

Yoncalla School District
BOARD OF DIRECTORS
REGULAR MEETING
November 18, 2020
292 5th Street
Yoncalla, OR 97499

Until further notice, due to COVID-19 concerns, School Board meeting on Zoom,
and the meeting will be shared on Facebook Live.

<https://www.facebook.com/yhseagles/>

6:00 PM

CALL TO ORDER

- I. **AWARDS, RECOGNITION, CORRESPONDENCE.** Students of the month Rosemary King, Owen Wilmarth, Gary Bash Jr. Zaiden Simon, Paige Riley
- II. **PUBLIC FORUM**
The public is invited to share any comments they may have with the board via email. Emails should be received by 5:30 PM on November 18, 2020. Please send your comments to laurie.simlness@yoncalla.k12.or.us
- III. **ADJUSTMENTS TO THE AGENDA**
- IV. **CONSENT AGENDA**
 - A. Minutes of School Board meeting October 21 2020
 - B. Accounts Payable/Funding Update
 - C. Board Policy ACB
 - D. Board Policy ACB-AR
- V. **INFORMATION ITEMS**
- VI. **DISCUSSION ITEMS**
 - A. Elementary Property on First Street
- VII. **REPORTS**
 - A. High School Principal Report
 - B. Transition Specialist Report, Preschool thru 2nd
 - Early Learning and Community Outreach Report
 - C. Elementary Principal Report, 3rd thru 6th
 - D. Financial Update
 - E. Superintendent Report
 - Equity Update
- VIII. **ACTION ITEMS**
- IX. **ANOUNCEMENTS**
 - A. Future Dates of Importance
 - Board Meeting December 16, 2020, 6:00 PM
- X. **OTHER BUSINESS**
- XI. **ADJOURN**

**YONCALLA SCHOOL DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
October 21, 2020
Early Learning Center
401 1st Street
Yoncalla, OR 97499**

Until further notice, due to COVID-19 concerns, School Board meeting will be held on Facebook Live.

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BOARD MEMBERS PRESENT

Dave Anderson-Vice Chair
Eric Gustafson
Jen Bailey
Cathey Grimes-Chair
Trinity Benito

ADMINISTRATION PRESENT

Brian Berry
Don Hakala
Erin Helgren-via FB live
Danielle Littlefield-via FB live
Laurie Simlens

CALLED TO ORDER. Chair Grimes called the meeting to order at 6:05 PM. The flag salute was conducted. Also present: Cody Reed

AWARDS, RECOGNITION, CORRESPONDENCE. Students of the month awards and videos were shared for Wade Thompson, Bentley Sparhawk, Isabelle Sybrant and MaKala Holmes.

PUBLIC FORUM. None.

ADJUSTMENTS TO THE AGENDA. None.

CONSENT AGENDA.

- A. Minutes of School Board meeting September 16, 2020
- B. Accounts Payable/Funding Update
Director Bailey made a motion to approve, Director Benito seconded, passed unanimously.

INFORMATION ITEMS

- A. Board Policy
 - ACB
 - ACB AR

DISCUSSION ITEMS

- B. Elementary Property on First Street. Marcy Gustafson shared the results of her research on the school district owned property south of the Elementary School. The district is awaiting the results of the Abbreviated Title Report to determine any next steps.

REPORTS

- A. High School Principal Report.
- B. Transition Specialist Report, Preschool thru 2nd
- C. Elementary Principal Report
- D. Financial Update
- E. Superintendent Report
 - Division 22 Standards. Superintendent Berry was please to share with the board and community that Yoncalla School District is again in 100% compliance with the Division 22 Standards.
- F. Equity Update

ACTION ITEMS.

- A. Student Success Act Grant Agreement. Director Benito made a motion to approve, Director Bailey seconded, passed unanimously.
- B. Surplus Items. Director Anderson made a motion to approve the surplus of the Modular South of the High School and the Chest Freezer, Director Benito seconded, passed unanimously.

ANNOUNCEMENTS.

- A. Future Dates of Importance.
 - OSBA Virtual Annual Convention, November 14, 2020
 - Board Meeting, November 18, 2020, 6:00 PM

ADJOURN. Director Anderson made a motion to adjourn, Director Gustafson seconded, passed unanimously. Director Grimes adjourned the meeting at 7:57PM.

OSBA Model Sample Policy

Code: ACB
Adopted:

All Students Belong

[District statement on equity.]

