

Yoncalla School District
BOARD OF DIRECTORS
REGULAR MEETING
August 21, 2019
Yoncalla High School, Library
282 5th Street

6:00 PM CALL TO ORDER

I. AWARDS, RECOGNITION, CORRESPONDENCE

II. PUBLIC FORUM

The public is invited to attend Board Meetings and will be given limited time of 3 (three) minutes per person to voice opinions or problems, except that all public or board criticism of personnel of the district shall be heard only in executive session. Such items shall be brought to the attention of the superintendent at least 5 (five) business days prior to the board meeting.

III. ADJUSTMENTS TO THE AGENDA

IV. CONSENT AGENDA

- A. Minutes of School Board meeting, July 8, 2019
- B. Accounts Payable/Funding Update
- C. Hiring of Jessie McHaffie, CTE Teacher
- D. Hiring of Brooklyn Edera, Elementary Special Education
- E. Hiring of Chad Ashbaugh for Middle School Football Coach
- F. Hiring of Kim Beer for High School Girls Basketball Coach
- G. Hiring of Robert Olinski, Groundskeeper
- H. Hiring of Robert Wells, Elementary Instructional Assistant
- I. Hiring of Peggy Carson, Elementary Instructional Assistant
- J. Hiring of Gabriella Downie, Elementary Instructional Assistant
- K. Hiring of Lourie Hall, Middle School Volleyball Coach

V. INFORMATION ITEMS

- A. Board Policies
 - AC
 - AC-AR
 - EFAA-AR
 - GBDA
 - GCDA/GDDA
 - GCDA/GDDA AR
 - IGBBA
 - Policy Recommendations

VI. REPORTS/DISCUSSIONS

- A. High School Principal Report
- B. Elementary Principal Report
- C. Preschool/Early Works Report
- D. Financial Update
- E. Superintendent Report
 - District facilities walk through
 - Maintenance Report

VII. ACTION ITEMS

A. Consider for approval Superintendent Goals/Evaluation for 2019-2020 SY.

VIII. ANOUNCEMENTS

A. Future Dates of Importance

- Board Meeting September 18, 2019
- 2018 Fall Regional Meetings, October 29, 2019
- OSBA 72nd Annual Convention November 14-17, 2019

IX. OTHER BUSINESS

X. ADJOURN

**YONCALLA SCHOOL DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
July 8, 2019
Yoncalla High School, Library
292 5th St.**

BOARD MEMBERS PRESENT

Carl Van Loon
Dave Anderson
Eric Gustafson-Chair- Absent
Jen Bailey
Cathey Grimes-Vice Chair

ADMINISTRATION PRESENT

Brian Berry
Laurie Simlness

CALLED TO ORDER. Vice Chair Grimes called the meeting to order at 6:13 PM. Also present: Erin Helgrin

PUBLIC FORUM. None.

ADJUSTMENTS TO THE AGENDA. Updated minutes. Director Anderson made a motion to approve the agenda as adjusted, Director Van Loon seconded, passed unanimously.

CONSENT AGENDA.

- A. Minutes of School Board meeting, June 19, 2019
- B. Designate Brian Berry as Chief Executive Officer/Clerk
- C. Designate Danielle Littlefield as Deputy Clerk
- D. Designate Brian Berry as Custodians of Funds
- E. Authorize Facsimile Signature of Brian Berry and Danielle Littlefield
- F. Appoint Brian Berry as Budget Officer
- G. Designate Brian Berry as District Election Authority
- H. Designate US Bank as Bank Depository
- I. Authorize Investment of Funds with Local Government Investment Pool and US Bank
- J. Appoint Dole Coalwell Attorneys OR OSBA as General Legal Counsel
- K. Appoint Oregon School Boards Association as Labor Relations Consultant
- L. Appoint Zolezzi Insurance as Insurance Agent of Record
- M. Designate Neuner, Davidson and Cooley as auditor of Record
- N. Appoint Brian Berry as person designated to represent Yoncalla SD in matters pertaining to AHERA (Asbestos Hazard Emergency Response Action)
- O. Establish dates and times of School Board meetings
- P. Hiring of Matt Bragg for High School Football Coach
- Q. Hiring of Eric Sprinkle for Cross Country Coach
- R. Hiring of Traci Sprinkle as Cheer Coach

Director Anderson declared a potential conflict of interest. Director Bailey made a motion to approve, Director Van Loon seconded, passed unanimously.

