees employed on or before January 1, will receive a step movement on the salary schedule on July 1, of the following year, if funding permits.

C. Employees requesting salary upgrade or reclassification will work through their supervisor. The reclassification request will follow the District's established process.

D. Salary Placement for Employees who change positions: An employee who moves to another position within the Confidential/Supervisory/Professional Technical group will be placed at the step that corresponds to the employee's experience and qualifications pertinent to the new position and other relevant pay equity factors. The employee may appeal placement to the Superintendent/DO Designee who can adjust placement if applicable.

E. When an employee moves to another position within the Confidential/Supervisory/Professional Technical group having a lesser responsibility as indicated by the base rate, whether such move is voluntary or involuntary, and step placement will be based on the employee's experience and qualifications pertinent to the new position and other relevant pay equity factors.

2.5 Retention bonus. Employees shall earn a retention bonus based on the following schedule, provided the employee has been employed by the district for at least 60 calendar days prior to the scheduled payment:

\$1,000 – December 15, 2023

3. BENEFITS FOR PART-TIME EMPLOYEES

3.1 All leave will be discussed, prearranged and approved with the employees Supervisor and/or Superintendent/DO Designee prior to departure.

3.2 Leaves, holidays and vacation (if eligible) are accrued and awarded to part-time employees on a pro-rata basis equal to the hours in their regularly scheduled shift.

3.3 An employee with an FTE of at least 0.7 and less than 1.0 FTE will be eligible for full benefits.

3.4 An employee with FTE of less than 0.7 will have the opportunity to purchase full health insurance through the District on a self-pay basis.

4. PERS (Public Employees Retirement System)

The district shall pay the employee's 6% contribution to the Public Employees Retirement System (PERS) in addition to the district's share.

5. INSURANCE

5.1 District Contributions. Effective October 1, 2023, the district's contribution for such employees will increase to \$1,600. The contribution will increase each successor fiscal year to coincide with the NEA (Newberg Educators Association) negotiates with NPS. Employees may elect to apply this contribution amount to one or more of the plan options offered by the district (e.g. medical, dental, and/or vision, life and long-term disability) provided OEGB permits this practice.

If the employee elects to purchase more insurance coverage, the employee shall pay the balance of premiums by payroll deduction. Any employee costs assessed by OEGB shall be considered to be part of premium costs for the insurance program and are subject to the same contribution limitations stated above. The district shall not be responsible for any costs associated with the medical, dental, long-term disability, life and vision insurance program beyond the district's contribution.

5.2 Insurance Opt Out: A full time employee who selects an insurance plan that is at a lower rate than the district contribution shall receive sixty-seven percent (67%) of the unused district contribution in their paycheck. Any remaining amount less than \$120 annually shall be paid as salary in October. Any remaining amount of \$120 or greater annually shall be paid in equal payments over the months of October through August. To receive the benefit an employees must "opt out" rather than "waive" insurance during the open enrollment period and must provide documentation of eligibility to payroll prior to October 1st of each year or within 30 day of a qualifying event per OEGB rules.

5.3 Eligible employee members must elect Long Term Disability (LTD) coverage. OEGB, the plan carrier, shall determine eligibility.

5.4 Life Insurance: The District shall provide life insurance at three (3) times the employee's current annual salary up to a maximum of \$500,000. Additional coverage may be purchased by the employee on a self-pay basis.

6. TRAVEL

6.1 Any employees traveling in their own car on approved District business between job locations or for school purposes shall be paid at the established District mileage rate. This provision does not apply to employees receiving a travel stipend.

6.2 The District will pay a monthly travel stipend for certain positions according to the schedule below. This stipend covers all in-district and out of district travel mileage, and is taxable.

The following employees will receive \$150 a month for travel expenses. Communications and Community Relations, District Nurse, Nutrition Services Supervisor, Systems and Network Administrator, Technology Coordinator, and Transportation Supervisor.

7. HOLIDAYS

7.1 The District recognizes the following holidays as paid holidays for confidential/supervisory/professional technical employees:

Labor Day	December 31 (Board Holiday)	Independence Day
Veteran's Day	New Year's Day	Thanksgiving Day
Martin Luther King Jr. Day	Day Following Thanksgiving	President's Day
Day Prior to Christmas	Memorial Day	Christmas Day
Juneteenth Day		

7.2 Employees whose annual work calendar includes the above holidays will receive holiday pay, unless they are on a leave of absence and not being paid.