All students are entitled to a high quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

All employees are entitled to work in an environment that is free from discrimination or harassment [based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin]{¹}.

All visitors are entitled to participate in an environment that is free from discrimination or harassment [based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin]{²}.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups.

“Symbol of hate” means a symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or national origin including, the noose, swastika, or confederate flag³,{⁴} and whose display:

1. Is reasonably likely to cause a substantial disruption of or material interference with school activities; or
2. Is reasonably likely to interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school.

The district prohibits the use or display of any symbols of hate⁵ on [district] [school]{⁶} grounds or in any district- or school-sponsored program, service, school or activity that is funded in whole or in part by

¹ {OAR 581-022-2312 does not include this list of classes for employees (only for students), but it can be added.}

² {OAR 581-022-2312 does not include this list of classes for visitors (only for students), but it can be added.}

³ While commonly referred to as the “confederate flag,” the official name of the prohibited flag is the Battle Flag of the Armies of Northern Virginia.

⁴ {We strongly advise that a district not add to these symbols of hate without first consulting with legal counsel.}

⁵ {Prior to adopting the symbols of hate prohibition, or adding other symbols to the list, we recommend that the district document why the district feels that the presence of these symbols will cause a “material and substantial interference with schoolwork or discipline” or collide “with the rights of other students to be secure and be let alone.” These reasons may include previous incidents, current conditions in the schools and other factors.}

⁶ {Oregon Administrative Rule uses “school.”}

monies appropriated by the Oregon Legislative Assembly, except where used in teaching curriculum that is aligned to the Oregon State Standards.

In responding to the use of any symbols of hate, the district will use non-disciplinary remedial action whenever appropriate.

The district prohibits retaliation against an individual because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

Nothing in this policy is intended to interfere with the lawful use of district facilities pursuant to a lease or license.

The district will use administrative regulation ACB-AR - Bias Incident Complaint Procedure to process reports or complaints of bias incidents.

END OF POLICY

Legal Reference(s):

[ORS 659.850](#)
[ORS 659.852](#)

[OAR 581-002-0005](#)
[OAR 581-022-2312](#)

[OAR 581-022-2370](#)

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Dariano v. Morgan Hill Unified Sch. Dist., 767 F.3d 764 (9th Cir. 2014).
State v. Robertson, 293 Or. 402 (1982).

OSBA Model Sample Policy

Code: ACB-AR
Adopted:

Bias Incident Complaint Procedure

The term “bias incident” is defined in policy. Persons impacted by a bias incident shall be defined broadly to include individuals at whom an incident was directed as well as students in the larger school community likely to be impacted by the incident.¹

Step 1 {²}: When a staff member learns of a potential bias incident, the staff member will prioritize the safety and well-being of all persons impacted and [immediately] [promptly] [without unreasonable delay] report the incident to the [building or program administrator].

Step 2: The [administrator or designee] shall acknowledge receipt of the complaint, [reduce the complaint to writing,] and investigate any complaint of a bias incident. [Responding staff] will recognize the experience of all persons impacted, acknowledge the impact, commit to taking immediate action, and prevent further harm against those persons impacted from taking place. Redirection procedures, if any, will include:

- Educational components that address the history and impact of hate;
- Procedural components to ensure the safety, healing, and agency of those impacted by hate;
- Accountability and transformation for people who cause harm; and
- Transformation of the conditions that perpetuated the harm. {³}

The [administrator or designee] must consider whether the behavior implicates other district policies or civil rights laws, and if so, respond accordingly.

The [administrator or designee] will [make a decision] [determine responsibility] within [10] days of receiving the complaint.

All persons impacted will be provided with information relating to the investigation and the outcome of the investigation. At a minimum, the information provided must include:

- That an investigation has been initiated;
- When the investigation has been completed;
- The findings of the investigation and the final determination based on those findings; and

¹ The term “complainant” in this administrative regulation includes persons filing formal complaints and persons reporting bias incidents, regardless of whether the complainant is a victim. Similarly, the term “complaint” includes any report, information or complaint.

² {These specific procedures are not required. The procedures must include all of the requirements listed in OAR 581-022-2312(6)(e). If making changes, we recommend working closely with legal counsel.}

³ {ODE will be releasing additional guidance to support administrators in these situations.}

- Actions taken with the person or persons who committed the harassing behavior to remedy the behavior and prevent reoccurrence when the actions relate directly to a person impacted by the event.

