

# AGENDA

## CATLIN GABEL ALUMNI LISTENING SESSION

JANUARY 25, 2020

1:00 - 3:00 P.M.

### Meeting Intentions

This meeting and the information included in this handout are a follow-up to the survivor alumni meeting at Catlin Gabel on December 14.

After that meeting, administrators gathered questions and suggestions from the community. The intention today is to share the responses and the actions either taken or that are currently a work in progress on each of the issues or challenges raised.

After some consideration of the best way to share this information, we are providing a response in writing so that we spend as much of our time today further listening to survivors and learning from them.

We would like to include again how deeply sorry we, as administrators, are for the abuse you may have suffered at our school at the hands of former faculty or for the distress you may have experienced as your reports of concern were not considered or taken seriously. It is all of our intention to now do what we can to hear, validate, and empower survivors to know that they are heard, their concerns are being taken very seriously, and that they have access to support and professional help.

We value you. You are an important part of our community, and we thank you for your time, energy, and willingness to come to this meeting today. We appreciate the courage it takes to be here, to share your story, and to take the risk of being vulnerable and share something so painful. We are here to listen to you. So that we can learn and make sure that this experience creates the changes that we all would like to see. So that we know what we can do to prevent something like this from happening again. So that we understand how this happened in the first place and to ensure that our mission, community policies, and all codes of conduct and daily interactions are focused on keeping students safe.

### Here are a few guidelines for our time together today

- Assume good intentions from all
- Listen to learn
- Speak from your personal experience
- Listen without judgment
- Allow space for all to speak and share
- Listen with empathy and compassion
- Be respectful towards one another
- Express your needs and make requests

1:00 - 1:15 p.m.	Gather and settle in
	Remarks
1:15 - 1:30 p.m.	Facilitator: Svava Brooks, Abuse Survivor Coach Bart Eberwein, Chair of the Catlin Gabel Board of Trustees, a Catlin Gabel parent
1:30 - 2:50 p.m.	Listening session
2:50 p.m.	Closing remarks, Bart Eberwein
3:00 p.m.	End of gathering

# SUPPORTS FOR SURVIVORS AND ALUMNI

Catlin Gabel is committed to providing support to survivors and alumni to help them heal and move forward. Here are responses and actions in progress. We welcome feedback and additional ideas.

- The independent investigator will continue to be available to receive reports of misconduct. Lori Watson can be reached by phone at (971) 291-7672 or email at [lori@watsonlawpdx.com](mailto:lori@watsonlawpdx.com), and can be contacted anonymously via voicemail at (503) 972-1581.
- Reports may also be made directly to Detective Chuck Anderson at the Washington County Sheriff's Office at [chuck\\_anderson@co.washington.or.us](mailto:chuck_anderson@co.washington.or.us) or (503) 846-2704.
- The school will continue to offer support for local meetings and online connections of alumni (without the school's presence) to help survivors and classmates connect and heal.
- A therapy fund will be established (administered by RAINN and an independent third party) to support up to \$10,000 of therapy reimbursement for alumni survivors of sexual misconduct (see separate RAINN document for details).
- The school will sponsor a reconciliation art project led by alumni.
- The Board Chair, Vice Chair, and Head of School are available to meet with survivors in a location and time of their choosing, to listen and learn, and share/answer questions.

## Questions

In order for us to best support survivors and alumni moving forward, here are some questions for survivors and alumni to answer. Feel free to share your thoughts with or without your name or contact information.

- What types of alumni meetings would be most helpful?
- Do you want more listening sessions with Catlin Gabel administration and trustees?
- Do you want to connect with alumni virtually in a different way than you already are?
- Are you interested in helping the alumni relations office create opportunities for alumni to convene in-person and/or online? Please write your name, class year, and email.
- Are you interested in assisting with a reconciliation art project? Please write your name, class year, and email.
- What other support would be helpful?
- Is there anything else you want to share?

Please use one of the comment cards to share your thoughts.

# CATLIN GABEL THERAPY FUND

Catlin Gabel School has created a fund to provide former students with financial assistance for current and past therapy costs related to their sexual abuse by former employees at the school.

All requests related to the therapy fund are handled by RAINN, the nation's largest anti-sexual violence organization. All inquiries and utilization of the fund are confidential and will not be shared with Catlin Gabel. RAINN's dedicated Catlin Gabel hotline will be available beginning **March 16, 2020** at 855-944-2235.

In addition, RAINN operates The National Sexual Assault Hotline at (800) 656-HOPE or <https://hotline.rainn.org>, which can be used to access confidential and anonymous immediate support services—including crisis intervention, information, and resources—24/7, in both English and Spanish.

## THE THERAPY FUND Q&A

### What type of therapies are covered by the therapy fund?

Therapies recommended by a licensed, qualified mental health professional are covered. Please contact RAINN at the Catlin Gabel Therapy Fund Hotline at 855-944-2235 after March 16, 2020 for a list of covered therapies that are demonstrated to be effective for survivors of sexual abuse.

### What are the required qualifications for an eligible mental health provider?

Providers must be licensed to practice in their state and hold a master's degree or higher in a mental health discipline.