7.3 Employees normally scheduled to work less than eight (8) hours per day will receive holiday pay based on the number of hours in their normally assigned shift.

8. LEAVES- PAID

8.1 All leave will be discussed, prearranged and approved with the employees Supervisor and/or the Superintendent/DO Designee prior to departure.

8.2 Sick Leave - Accrued at a rate of ten (10) days per year for 190-day employees; eleven (11) days per year for 220-day employees; and twelve (12) days per year for 230-day, 240-day, and 260-day employees. Employees may request to donate up to forty (40) hours of sick leave per year to other non-union employees with approval from the Superintendent/DO Designee.

8.3 Except when the timing of the need for leave is unforeseeable, all leave will be discussed, prearranged and approved with the employees Supervisor and/or the Superintendent/DO Designee in advance. When the need for leave is unforeseen, notice must be given to the employees Supervisor and/or the Superintendent/DO Designee as soon as practicable.

8.4 Bereavement Leave — Bereavement leave with full pay shall be allowed up to five (5) days for each death in the immediate family during any school year, to be taken in half-day or full-day increments. Immediate family shall be defined as any permanent resident of an employee's household or what is permitted under the Oregon Family Leave Act (OFLA).

8.5 Emergency Leave — Three (3) days per year for business, household, or family matters of an urgent nature, which cannot be scheduled outside of work hours may be taken for emergency leave. Any employee having worked on or before January 1 and who has not used any emergency leave by the end of the fiscal year, shall receive in the June paycheck, one day's pay at the rate of pay in effect for the employee on June 30. Unused emergency leave shall otherwise be forfeited and has no cash value at retirement or other separation from employment.

8.6 Personal Leave – Any CPST employee with a personal leave balance on June 30, 2023 will retain that balance until the employee uses the balances or cashes the balance in at retirement or separation. As of June 30, 2023, no personal leave will be accrued.

8.7 Vacation Leave - Granted to 260-day employees according to length of time employed with the district. Ten (10) days of vacation are granted during the first five (5) years, fifteen (15) days from six (6) years through ten (10) years, and twenty (20) days per year beginning in the eleventh (11th) year. Vacation days are earned on a monthly basis at a rate determined by dividing the number of annual

vacation days 12 months. Vacation days must be scheduled in advance with the approval of the employee's Supervisor. Vacation must be used within 13 months of accrual and Employees may carry over no more than two weeks of vacation per year. Exceptions must have the prior written authorization of the Superintendent. Should an employee who separates from district employment have used unearned vacation, the employee will reimburse the district for the vacation hours used but unearned by a payroll deduction in their final paycheck.

8.8 Employees who have a minimum of 15 years contracted service in the Newberg School District upon retirement shall be eligible to receive \$75 per eight (8) hours of unused sick leave earned in Oregon, up to a maximum of 400 hours.

Members of Tier 1 or Tier 2 can choose to accept this buy-back or have the full amount of their unused sick leave reported to PERS. Payment will be made in one (1) lump sum. Any interested CSPT employee shall apply in writing to the Superintendent no later than March 1 of the proposed retirement year.

9. UNPAID LEAVE

9.1 The district provides unpaid leaves in accordance with and to the extent required by state and federal laws, including family and medical leave laws, and district policy. The district will continue to pay the employer portion of the eligible employee's group health insurance contribution (if applicable) during the qualified periods of OFLA, FMLA or Paid Leave Oregon leave, as provided by district policy and applicable law.

9.2 The Board authorizes the Superintendent to approve unpaid personal leave of up to 12 months and subject to additional terms as the Superintendent may require, when the Superintendent determines, in the Superintendent's sole discretion that such leave is in the district's best interest.

9.3 For qualifying events resulting in an employee's ineligibility to receive health care coverage as an active employee, employees may elect to purchase continuation coverage on a self-pay basis.

10. INCLEMENT WEATHER

10.1 All Confidential/Supervisory/Professional Technical employees are considered essential and are required to work when schools are closed for inclement weather. If weather is unsafe for travel, employee must notify their Supervisor and paid leave time shall be used first. Emergency Leave may be used for Inclement Weather. Unpaid leave may be used if necessary and approved by the Superintendent/DO Designee.