If any of the above information cannot be shared, a citation to the law prohibiting release and an explanation of how that law applies to the current situation will be provided.⁴

Step 3: If complainant or a respondent wishes to appeal the decision of the [administrator or designee], the complainant or respondent may submit a written appeal to the [superintendent] within [five] school days after receipt of the [administrator or designee]’s response to the complaint.

The [superintendent or designee] shall acknowledge receipt of the appeal and may meet with all parties involved. The [superintendent or designee] will review the merits of the complaint and the [administrator or designee]’s decision. The [superintendent or designee] will respond in writing to the complainant within [10] school days.

The [superintendent or designee] will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 3, as appropriate.

Step 4: If the complainant or respondent is not satisfied with the decision of the [superintendent or designee], a written appeal may be filed with the Board within [five] school days of receipt of the [superintendent or designee]’s response to Step 3. The Board may decide to hear or deny the request for appeal at a Board meeting. The Board may use an executive session if the subject matter qualifies under Oregon law. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative [at the next regular or special Board meeting] [at a Board meeting]. The Board’s decision will be final and will address each allegation in the complaint and contain reasons for the Board’s decision. A copy of the Board’s final decision shall be sent to the complainant in writing within [10] days of this meeting.

The [Board] will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 4, as appropriate.

Complaints can be filed with or communicated directly to the [administrator or designee], in which case Step 1 will be skipped. Complaints against the [administrator] can be directed to the [superintendent or designee] and will begin at Step 3. Complaints against the superintendent or a Board member(s) can be directed to the Board and will begin at Step 4. If complaints begin later than Step 1, the individuals reviewing the complaint will ensure that all requirements are met.

The complainant, if a person who resides in the district[,] [or] a parent or guardian of a student who attends school in the district [or a student,] is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal⁵ the district’s final

⁴ Refer to policies GBL - Personnel Records, JOA - Directory Information and JOB - Personally Identifiable Information and district legal counsel for guidance in these situations. Possible laws include, but are not limited to, Title 34 C.F.R. § 99.31 and ORS 342.850.

⁵ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

Complaints may also be filed directly with the U.S. Department of Education Office for Civil Rights.⁶

[Building administrators][District administration] will develop and implement instructional materials to ensure that all school employees and staff are made aware of this procedure and related practices. The materials will include reporting procedures, educational processes, and possible consequences.

[When necessary, timelines may be adjusted by the district by communicating to all parties in writing. This communication must include a new timeline and an explanation of why the timeline must be adjusted.]

⁶ Complaints must meet criteria as established by law. For more information, visit <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

ADMIN MAINTENANCE MEETING

October 26, 2020

Present: Brian Berry, Jeff Schmeichel, Laurie Simlness

Priorities determined as of October 26th are as follows:

1	ES- Food service
a	Assemble and install shelves in walk in freezer, turn on freezer
	To be completed 10.29.20
b	Assemble additional dry storage shelves
	To be completed 10.29.20
c	Repair-upgrade non-working lights in cafeteria
	One is repaired, will need additional parts.
d	Restore Hot Water to pre-rinse
	In the queue.
e	Replace p-trap
	In the queue.
2	HS-Football field sprinklers and track
	In progress, Ben is working on it.
3	HS-remove weight machine from outside
	Scheduling.
4	HS-Roofing for SPED room
	Waiting on Roseburg Roofing.
5	HS-Remove board and paint underneath –old library
	To be completed 10.29.20
6	HS-Phone calls on Jeff's plate- Eric Gustafson, Ben Simon, Roseburg Roofing, Erin Helgren, research for new locks and locking mechanisms, Swansons Pest Control.
	Swansons is cancelled, Western (Pests?) will be Thursday afternoon.

Additional Information:

- Water drain for drinking fountain-Jeff will remove and inspect the current drinking fountain drain, and determine if new fountain can be installed in that location.
- When the new fountain is installed, the kitchen power issue will also be added to the electrical work.
- Outlet by Lacy's desk. Jeff will inspect and determine next step.
- Ceiling tiles in Preschool-Due to the unknown amount of work involved, this project will be done over Christmas or Spring break.
- Custodial and custodial sub schedules-Jeff will work with Traci on creating this document.