REPORTS/DISCUSSIONS. No July reports.

ACTION ITEMS.

- A. Consider for approval hiring of Don Hakala for Elementary School Principal. Director Anderson made a motion to approve, Director Bailey seconded, passed unanimously.

ANNOUNCEMENTS.

A. Future Dates of Importance

- Next Board meeting, August 21, 2019.
- Yoncalla Early Works Annual Summer Retreat and BBQ August 29, 2019

ADJOURN. Director Van Loon made a motion to adjourn, Director Bailey seconded, passed unanimously. Chair Grimes adjourned the meeting at 6:30 PM.

DATE OF BOARD APPROVAL.

DRAFT

**Yoncalla School District
Financial Overview
Actuals As of July 31, 2019**

GENERAL FUND						
	2018-19	2019-2020	2019-2020			Over (Under)
	Unaudited Actuals	Adopted Budget	YTD Actuals	Encumbrances	Estimated Totals	Budget
Revenue						
Local Revenue:						
1111-Current Taxes	\$ 913,017	\$ 915,000	\$ -	\$ 915,000.00	\$ 915,000	\$ -
1112-Prior Years' Taxes	\$ 45,686	\$ 45,000	\$ 6,581	\$ 38,200.00	\$ 44,781	\$ (219)
1113-County Tax Sales	\$ 5,623	\$ -	\$ -	\$ -	\$ -	\$ -
1510-Interest on Investments	\$ 40,321	\$ 33,000	\$ 4,622	\$ 30,000.00	\$ 34,622	\$ 1,622
1740-Co-Curricular Fees	\$ 7,273	\$ 8,000	\$ -	\$ 8,000.00	\$ 8,000	\$ -
1990-Miscellaneous Income	\$ 148,372	\$ 51,478	\$ 28,798	\$ 26,478.00	\$ 55,276	\$ 3,798
2101-County School Fund	\$ 3,422	\$ 3,500	\$ -	\$ 3,500	\$ 3,500	\$ -
2102-General ESD Funds	\$ -	\$ 38,522	\$ -	\$ 38,522	\$ 38,522	\$ -
State Revenue						
3101-School Support Fund	\$ 2,639,053	\$ 2,784,777	\$ 466,011	\$ 2,318,766	\$ 2,784,777	\$ -
3103-Common School Fund	\$ 23,569	\$ 22,285	\$ 11,760	\$ 11,143	\$ 22,903	\$ 618
3299-Other Restricted Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Federal Revenue						
4801-Federal Forest Fees	\$ 23,852	\$ -	\$ 1,580	\$ -	\$ 1,580	\$ 1,580
Total Revenue	\$ 3,850,187	\$ 3,901,562	\$ 519,353	\$ 3,389,609	\$ 3,908,961	\$ 7,399
Total Expenditures (Below)	\$ 3,818,208	\$ 5,155,862	\$ 116,131	\$ 4,235,162	\$ 4,351,293	\$ (804,569)
Revenue Over (Under) Expenditures	\$ 31,979	\$ (1,254,300)	\$ 403,221	\$ (845,554)	\$ (442,332)	\$ 811,968
Beginning Fund Balance	\$ 1,832,278	\$ 1,700,000	\$ 1,700,000	\$ -	\$ 1,700,000	\$ -
Ending Fund Balance	\$ 1,864,257	\$ 445,700	\$ 2,103,221	\$ (845,554)	\$ 1,257,668	\$ 811,968
Expenditures By Function						
Instruction	\$ 1,710,951	\$ 2,010,003	\$ 872	\$ 1,935,003	\$ 1,935,875	\$ (74,128)
Support Services	\$ 1,675,152	\$ 1,830,050	\$ 115,260	\$ 1,730,050	\$ 1,845,310	\$ 15,260
Transfers	\$ 432,105	\$ 570,109	\$ -	\$ 570,109	\$ 570,109	\$ (0)
Contingency	\$ -	\$ 745,700	\$ -	\$ -	\$ -	\$ (745,700)
Totals by Function	\$ 3,818,208	\$ 5,155,862	\$ 116,131	\$ 4,235,162	\$ 4,351,293	\$ (804,569)