11. PROFESSIONAL DEVELOPMENT

11.1 Tuition Reimbursement: The District will provide tuition reimbursement to all employees up to twelve quarter hours of graduate credit for each year of this Agreement. The maximum reimbursement rate per credit hour shall not exceed the cost of a credit hour at Portland State University that year.

To be eligible for reimbursement, courses must be taken for undergraduate or graduate credit and relate directly to the employee's current area of assignment, or, in the opinion of the Superintendent, serve

the District's interest. For reimbursement, all courses must have the prior approval of the Superintendent/DO Designee.

Employees wishing to be reimbursed for coursework must submit requests in advance indicating the title and number of the course and the number of hours for which they request reimbursement. This advance approval must be on the District's form and include written approval from the Superintendent/DO Designee prior to the start of the class. Other requests for reimbursement will be disallowed.

The District is willing to pay for tuition in advance as prescribed above in this article. The employee shall submit verification of payment and proof of satisfactory completion, grade B or better, or Pass, no later than two months after completion of the course. Failure to submit adequate grades in the timeline prescribed, the employee will make full restitution of expenses incurred by the District by the end of the contract year.

11.2. Professional Development Fund: The District will provide \$750 to each employee for professional development for each year of this agreement. Employees may request to use Professional Development funds for coursework, conferences, seminars, professional publications and subscriptions and for any other purpose approved in advance by the employee's supervisor. Such funds will be budgeted in each employee's cost center on an annual basis. An employee may elect to "carryover" professional development funding from one year to the next, but in no case, may an employee accrue more than two years of funding.

12. EMPLOYEE DISCIPLINE/DISMISSAL

12.1 Employees will serve a probationary period of one year and are employed on an "at will" basis.

12.2 Employees who have completed probationary service may be disciplined, discharged, or reduced in compensation for any reason deemed in good faith sufficient by the Superintendent/DO Designee.

12.3 An employee may be placed on paid leave when there is a good faith reason to remove the employee from the worksite pending an investigation, or as required by law.

12.4 In the event a non-probationary CSPT employee is disciplined, the following procedures will be followed:

- A. The employee shall be informed of the basis of the disciplinary action
- B. The employee will be given the opportunity to discuss the matter with supervisor
- C. The supervisor will collaborate with the DO Designee to determine specific discipline
- D. If dismissal is recommended, the reasons and recommendation will be forwarded to the Superintendent/District Office Designee
- E. Prior to dismissal, the employee will have five days to schedule and meet with the Superintendent/District Office Designee to discuss the contemplated action and provide additional information prior to a final decision.

13. EFFECTIVE DATE

Upon approval by the Superintendent, the terms and conditions set forth in this Summary will be effective from July 1, 2023.

Approved by the Newberg Public Schools Board of Directors on _____.

Stephen W. Phillips, Ph.D.
Superintendent

Dave Brown
Board Chair

Newberg School District 29J
Based upon a 2.5% Increase to Schedule
Includes PERS Pickup

2023-24 Confidential Salary Schedule

Position	Days	1	2	3	4	5	6	7	8	9	+2%*	+4%**
Fiscal Services Assistant	260	\$49,820	\$51,611	\$53,471	\$55,393	\$57,389	\$59,455	\$61,594	\$63,812	\$66,110	\$67,432	\$68,754
Payroll/Human Resource Assistant	260	\$49,820	\$51,611	\$53,471	\$55,393	\$57,389	\$59,455	\$61,594	\$63,812	\$66,110	\$67,432	\$68,754
Special Programs Assistant	260	\$49,820	\$51,611	\$53,471	\$55,393	\$57,389	\$59,455	\$61,594	\$63,812	\$66,110	\$67,432	\$68,754
Admin Asst to Deputy Supt	260	\$49,820	\$51,611	\$53,471	\$55,393	\$57,389	\$59,455	\$61,594	\$63,812	\$66,110	\$67,432	\$68,754
Human Resources Specialist	260	\$54,453	\$56,412	\$58,440	\$60,545	\$62,725	\$64,985	\$67,325	\$69,746	\$72,257	\$73,702	\$75,147
Payroll Specialist	260	\$54,453	\$56,412	\$58,440	\$60,545	\$62,725	\$64,985	\$67,325	\$69,746	\$72,257	\$73,702	\$75,147
Executive Assistant to Supt. Office	260	\$59,468	\$61,689	\$63,993	\$66,383	\$68,862	\$71,433	\$74,101	\$76,868	\$79,635	\$81,228	\$82,821