Grant Project Update

- Hugh Copeland will begin work on the dividing wall in the old library this week. Jeff will continue to work on the Athletic Storage area, as well as the chicken coop remodel. **Framed in, drywall scheduled for next Monday and Tuesday.**

MAINTENANCE UPDATE

Nov. 5, 2020

1	ES	Graffiti in play shed- Done.
2	HS	Light switches for new technology space. Roughed in.
3	ES	Electrical issues with new water fountain. Fixed, GFCI outlet reset.
4	ES	Two lights out in ES kitchen. Done.
5	ES	Sealing holes from the ceiling. Will be done when rodents are gone.
6	HS	FB field sprinklers- Ben texted Jeff back, but no timeline. Reaching out again.
7	HS	Walkway for the HS ramp. Concrete poured today, plans have been submitted to DC building department. Jeff is asking for ramp plans.
8	HS	Weights outside of HS- Ben is coordinating.
9	HS	Remove board and pain the front of the Boardroom- Board is removed, Traci will paint.
10	HS	Install threshold in SPED room. Remaining in queue.
11	ES	Gym floor. Will be using old HS gym flooring for parts.
12	ES	Leak in the pump in the playground. Remaining in queue.

Discussion Information:

- Pest management? **Exterior holes have been filled, traps are set. Fingers are crossed. Western Exterminator Company seems very knowledgeable and thorough. He will be back on Nov. 9 to check traps.**
- Information on sink issues. **Planning for Nov. 6th.**
- Information on freezer. **New shelves are assembled and installed, freezer is holding temp and working well. One more shelf to be put in.**
- Table repair in cafeteria. **Completed.**
- Smell in back of kitchen area. **Continuing to monitor now that pest control is in place.**
- Water fountain by the kitchen. **Will be removed, installation is in abeyance at this time.**
- Schedules for custodial and subs. **In progress as time permits.**
- New subs? **Laurie will get the new applicants processed and scheduled for training.**
- Van. **Parts to be ordered today for blue van. Battery has been checked, it is good, just completely discharged due to dome light being on (door left open).**
- Lacy's outlet. **Not needed at this time.**

Grant Project Update

- Hugh Copeland will begin work on the dividing wall in the old library this week. **Drywall is up and almost complete, painting will begin next week.** Jeff will continue to work on the Athletic Storage area, as well as the chicken coop remodel.
- Cody will begin his move after drywall, painting, doors and flooring are installed.

ADMIN MAINTENANCE MEETING

Nov. 16, 2020

Present: Brian Berry, Jeff Schmeichel, Laurie Simlness

Priorities determined as of October 12th are as follows:

1	HS	HVAC in PE classroom (Alex Kilmer)- Tank is now filled, HVAC working.*
2	ES	Propane smell in kitchen Tank is now filled, HVAC working.*
3	ES	Pre-school climbing net- Repaired.
4	ES	HVAC in First Grade classroom (Carol Robins)- Repaired.
5	HS	Light in Room 6 (Chelsea Ross) Parts have been ordered for Room 6 and also hallways in both buildings, will schedule upon arrival.
6a	HS	FB field sprinklers-phone call- In process, progress has been made.
6b	HS	Weights outside (Phone call)- Waiting for answer from Ben.
7	HS	Paint the front of the Board room- Beginning this week.
9	HS	Install threshold in Sped room. Scheduling for a no-student Friday.
10	ES	Install center bar in MS door, band room door. Locating parts.
11	ES	Assemble shelf in cafeteria. Looking into other alternatives for Food Service space and storage, will assemble shelf after that.
12	ES	Leak in the pump in the playground. Scheduled for next spring.

Update on current projects:

- Pest Management-**Ongoing.**
- Kitchen lights. **They have been repaired.**
- Water fountain by kitchen. **Rusty from N. Douglas plumbing will be here this week.**
- Smell in back of kitchen area. **Smell dramatically improved when (empty) tank refilled.***
- Schedules for custodial and subs. **Will try to work on this as time allows.**
- Sub list. **Jessica has name of one new custodial sub, he is being processed.**
- Blue van. **Completed, used on Friday.**
- Leaking playground pump. **See above.**
- Lock and handle for main ES door. **Jeff will look for parts and will try to exchange when parts are located or arrive, if need to be ordered.**

***When empty, propane regulators and some heaters will release propane, causing a strong odor to be present.**

Grant Project Update

- The wall has been completed, and cement has been poured for underneath the ramp. Interior painting will begin this week.

Additional Items:

- Removed and cleared school lunch van for Seamless Summer Meal Delivery.
- Filled several low tires on different district vans, will be monitoring to determine if this is cold weather related, or slow leak/s.