Yoncalla School District
 General Fund - Fund 100
 FY 19/20 Cash Flow Projection

Actuals		Estimate												YTD Adj + Act. + Est.			
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	BUDGET ORIGINAL	YTD Actual	YTD Est.	YTD Adj + Act. + Est.
Revenue																	
1111 CURRENT YEAR'S TAXES	\$0.00	\$0.00	\$0.00	\$0.00	\$565,000.00	\$272,000.00	\$14,000.00	\$14,000.00	\$4,000.00	\$26,000.00	\$3,800.00	\$5,000.00	\$25,200.00	\$915,000.00	\$0.00	\$915,000.00	\$915,000.00
1112 PRIOR YEAR'S TAXES	\$6,580.84	\$6,200.00	\$6,000.00	\$6,500.00	\$4,800.00	\$2,300.00	\$1,600.00	\$1,600.00	\$1,920.00	\$2,300.00	\$2,700.00	\$2,100.00	\$1,760.00	\$45,000.00	\$6,580.84	\$38,200.00	\$44,780.84
1510 INTEREST ON INVESTMENTS	\$4,621.87	\$2,500.00	\$3,500.00	\$2,800.00	\$2,500.00	\$3,500.00	\$3,800.00	\$3,800.00	\$2,000.00	\$2,500.00	\$1,500.00	\$3,400.00	\$2,000.00	\$33,000.00	\$4,621.87	\$30,000.00	\$34,621.87
1740 CO-CURRICULAR FEES	\$0.00	\$500.00	\$2,200.00	\$2,000.00	\$1,000.00	\$700.00	\$1,000.00	\$1,000.00	\$500.00	\$0.00	\$100.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	\$8,000.00
1980 MISCELLANEOUS	\$28,798.09	\$1,300.00	\$0.00	\$4,500.00	\$900.00	\$900.00	\$500.00	\$1,000.00	\$11,776.00	\$1,000.00	\$2,500.00	\$1,000.00	\$2,000.00	\$51,478.00	\$28,798.09	\$26,478.00	\$55,276.09
2101 COUNTY SCHOOL FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	\$3,500.00
2102 GENERAL ESD FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,840.00	\$0.00	\$0.00	\$0.00	\$12,840.00	\$0.00	\$0.00	\$12,842.00	\$38,522.00	\$0.00	\$38,522.00	\$38,522.00
3101 SSF - GENERAL SUPPORT	\$466,011.00	\$233,005.00	\$233,005.00	\$233,005.00	\$233,005.00	\$233,005.00	\$233,005.00	\$233,005.00	\$221,721.00	\$233,005.00	\$233,005.00	\$233,005.00	\$0.00	\$2,784,777.00	\$466,011.00	\$2,318,766.00	\$2,784,777.00
3103 COMMON SCHOOL FUND	\$11,760.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,142.50	\$0.00	\$0.00	\$0.00	\$22,285.00	\$11,760.35	\$11,142.50	\$22,902.85
3299 RESTRICTED GRANTS-IN-AID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4801 FEDERAL FOREST FEES	\$1,580.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,580.28	\$0.00	\$1,580.28
5400 BEGINNING FUND BAL	\$0.00	\$0.00	\$0.00	\$0.00	\$1,700,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,700,000.00	\$0.00	\$1,700,000.00	\$1,700,000.00
Total Monthly Revenue	\$519,352.53	\$243,505.00	\$244,705.00	\$248,805.00	\$2,507,205.00	\$524,845.00	\$254,405.00	\$254,405.00	\$241,919.00	\$288,787.50	\$247,105.00	\$244,505.00	\$43,822.00	\$5,601,562.00	\$519,352.53	\$5,089,608.50	\$5,608,961.03
Expenditures by Function																	
1000 INSTRUCTION	(\$871.85)	(\$140,000.00)	(\$145,000.00)	(\$140,003.04)	(\$140,000.00)	(\$140,000.00)	(\$150,000.00)	(\$150,000.00)	(\$165,000.00)	(\$140,000.00)	(\$175,000.00)	(\$250,000.00)	(\$350,000.00)	(\$2,010,003.04)	(\$871.85)	(\$1,935,003.04)	(\$1,935,874.89)
2000 SUPPORT SERVICES	(\$115,259.52)	(\$100,000.00)	(\$102,041.79)	(\$145,000.00)	(\$178,008.45)	(\$140,000.00)	(\$140,000.00)	(\$140,000.00)	(\$200,000.00)	(\$140,000.00)	(\$140,000.00)	(\$245,000.00)	(\$200,000.00)	(\$1,830,050.54)	(\$115,259.52)	(\$1,730,050.54)	(\$1,845,309.76)
5000 TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$570,108.72)	\$0.00	\$0.00	\$0.00	(\$570,108.72)	\$0.00	(\$570,108.72)	(\$570,108.72)
6000 CONTINGENCIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$745,700.00)	\$0.00	\$0.00	\$0.00
7000 UNAPPROP ENDING BAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$445,700.00)	\$0.00	\$0.00	\$0.00
Total Monthly Expenditures	(\$116,131.37)	(\$240,000.00)	(\$247,041.79)	(\$285,003.04)	(\$318,008.45)	(\$280,000.00)	(\$290,000.00)	(\$290,000.00)	(\$365,000.00)	(\$850,108.72)	(\$315,000.00)	(\$495,000.00)	(\$550,000.00)	(\$5,601,562.00)	(\$116,131.37)	(\$4,235,162.00)	(\$4,351,293.37)
Ending Balance	\$403,221.16	\$3,505.00	(\$2,336.79)	(\$36,198.04)	\$2,189,196.55	\$244,845.00	(\$35,595.00)	(\$123,081.00)	(\$561,321.22)	(\$67,895.00)	(\$250,495.00)	(\$506,175.00)					\$1,257,667.66

