

# 2016-2017 BOARD OF TRUSTEES

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For more information go to [pace.osba.org](http://pace.osba.org) or contact:

**Oregon School Boards Association**

1201 Court Street NE, Suite 400, Salem, OR 97301

Phone: 800.578.6722 / 503.588.2800

**Special Districts Association of Oregon**

Salem office: PO Box 12613, Salem, OR 97309-0613

Phone: 800.285.5461 / 503.371.8667

[pace.osba.org](http://pace.osba.org)

2016-10



## SAFETY AND LIABILITY training



Oregon School Boards Association in cooperation with Special Districts Association of Oregon

*No one matches PACE when it comes to experience and expertise.*

Property and Casualty Coverage for Education (PACE) provides comprehensive insurance coverage for public education in Oregon.

Oregon School Boards Association and Special Districts Association of Oregon formed PACE in 2006. PACE is the largest member-owned property and liability insurance pool for education in Oregon with more than 300 school districts, community colleges, charter schools and education service districts.

Its size and strength allow PACE to negotiate the most competitive deals for members year over year. Unlike an insurance company focused on distributing profits to east coast shareholders, PACE's objective is to offer unequaled price and coverage options to its members.

With more than 50 years' combined experience handling Oregon public entity insurance, PACE delivers the most personalized service in the industry.

Plus, PACE members have access to benefits other insurers simply can't provide, including:

- ◆ Liability insurance for locally elected volunteer board members and public employees.
- ◆ Up to \$100 million per member in coverage for damage to buildings, buses, equipment and other assets.
- ◆ Protection against crime, personal injury and employee misconduct.
- ◆ Up to \$1,000 in free pre-loss legal counsel before an incident becomes a lawsuit.
- ◆ Free review of indemnification provisions before you sign.
- ◆ Training to help you manage all kinds of risk – from playground supervision and defensive bus driving to first aid, arson prevention and more.
- ◆ Five free criminal history background checks and five free drug and alcohol tests. Plus discounted pricing on additional tests/checks.

### Loss control highlights

- ◆ Physical inspection of facilities with detailed safety recommendations
- ◆ Playground safety reviews by trained loss control consultants
- ◆ Specialized safety checklists on a variety of potential hazards
- ◆ Specialized training on a wide range of topics

### Claims management highlights

- ◆ 24-hour response time on all claims
- ◆ Hands-on assistance at your site when a claim occurs
- ◆ Open and continuous communication
- ◆ Fair claims resolution
- ◆ The best education law experts in the state
- ◆ The claims staff has an average of 26 years' experience handling all types of losses and claims