### What is the maximum amount of support available to survivors?

The Catlin Gabel Therapy Fund has been established to provide \$10,000 lifetime maximum for covered services for approved former students, including coverage for past therapy related to sexual abuse. Requests for additional treatment will be addressed on a case-by-case basis.

### What happens when I call RAINN seeking financial assistance or reimbursement? How will requests for financial assistance or reimbursement be approved?

RAINN will administer the intake process for all callers seeking services and verify that the caller is a former student. Catlin Gabel will not have access to callers' therapy treatment records or other confidential information. No personally identifiable information, including the name of the caller, will be provided to Catlin Gabel. RAINN will ask callers to provide certain information at intake (e.g., name, date of birth, class year, current address, phone number, email, the name of the alleged perpetrator, dates of the alleged abuse, and a brief description of the nature of the alleged abuse).

### How does this process protect my anonymity and confidentiality?

RAINN will report incidents to the state as required in accordance with Oregon state law but otherwise maintains confidentiality concerning all information received from survivors. Once RAINN has completed the intake process and confirmed that the caller is a former student, the caller is automatically

approved for financial assistance or reimbursement. RAINN will connect the caller to the third-party claims administrator (Bernie Fitzgerald) to process timely reimbursement. Neither RAINN nor the claims administrator will provide Catlin Gabel with any identifying information about callers or claims.

### **How do I share feedback on the Catlin Gabel Therapy Fund or claims process?**

Catlin Gabel welcomes feedback on the Catlin Gabel Therapy Fund and claims process. Please share your feedback with RAINN by emailing [morganh@rainn.org](mailto:morganh@rainn.org).

# CATLIN GABEL SAFETY SUPPORTS AND PROGRAMS

We are dedicated to creating a learning environment that promotes respect, dignity, and equity and is free from all forms of harassment and discrimination. To foster this type of environment, Catlin Gabel has developed a range of curriculum, resources, and policies that outline the school's expectations for all members of our community, including students, parents, faculty, and staff, as well as any visitors to campus.

## ABUSE EDUCATION

**KINDERGARTEN - 2ND GRADE:** Teachers use the book *The Right Touch* by Sandy Klewin as a teaching tool in the fall. Parents and guardians are notified via email.

**3RD - 5TH GRADE:** "Consent for Kids" video is shown by the Lower School counselor in the fall to open questions and provide answers. Parents and guardians are notified via email.

**6TH - 8TH GRADE:** The Middle School counselor provides in-class trainings. Sixth graders are taught "protect yourself rules" based on [www.fightabuse.org](http://www.fightabuse.org). Seventh graders are taught what constitutes sexual harassment and abuse. Eighth graders review sexting, abuse, pornography, and the law. Parents and guardians are notified via email.

**9TH - 12TH GRADE:** Ninth graders take Health, a semester-long course taught by an Upper School science teacher and Teen Council Peer Educators, which includes extensive instruction on consent, reporting sexual misconduct, mandatory reporters, and peer counseling. A guest speaker talks about Title IX on college campuses during the senior seminar class. Green Dot Upstander/Bystander training is offered by the Upper School Counselor and Dean of Students. Students and parents receive multiple emails about upcoming sessions.

## STUDENT RESOURCES

**SAFESCHOOLS ALERT TIP LINE:** We have partnered with SafeSchools so that any student (as well as parents or employees) can anonymously contact this school-specific tip line to report any concern via email, phone, text, or online.

**CATLIN GABEL RESPONSE TEAM:** Any report that is sent to the Catlin Gabel tip line is shared directly with the Head of School, Assistant Head of School, Director of Human Resources, and Chair of the Board of Trustee's audit and risk management committee. Third parties, including law enforcement, will be notified when appropriate.

**FORUMS:** The school hosts a number of forums around sound decision-making, healthy relationships, safety, and respect. Topics include affirmative consent, sexual misconduct and assault, bystander intervention, and how to get help.

**COUNSELORS:** We have four counselors on staff; one each for the Lower and Middle Schools and two for the Upper School. Each counselor hosts seminars and workshops, and provides individual and family support.

**RESOURCES GUIDE:** We've created a 15-page document (available on our Safety Resources & Support web page, [catlin.edu/safety](http://catlin.edu/safety)) that lists supportive resources for those who have been sexually assaulted. This includes understanding survivor rights; medical care and collecting evidence; how to report and what happens when a report is made; self-care; and legal and advocacy resources.

**THE CATLIN GABEL FAMILY HANDBOOK**, also available on our Safety Resources & Support web page ([catlin.edu/safety](http://catlin.edu/safety)), provides a wide range of information and policies, including a detailed section on the expectation at Catlin Gabel for safe and healthy boundaries between adults and students.

## **POLICIES & GUIDELINES FOR FACULTY/STAFF**

We annually review and make improvements to our safety programs and policies. Two years ago, after reviewing guidelines set by NAIS (National Association of Independent Schools), the administration chose to carefully review and implement new guidelines for the school, and this work is ongoing. Catlin Gabel has clear expectations for all members of our community, including faculty and staff. We prohibit and will not tolerate child abuse, sexual misconduct, sexual harassment, or boundary violations. When applicable, law enforcement and DHS will be contacted.