Yoncalla School District #32

*** BOARD REPORT APPROPRIATIONS****

Fiscal Year: 2019-2020

Subtotal by Collapse Mask

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Exclude Inactive Accounts with zero balance

From Date: 7/1/2019 To Date: 7/31/2019

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.1000.0000.000.000.00.00	UNDESIGNATED	\$1,999,709.22	\$867.05	\$867.05	\$1,998,842.17	\$723,169.86	\$1,275,672.31	63.79%
100.2000.0000.000.000.00.00	UNDESIGNATED	\$1,825,637.19	\$116,579.10	\$116,579.10	\$1,709,058.09	\$936,175.13	\$772,882.96	42.33%
100.5000.0000.000.000.00.00	UNDESIGNATED	\$570,108.72	\$0.00	\$0.00	\$570,108.72	\$0.00	\$570,108.72	100.00%
100.6000.0000.000.000.00.00	UNDESIGNATED	\$745,700.00	\$0.00	\$0.00	\$745,700.00	\$0.00	\$745,700.00	100.00%
100.7000.0000.000.000.00.00	UNDESIGNATED	\$445,700.00	\$0.00	\$0.00	\$445,700.00	\$0.00	\$445,700.00	100.00%
	FUND: GENERAL FUND - 100	\$5,586,855.13	\$117,446.15	\$117,446.15	\$5,469,408.98	\$1,659,344.99	\$3,810,063.99	68.20%
	Grand Total:	\$5,586,855.13	\$117,446.15	\$117,446.15	\$5,469,408.98	\$1,659,344.99	\$3,810,063.99	68.20%