## PACE Members

Academy of Arts and Academics	Eagle Charter School	McKenzie 68	Reynolds 7
ACE Academy	Eagle Point 9	McMinnville 40	Riddle 70
Adel 21	EagleRidge High School	Medford 549C	Ridgeline Montessori Public Charter School
Adrian 61	Echo 5	Milton-Freewater 7	Riverdale 51J
Alliance Charter Academy	Eddyville Charter School	Milwaukie Academy of the Arts	Rogue CC
Alsea 7J	Elgin 23	MITCH Charter School	Rogue River 35
Amity 4J	Elkton 34	Mitchell 55	Roseburg Public Schools
Annex Charter School	Elkton Charter School	Molalla River	Sage Community School
Arlington 3	Enterprise 21	Molalla River Academy	Santiam Canyon 129
Arlington Charter School	Estacada 108	Monroe 1J	Sauvie Island Academy
Armadillo Technical Institute	Eugene 4J	Monument 8	Scappoose 1J
Arock 81	Falls City 57	Morrow 1	Scio 95
Ashland 5	Fern Ridge 28J	Mosier Community School	Seaside 10
Ashwood 8	Forest Grove	Mosier Middle School	Sheridan 48J
Astoria 1C	Forest Grove Community School	Mountain View Academy	Sheridan AllPrep Academy
Athena-Weston 29J	Fossil 21J	Mt Angel 91	Sheridan Japanese School
Baker 5J	Four Rivers Community School	Mt Hood CC	Sherman 1
Baker Charter Schools Organization	Frenchglen 16	Muddy Creek Charter School	Sherwood 88J
Bandon 54	Gaston 511J	Multisensory Learning Academy	Sherwood Charter School
Banks 13	Gervais 1	Multnomah ESD	Siletz Valley Early College Academy
Bend-La Pine 1	Gladstone 115	Myrtle Point 41	Siletz Valley School
Bethany Charter School	Glendale 77	Neah-Kah-Nie 56	Silver Falls 4J
Bethel 52	Glendale Community Charter School	Nestucca Valley 101J	Silvies River Charter School
Blachly 90	Glide 12	Network Charter School	Sisters 6
Black Butte 41	Grant ESD	Newberg 29J	Siuslaw 97J
Blue Mountain CC	Grants Pass 7	Nixyaawi Community School	South Coast ESD 7
Brookings-Harbor 17	Greater Albany 8J	North Bend 13	South Columbia Family School
Burnt River 30J	Gresham-Barlow 10	North Central ESD	South Harney 33
Butte Falls 91	Harney County 3	North Clackamas 12	South Lane 45J
Camas Valley 21	Harney ESD 17	North Columbia Academy	South Umpqua 19
Canby 86	Harper 66	North Douglas 22	South Wasco County 1
Cascade 5	Harrisburg 7	North Lake 14	Southern Oregon ESD
Centennial 28J	Helix 1	North Marion 15	Southwestern Oregon CC
Central 13J	Hermiston 8	North Powder 8J	Spray 1
Central Curry 1	High Desert ESD	North Santiam 29	Springfield 19
Central Linn 552	Hillsboro 1J	North Wasco County 21	Springwater Environmental Sciences School
Central Oregon CC	Hood River County	Northwest Regional ESD	St Helens 502
Central Point 6	Howard Street Charter School	Nyssa 26	St Paul 45
Chemeketa CC	Huntington 16J	Oakland 1	Stanfield 61R
City View Charter School	Imbler 11	Oakridge 76	Suntex 10
Clackamas Academy of Industrial Science	InterMountain ESD	Ontario 8C	Sutherlin 130
Clackamas CC	Ione 2	OR School Boards Assn	Sweet Home 55
Clackamas Charter Alliance	Jefferson 14J	Oregon City 62	The Center for Advanced Learning
Clackamas ESD	Jefferson Co 509J	Oregon City Service Learning Academy	The Community Roots School
Clatskanie 6J	Jefferson ESD	Oregon Coast CC	The Ivy School
Clatsop CC	Jewell 8	Oregon Coast Technology School	The Lighthouse School
Coburg Community Charter School	John Day 3	Oregon Trail 46	The Village School
Colton 53	Jordan Valley 3	Oregon Trail Academy	Three Rivers Charter School
Columbia Gorge CC	Joseph 6	Oregon Virtual Education	Three Rivers/Josephine CU
Columbia Gorge ESD	Junction City 69	Paisley 11	Tigard-Tualatin 23J
Condon 25J	Juntura 12	Parkrose 3	Tillamook 9
Coos Bay 9	Kids Unlimited of Oregon	Pendleton 16	Tillamook Bay CC
Coquille 8	Kings Valley Charter School	People Involved in Education	Treasure Valley CC
Corbett 39	Klamath CC	Perrydale 21J	Triangle Lake Charter School
Corvallis 509J	Klamath County	Philomath 17J	Troy 54
Cove 15	Klamath Falls City Schools	Phoenix-Talent 4	Ukiah 80R
Crane 4	Knappa 4	Pilot Rock 2	Umatilla 6
Crane UH1J	La Grande 1	Pine Creek 5	Umpqua CC
Crater Lake Charter Academy	Lake County 7	Pine Eagle 61	Union 5
Creswell 40	Lake ESD	Pinehurst 94	Vale 84
Crook County	Lake Oswego 7J	Pleasant Hill 1	Vernonia 47J
Crow-Applegate 66	Lane CC	Plush 18	Wallowa 12
Culver 4	Lane ESD	Port Orford-Langlois	Warrenton-Hammond 30
Dallas 2	Lebanon Community Schools	Portland CC	West Lane Technical Learning Ctr
Dallas Community School	Lincoln County Schools	Powell Butte Community Charter School	West Linn-Wilsonville 3J
David Douglas 40	Linn Benton Lincoln ESD	Powers 31	Willamette ESD
Days Creek 15	Linn-Benton CC	Prairie City 4	Willamette Leadership Academy
Days Creek Charter School	Long Creek 17	Prospect 59	Willamina 30J
Dayton 8	Lourdes Public Charter School	Rainier 13	Winston-Dillard 116
Dayville 16J	Lowell 71	Redmond 2J	Woodburn 103
Diamond 7	Luckiamute Valley Charter Schools	Redmond Proficiency Academy	Woodland Charter School
Double O 28	Madrone Trail Public Charter School	Reedsport 105	Yamhill-Carlton 1
Douglas ESD	Malheur ESD 14	Reedsport Community Charter School	Yoncalla 32
Drewsey 13	Mapleton 32	Region 18 ESD	
Dufur Public Schools	Marcola 79J	Renaissance Public Academy	