Our policies detailed in our Employee Handbook and our Professional Conduct and Appropriate Adult-Student Boundaries Handbook include:

## **HIRING PROTOCOLS**

**BACKGROUND CHECKS:** All employees are required to submit to an Oregon State Police background check and fingerprinting via the Oregon Department of Education before they are hired. All substitute teachers, temporary employees (over the age of 18), coaches, volunteers, and chaperones must also complete a background check. Fingerprinting is also required for parent chaperones who attend or partake in any school overnight trips.

## **TRAININGS**

**IN-PERSON AND ONLINE:** Faculty and staff are required to participate in an annual in-person training session on appropriate boundaries and sexual misconduct and must complete a series of annual on-line training modules related to understanding and reporting adult-student boundary concerns, sexual harassment, sexual misconduct, or abuse. Any failure to do so will result in termination.

## **REPORTING**

**CATLIN GABEL POLICY:** Every employee must immediately report concerns about sexual misconduct, child abuse, or boundary violations to the Head of School, Assistant Head of School, or Director of Human Resources. If the conduct rises to the level of child abuse, the employee is required to report to Child Protective Services as part of Oregon's reporting laws.

**REPORTING MECHANISMS:** Since spring 2019, Catlin Gabel has been using SafeSchools Alert, a tip-reporting service that allows any safety concerns to be submitted via phone, text, email, or online, including bullying, mental health, weapons, and threats of violence. The school also has a Response Team. This means any report that is sent to the Catlin Gabel tip line is shared directly with the Head

of School, Assistant Head of School, Director of Human Resources, and Chair of the Board of Trustee’s audit and risk management committee. Using a third-party mechanism for these reports also ensures report security as none of the tips received can be deleted from SafeSchools by any individual. This group will convene and involve other parties, including law enforcement when appropriate.

## **BOUNDARY EXPECTATIONS**

**SAFE AND HEALTHY BOUNDARIES:** All employees are expected to comply with specific guidelines to ensure interactions with students remain professional. It is the employee’s responsibility to set and maintain boundaries. Reports of educator sexual misconduct and abuse are taken seriously. Substantiated reports of sexual misconduct or abuse will not only be reported but will be documented in the employee’s personnel file and disclosed to prospective employers. Faculty holding a Certified Oregon Teaching License who have been found to have engaged in sexual misconduct will be reported to the Teacher and Standard Practices Commissions (TSPC).

**TAP:** We expect every interaction should follow the acronym TAP (transparent, accessible to parents and supervisors, and professional). Some examples of what each of these represent are listed below:

### **TRANSPARENT:**

- Communications are only sent from school accounts, not personal accounts.
- Consider the subject matter, content, purpose, timing, and frequency of electronic communication.
- Keep student and adult interactions within hearing or sight range of another adult.
- Copy a supervisor and/or parent on text and email communications when in question.

### **ACCESSIBLE TO PARENTS AND SUPERVISORS:**

- When meeting with students outside of class, remain in view of others.
- Avoid inviting student(s) to your home or a location off-campus without prior approval from a school leader and parent/guardian.
- Sitting in an adult’s lap is only allowed in pre-kindergarten and kindergarten classes and should be initiated by the student unless a child is hurt.

### **PROFESSIONAL:**

- Do not discuss nonacademic matters or personal issues with students.
- Avoid adopting an on-going “welfare” role beyond the scope of your school role.
- Avoid addressing students with terms of endearment.

# CATLIN GABEL SCHOOL CULTURE TASK FORCE

The board and administration recognize that the investigation into former employee sexual misconduct revealed not only significant instances of misconduct but also raised important questions about the culture of the Catlin Gabel School. We must understand how the culture, physical environment, policies, and practices of the school over the decades, including the present, may have contributed to and made possible the egregious behavior we have shared. As we are committed to supporting survivors and alumni, we are committed to ensuring that Catlin Gabel's school culture, environment, and behaviors align with our mission and values and place student safety as our top priority.

## **Charge:**

The School Culture Task Force is a multi-constituent body that acts independently and includes members outside of the Catlin Gabel community. It is charged with reviewing the school's findings of employee misconduct, providing feedback on the ongoing investigation, defining the mission-aligned school culture we seek to foster, reviewing current professional conduct and student safety policies, and identifying steps the school can take to support students and employees in a safe learning community.

## **Process:**

The Task Force will meet on a monthly basis from February 1 to October 1, 2020, determine near and long-term recommendations to be considered by the board of trustees and administration, and prepare a final report that will be shared with the entire Catlin Gabel community in the fall of 2020.

## **Suggested Members:**

- Alumni representatives
- Current parents/guardians
- Organizational Culture Professional
- Mental Health Professional
- Portland Educational Leader
- CGS Human Resources Director
- Vice Chair of the Board of Trustees
- Alumni Trustee
- Current students

## **Questions:**

- Do you have recommendations for members?
- Who are we missing?

Please use one of the comment cards to share your thoughts and/or recommend a task force participant.