End of Report

Yoncalla School District #32

*** BOARD REPORT EOM-Revenues***

From Date: 7/1/2019 To Date: 7/31/2019

Fiscal Year: 2019-2020 Subtotal by Collapse Mask Include pre encumbrance Print accounts with zero balance Filter Encumbrance Detail by Date Range Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.0000.1111.000.000.000.00	CURRENT YEAR TAXES	(\$915,000.00)	\$0.00	\$0.00	(\$915,000.00)	\$0.00	(\$915,000.00)	100.00%
100.0000.1112.000.000.000.00	PRIOR YEARS' TAXES	(\$45,000.00)	(\$6,580.94)	(\$6,580.94)	(\$38,419.06)	\$0.00	(\$38,419.06)	85.38%
100.0000.1510.000.000.000.00	EARNINGS ON INVESTMENTS	(\$33,000.00)	(\$4,621.87)	(\$4,621.87)	(\$28,378.13)	\$0.00	(\$28,378.13)	85.99%
100.0000.1740.000.000.000.00	CO-CURRICULAR FEES	(\$8,000.00)	\$0.00	\$0.00	(\$8,000.00)	\$0.00	(\$8,000.00)	100.00%
100.0000.1990.000.000.000.00	MISC. LOCAL SOURCES	(\$51,478.00)	(\$28,798.09)	(\$28,798.09)	(\$22,679.91)	\$0.00	(\$22,679.91)	44.06%
100.0000.2101.000.000.000.00	COUNTY SCHOOL FUND	(\$3,500.00)	\$0.00	\$0.00	(\$3,500.00)	\$0.00	(\$3,500.00)	100.00%
100.0000.3101.000.000.000.00	SCHOOL SUPPORT FUND	(\$2,784,777.00)	(\$466,011.00)	(\$466,011.00)	(\$2,318,766.00)	\$0.00	(\$2,318,766.00)	83.27%
100.0000.3103.000.000.000.00	COMMON SCHOOL FUND	(\$22,285.00)	(\$11,760.35)	(\$11,760.35)	(\$10,524.65)	\$0.00	(\$10,524.65)	47.23%
100.0000.4801.000.000.000.00	FEDERAL FOREST FEES	\$0.00	(\$1,580.28)	(\$1,580.28)	\$1,580.28	\$0.00	\$1,580.28	0.00%
100.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-GENERAL FUND: GENERAL FUND - 100	(\$1,700,000.00)	\$0.00	\$0.00	(\$1,700,000.00)	\$0.00	(\$1,700,000.00)	100.00%
		(\$5,563,040.00)	(\$519,352.53)	(\$519,352.53)	(\$5,043,687.47)	\$0.00	(\$5,043,687.47)	90.66%
202.0000.5200.000.000.000.00	TRANSFER FROM GENERAL FUND	(\$384,109.00)	\$0.00	\$0.00	(\$384,109.00)	\$0.00	(\$384,109.00)	100.00%
202.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-BLDG IM FUND: BLDG IMP/REPR - 202	(\$352,559.00)	\$0.00	\$0.00	(\$352,559.00)	\$0.00	(\$352,559.00)	100.00%
		(\$736,668.00)	\$0.00	\$0.00	(\$736,668.00)	\$0.00	(\$736,668.00)	100.00%
206.0000.1610.000.000.000.00	DAILY SALES - LUNCH	(\$4,000.00)	\$0.00	\$0.00	(\$4,000.00)	\$0.00	(\$4,000.00)	100.00%
206.0000.3102.000.000.000.00	SCHOOL SUPPORT LUNCH MATCH	(\$900.00)	\$0.00	\$0.00	(\$900.00)	\$0.00	(\$900.00)	100.00%
206.0000.4504.000.000.000.00	NATL SCHOOL BREAKFAST REIMB	(\$35,000.00)	(\$5,013.03)	(\$5,013.03)	(\$29,986.97)	\$0.00	(\$29,986.97)	85.68%
206.0000.4505.000.000.000.00	NATL SCHOOL LUNCH REIMBURSEME	(\$60,000.00)	(\$9,091.78)	(\$9,091.78)	(\$50,908.22)	\$0.00	(\$50,908.22)	84.85%
206.0000.4910.000.000.000.00	USDA COMMODITIES	(\$5,000.00)	\$0.00	\$0.00	(\$5,000.00)	\$0.00	(\$5,000.00)	100.00%