## PACE Training Staff



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## Online Training - SafeSchools and SafeColleges

PACE has partnered with the leading web-based staff training system. SafeSchools and SafeColleges courses are 100 percent school-focused. Fifteen courses are included in your coverage with access to the entire library of courses at a reduced rate of \$1.00 per FTE.

### SafeSchools courses included:

- ◆ Oregon Sexual Conduct
- ◆ Oregon Sexual Conduct, Parent Version
- ◆ Oregon Child Abuse
- ◆ Oregon Child Abuse, Parent Version
- ◆ Oregon Bullying Primer
- ◆ Bullying Prevention, Complete Course
- ◆ Discrimination: Avoiding Discriminatory Practices
- ◆ Family Educational Rights and

### Privacy Act (FERPA)

- ◆ Online Safety: Cyberbullying
- ◆ Online Safety: Threats of Violence
- ◆ Oregon Integrated Pest Management
- ◆ Oregon Concussion Awareness: Athletics
- ◆ Sexual Harassment: Staff-to-Staff
- ◆ Sexual Harassment: Student Issues
- ◆ Sports Supervision and Safety

### SafeColleges courses included:

- ◆ Oregon Child Abuse: Identification and Intervention, Full Course
- ◆ Oregon Child Abuse: Identification and Intervention, Refresher
- ◆ Conflict Management: Staff-to-Staff

- ◆ Dating Violence: Identification and Intervention
- ◆ Discrimination: Avoiding Discriminatory Practices
- ◆ Diversity Awareness
- ◆ FERPA: Confidentiality of Records
- ◆ Oregon Integrated Pest Management
- ◆ Oregon Concussion Awareness: Athletics
- ◆ Campus Sexual Violence: SaVE Act Overview
- ◆ Sexual Harassment: Policy and Prevention
- ◆ Sexual Harassment: Staff-to-Staff
- ◆ Sports Supervision and Safety
- ◆ Workplace Bullying

## PACE Trainings

Free for PACE members

PACE membership provides access to tools and resources to help prevent problems and respond appropriately if they occur. Classes listed in this brochure are free for PACE members. (Other workshops, conferences and trainings may involve a nominal fee.) If a topic you're interested in isn't listed, PACE is happy to tailor workshops to fit specific needs.

### Contact:

OSBA Board Development Director at 800.578.6722

Scott Neufeld at 800.285.5461



## PERSONNEL & LABOR

So now you're a supervisor	Performance management	Administering OFLA/FMLA	Americans with Disabilities Act
Now's your chance to learn what they didn't tell you about being a supervisor. Get a checklist of things supervisors need to know and practical tips for starting off on the right foot.	Not all evaluation systems are created equal. From documentation to progressive discipline to plans of assistance and more, gain practical tools and learn successful employee management practices.	Become familiar with the Oregon Family Leave Act and federal Family and Medical Leave Act to manage staff leave smoothly and appropriately.	Understand when the Americans with Disabilities Act applies and avoid discrimination based on disability. Learn what constitutes a reasonable accommodation and how to handle job interviews, post-offer discussions, leaves of absences and reinstatement.
When: At district request	When: At district request	When: At district request	When: At district request
Where: In district or regional workshop	Where: In district or regional workshop	Where: In district or regional workshop	Where: In district or regional workshop
Contact: Board Development Director, 800.578.6722	Contact: Board Development Director, 800.578.6722	Contact: Board Development Director, 800.578.6722	Contact: Board Development Director, 800.578.6722
Effective hiring practices	Conducting investigations	Resolving conflicts	
Good hiring practices can eliminate legal risks, reduce costs and improve staff morale. Learn legal requirements for evaluating job applications, conducting effective reference and background checks and managing all phases of the hiring process to avoid discrimination.	Get it right the first time and protect the rights of all parties. This session walks you through the steps of conducting an error-free investigation. Learn when and how to investigate and make judgment calls needed to reach resolution.	Learn effective methods for resolving conflicts that occur naturally in the workplace. This session helps participants learn to create collaborative relationships and apply effective problem-solving techniques.	
When: At district request	When: At district request	When: At district request	
Where: In district or regional workshop	Where: In district or regional workshop	Where: In district or regional workshop	
Contact: Board Development Director, 800.578.6722	Contact: Board Development Director, 800.578.6722	Contact: Board Development Director, 800.578.6722	