2023-24 Professional Technical Salary Schedule

Position	Days	1	2	3	4	5	6	7	8	9	+2%*	+4%**
Fiscal Services Coordinator	260	\$57,757	\$59,914	\$62,151	\$64,472	\$66,880	\$69,378	\$71,969	\$74,656	\$77,269	\$78,815	\$80,360
Data Analyst	260	\$57,757	\$59,914	\$62,151	\$64,472	\$66,880	\$69,378	\$71,969	\$74,656	\$77,269	\$78,815	\$80,360
District Nurse	200	\$56,347	\$58,378	\$60,477	\$62,657	\$64,910	\$67,247	\$69,667	\$72,177	\$74,703	\$76,197	\$77,691
System and Network Admin.	260	\$74,856	\$77,572	\$80,384	\$83,300	\$86,321	\$89,450	\$92,695	\$96,058	\$99,420	\$101,409	\$103,397
Technology Coordinator	260	\$87,524	\$90,793	\$94,183	\$97,701	\$101,349	\$105,134	\$109,060	\$113,133	\$117,093	\$119,434	\$121,776

2023-24 Supervisory Salary Schedule

Position	Days	1	2	3	4	5	6	7	8	9	+2%*	+4%**
Risk Mgmt/Custodial/Transportation Supervisor	260	\$69,145	\$71,636	\$74,213	\$76,886	\$79,654	\$82,524	\$85,498	\$88,572	\$91,650	\$93,483	\$95,316
Nutrition Services Supervisor	260	\$88,971	\$92,293	\$95,739	\$99,314	\$103,024	\$106,872	\$110,862	\$115,002	\$119,142	\$121,525	\$123,908
Communications and Community Relations Coordinator	260	\$88,970	\$92,293	\$95,739	\$99,315	\$103,023	\$106,871	\$110,862	\$115,002	\$118,998	\$121,378	\$123,758
Migrant Program Supervisor	230	\$49,308	\$51,083	\$52,921	\$54,827	\$56,802	\$58,845	\$60,964	\$63,158	\$65,353	\$66,660	\$67,967
Migrant Program Supervisor	260	\$55,739	\$57,745	\$59,823	\$61,978	\$64,211	\$66,520	\$68,916	\$71,396	\$73,877	\$75,355	\$76,832

* Longevity beginning second consecutive year or more at Step 9

**Longevity beginning eighth consecutive year or more at Step 9

Members who have achieved twenty continuous years of service in the district will receive an additional 2% in annual salary



Newberg School District 29J
Board Meeting Date: June 27th, 2023

ITEM: Policy KABA
PRESENTER: Director Brian Shannon

ACTION

Approve Policy KABA – Parents’ Bill of Rights.

RECOMMENDATION:

Move that the Newberg School District Board of Directors approve the policy KABA – Parents’ Bill of Rights, as presented.

Newberg School District 29J

Code: KABA

Adopted: 6/27/23

Parents' Bill of Rights

The Newberg School District commits to:

- 1.) Recognize the primacy of the parent-child relationship (to include all primary guardian-child relationships) and the central role of the family to the educational process.

- 2.) Recognize the right of the parent/guardian to:
 - a.) Be informed as to changes in the physical or mental health of their child.
 - b.) Direct the moral, religious, and ethical upbringing of their child, and to remove them from any lesson or training they find objectionable.
 - c.) Be informed and active in their child's education, including having transparent access to curriculum, learning plans, and class materials prior to their use with the child.
 - d.) Be informed of any violent incidents involving their child.
 - e.) Be informed as to what reading materials are available in their child's school library.
 - f.) See and examine the District's budget.
 - g.) Expect equal treatment of and opportunity for their child, while recognizing that special accommodations for specific learning needs of individual students are sometimes necessary.

END OF POLICY