206.0000.5200.000.000.000.00	INTERFUND TRANSFER	(\$15,000.00)	\$0.00	\$0.00	(\$15,000.00)	\$0.00	(\$15,000.00)	100.00%
206.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-FOOD SE FUND: FOOD SERVICES - 206	(\$10,000.00)	\$0.00	\$0.00	(\$10,000.00)	\$0.00	(\$10,000.00)	100.00%
		(\$129,900.00)	(\$14,104.81)	(\$14,104.81)	(\$115,795.19)	\$0.00	(\$115,795.19)	89.14%
208.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-UNEMPLC FUND: UNEMPLOYMENT RESERVE - 208	(\$106,332.04)	\$0.00	\$0.00	(\$106,332.04)	\$0.00	(\$106,332.04)	100.00%
		(\$106,332.04)	\$0.00	\$0.00	(\$106,332.04)	\$0.00	(\$106,332.04)	100.00%
209.0000.1970.000.000.000.00	PERS RESERVE	\$0.00	(\$192.33)	(\$192.33)	\$192.33	\$0.00	\$192.33	0.00%
209.0000.5200.000.000.000.00	TRANSFER FROM GENERAL FUND FUND: PERS RESERVE - 209	(\$124,000.00)	\$0.00	\$0.00	(\$124,000.00)	\$0.00	(\$124,000.00)	100.00%
		(\$124,000.00)	(\$192.33)	(\$192.33)	(\$123,807.67)	\$0.00	(\$123,807.67)	99.84%
210.0000.1760.000.000.000.00	CLUB FUNDRAISING	(\$125,000.00)	\$0.00	\$0.00	(\$125,000.00)	\$0.00	(\$125,000.00)	100.00%
210.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-STUDENT FUND: STUDENT BODY - 210	(\$20,000.00)	\$0.00	\$0.00	(\$20,000.00)	\$0.00	(\$20,000.00)	100.00%
		(\$145,000.00)	\$0.00	\$0.00	(\$145,000.00)	\$0.00	(\$145,000.00)	100.00%
211.0000.5200.000.000.000.00	INTERFUND TRANSFER	(\$47,000.00)	\$0.00	\$0.00	(\$47,000.00)	\$0.00	(\$47,000.00)	100.00%
211.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-TECHNOI FUND: TECHNOLOGY FUND - 211	(\$2,500.00)	\$0.00	\$0.00	(\$2,500.00)	\$0.00	(\$2,500.00)	100.00%
		(\$49,500.00)	\$0.00	\$0.00	(\$49,500.00)	\$0.00	(\$49,500.00)	100.00%
275.0000.3299.000.000.000.00	OTHER RESTRICTED GRANTS-IN-AID FUND: SEISMIC GRANT - 275	(\$1,500,000.00)	\$0.00	\$0.00	(\$1,500,000.00)	\$0.00	(\$1,500,000.00)	100.00%
		(\$1,500,000.00)	\$0.00	\$0.00	(\$1,500,000.00)	\$0.00	(\$1,500,000.00)	100.00%
280.0000.3299.000.000.000.00	PROMISE PRESCHOOL GRANT FUND: PROMISE PRESCHOOL - 280	(\$180,000.00)	\$0.00	\$0.00	(\$180,000.00)	\$0.00	(\$180,000.00)	100.00%
		(\$180,000.00)	\$0.00	\$0.00	(\$180,000.00)	\$0.00	(\$180,000.00)	100.00%
281.0000.1920.000.000.000.00	CONTRIBUTIONS/PRIVATE	(\$30,000.00)	\$0.00	\$0.00	(\$30,000.00)	\$0.00	(\$30,000.00)	100.00%
281.0000.3299.000.000.000.00	OTHER RESTRICTED GRANTS-IN-AID	(\$66,500.00)	\$0.00	\$0.00	(\$66,500.00)	\$0.00	(\$66,500.00)	100.00%
281.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-SPECIAL FUND: SPECIAL PROJECTS - 281	(\$33,847.22)	\$0.00	\$0.00	(\$33,847.22)	\$0.00	(\$33,847.22)	100.00%
		(\$130,347.22)	\$0.00	\$0.00	(\$130,347.22)	\$0.00	(\$130,347.22)	100.00%