**FACILITIES**

Arson awareness and prevention	Playground hazard identification	General hazard identification	Fire extinguisher use
Learn to reduce arson risk using Oregon Fire Marshal information and PACE best practices.	Learn how to inspect equipment, what to look for to reduce risks and best practices for keeping playgrounds safe for students.	Benefit from PACE experience. This class provides resources to mitigate risks in shops, art departments, stages and elsewhere in your facilities.	Learn the basics of fire extinguisher use, different types of fires and fire extinguishers and how to conduct required inspections. Then, put your knowledge to the test by extinguishing a real fire!
When: At district request	When: At district request	When: At district request	When: At district request
Where: In district or regional workshop	Where: In district or regional workshop	Where: In district or regional workshop	Where: In district
Contact: Scott Neufeld, 800.285.5461	Contact: Scott Neufeld, 800.285.5461	Contact: Scott Neufeld, 800.285.5461	Contact: Scott Neufeld, 800.285.5461

**STUDENT SAFETY**

Preventing school violence	Bus driver safety	CPR and first aid	Bullying	Student supervision	Campus Sexual Violence Elimination (SaVE) Act
Learn to recognize, prevent, manage and mitigate threats of violence. Advance planning, appropriate policies and staff training can help prevent a threat or keep it from escalating.	Learn basic principles of defensive driving. Discuss different scenarios, what can be done to mitigate potential losses and best practices. Attendees earn 2 hours of Oregon Department of Education credits.	Learn the newest guidelines for using CPR, first aid and automated external defibrillators.	Learn to recognize bullying, apply effective prevention techniques and take appropriate corrective action.	Get information on policies, supervision, equipment and best practices to protect students and prevent playground injuries. Learn the finer points of student supervision and reduce potential liability in the classroom, on the playground, on the bus, on field trips and more.	Learn how to best comply with the federal law requiring training for college and university employees in preventing sexual misconduct on college campuses.
When: At district request	When: At district request	When: At district request	When: At district request	When: At district request	When: At district request
Where: In district or regional workshop	Where: In district or regional workshop	Where: In district (limited to 12 staff members per year)	Where: In district or regional workshop	Where: In district or regional workshop	Where: In district or regional workshop
Contact: Board Development Director, 800.578.6722	Contact: Scott Neufeld, 800.285.5461	Contact: Scott Neufeld, 800.285.5461	Contact: Board Development Director, 800.578.6722	Contact: Scott Neufeld, 800.285.5461	Contact: Board Development Director, 800.578.6722

**LEGAL ISSUES**

Sexual harassment	Things supervisors do to get sued	Physical education and sports liability	Fundraising liability	Employment discrimination	Employee sexual conduct
Understand legal and policy requirements, recognize illegal sexual harassment, learn how to handle complaints effectively and take appropriate corrective action.	Take note of the top 20 things supervisors do to get sued – and don't do them! Learn why employees file lawsuits and get tips to help you handle litigious situations.	Learn to develop good policies and procedures to respond to physical education and athletic injuries. Manage after-effects and prepare solid accident reports. Make sure activities and athletic programs comply with Title IX.	Develop good policies and procedures to protect your district from embezzlement, Title IX and Oregon School Activities Association violations and other issues caused by outside fundraising groups.	Learn state Bureau of Labor and Industries laws and administrative rules, understand employer obligations and avoid violating employment discrimination laws.	State law now requires training for school employees in preventing, identifying and reporting employee sexual misconduct. Learn to screen applicants, respond if sexual misconduct occurs and identify what records to disclose.
When: At district request	When: At district request	When: At district request	When: At district request	When: At district request	When: At district request
Where: In district or regional workshop	Where: In district or regional workshop	Where: In district or regional workshop	Where: In district or regional workshop	Where: In district or regional workshop	Where: In district
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