Yoncalla School District #32

***** BOARD REPORT EOM-Revenues*****

Fiscal Year: 2019-2020

- Subtotal by Collapse Mask
 Exclude Inactive Accounts with zero balance

From Date: 7/1/2019 To Date: 7/31/2019

Print accounts with zero balance Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
286.0000.4590.000.000.000.00	FED VIA ST-TITLE I (A) FUND: TITLE I (A) - 286	(\$149,208.00) (\$149,208.00)	\$0.00 \$0.00	\$0.00 \$0.00	(\$149,208.00) (\$149,208.00)	\$0.00 \$0.00	(\$149,208.00) (\$149,208.00)	100.00% 100.00%
289.0000.4590.000.000.000.00	FED REV VIA STATE FUND: REAP/SRSA - 289	(\$15,196.00) (\$15,196.00)	\$0.00 \$0.00	\$0.00 \$0.00	(\$15,196.00) (\$15,196.00)	\$0.00 \$0.00	(\$15,196.00) (\$15,196.00)	100.00% 100.00%
290.0000.4506.000.000.000.00	PERKINS II VOCATIONAL GRANT FUND: PERKINS GRANT - 290	(\$3,750.00) (\$3,750.00)	\$0.00 \$0.00	\$0.00 \$0.00	(\$3,750.00) (\$3,750.00)	\$0.00 \$0.00	(\$3,750.00) (\$3,750.00)	100.00% 100.00%
296.0000.4590.000.000.000.00	FED REV VIA STATE FUND: IDEA - 296	(\$50,000.00) (\$50,000.00)	\$0.00 \$0.00	\$0.00 \$0.00	(\$50,000.00) (\$50,000.00)	\$0.00 \$0.00	(\$50,000.00) (\$50,000.00)	100.00% 100.00%
297.0000.4590.000.000.000.00	FED REV VIA STATE FUND: TITLE II (A) - 297	(\$11,284.00) (\$11,284.00)	\$0.00 \$0.00	\$0.00 \$0.00	(\$11,284.00) (\$11,284.00)	\$0.00 \$0.00	(\$11,284.00) (\$11,284.00)	100.00% 100.00%
298.0000.4300.000.000.000.00	RESTRICTED REVENUE DIRECT/FED FUND: INDIAN EDUCATION GRANT - 298	(\$18,173.00) (\$18,173.00)	\$0.00 \$0.00	\$0.00 \$0.00	(\$18,173.00) (\$18,173.00)	\$0.00 \$0.00	(\$18,173.00) (\$18,173.00)	100.00% 100.00%
299.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-GEAR UP FUND: GEAR-UP / SCHOOL TO CAREER - 299	(\$12,000.00) (\$12,000.00)	\$0.00 \$0.00	\$0.00 \$0.00	(\$12,000.00) (\$12,000.00)	\$0.00 \$0.00	(\$12,000.00) (\$12,000.00)	100.00% 100.00%
700.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-SCHOLAF FUND: SCHOLARSHIP - 700	(\$9,000.00) (\$9,000.00)	\$0.00 \$0.00	\$0.00 \$0.00	(\$9,000.00) (\$9,000.00)	\$0.00 \$0.00	(\$9,000.00) (\$9,000.00)	100.00% 100.00%
Grand Total:		(\$8,933,398.26)	(\$533,649.67)	(\$533,649.67)	(\$8,399,748.59)	\$0.00	(\$8,399,748.59)	94.03%

End of Report

Yoncalla High School

Yoncalla High School
292 5th Street PO Box 568
Yoncalla, Oregon 97499
brian.berry@yoncalla.k12.or.us

Principal: Brian Berry
Secretary: Monet Sheffield
Office: 541-849-2175
Fax: 541-849-2669

Brian Berry, Principal

August 16, 2019

Superintendent Recommendation:

Dear Board Members,

Please accept this letter as a recommendation for Jessie McHaffie to be the Yoncalla High School/Middle School CTE Instructor (Shop) for the 2019-20 school year. Jessie's educational experience includes graduating from Yoncalla High School and attending Lane Community College. Because he did not graduate with a degree from LCC there are restrictions on what he can do as an educator.

Jessie also has 30 years of experience in the industry as a machinist and tool maker on manual and CNC equipment. Because of his extensive experience, we are able to offer him the CTE position while he goes back to school to obtain the educational requirements needed to receive a TSPC license. At this time, he will have a restricted license and will be required to take 2 classes per year in behavioral interventions and educational framework. He has also been assigned a mentor, Jannelle Wilde, who has worked through the CTE process before. Finally, in order to make sure this is a seamless transition we will send Jessie to a variety of different established CTE programs in the area to learn how they are moving forward with their programs.

Jessie comes highly recommended from his references. He has a military background, has established a strong work ethic and has been a foster parent in the past. He has been a long time resident and knows the challenges of dealing with the youth in our area.

With his enthusiasm and extensive knowledge of the CTE program, it is my pleasure to recommend Jessie McHaffie to be the Yoncalla High School/Middle School Language CTE teacher.

Respectfully,

Brian Berry

Brian Berry, Principal Yoncalla High School

Yoncalla Elementary School

Yoncalla Elementary School
PO Box 568
Yoncalla, Oregon 97499
Don.Hakala@yoncalla.k12.or.us

Principal: Don Hakala
Secretary: Lacy McHaffie
Office: 541-849-2158
Fax: 541-849-2121

August 19, 2019

Yoncalla Elementary School Recommendation:

Dear Superintendent,

Please accept this letter as a recommendation for Brooklyn Edera to be the Yoncalla Elementary School Special Education teacher for the 2019-20 school year. Ms. Edera has an Associate's Degree from Umpqua Community College and her BS from Western Oregon University. She started her career as health educator for Douglas Public Health Network but shared that she has a passion and joy for working with students and seeing them achieve all they want in school and life. She has worked as a substitute teacher for the last two years to have more of an impact with students.

Her references say the following: "Brooklyn is a hard worker, who is passionate about working with students and families to support their needs." And, "She brings great enthusiasm and energy to work each day."

With her experience, eagerness to support students and her positive attitude, it is my pleasure to recommend Brooklyn Edera to be the Yoncalla Elementary School Special Education teacher for the 2019-20 school year.

Respectfully,

Don Hakala

Don Hakala, Principal
Yoncalla Elementary School

Yoncalla High School

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brian.berry@yoncalla.k12.or.us

Principal: Brian Berry
Secretary: Monet Sheffield
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Fax: 541-849-2291

Brian Berry, Principal

August 16, 2019

Superintendent Recommendation:

Brian Berry, Superintendent
Yoncalla School District #32

Dear Board Members,

Please accept this letter as a recommendation for Chad Ashbaugh to be the Yoncalla Middle School football coach for the 2019 season. Chad is a Yoncalla High School graduate. He is also a long time resident with a son who attends the high school. His previous coaching experience is with wrestling in Cottage Grove where he was a successful assistant to their program. He is limited with football coaching experience, however, Matt Bragg has agreed to help him throughout the process to make sure that our middle school students get the fundamentals that are needed to succeed in the sport.

With this information in mind, I would recommend that Chad Ashbaugh be considered as our next Yoncalla Middle School football coach.

Respectfully,

Brian Berry, Principal
Yoncalla High School

Yoncalla High School

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292 5th Street PO Box 568
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Secretary: Monet Sheffield
Office: 541-849-2175
Fax: 541-849-2291

Brian Berry, Principal

August 16, 2019

Superintendent Recommendation:

Brian Berry, Superintendent
Yoncalla School District #32

Dear Board Members,

Please accept this letter as a recommendation for Kim Beer to be the Yoncalla High School girls' basketball coach for the 2019 season. Kim is a former coach of the girl's basketball program at YHS. He also has many years of successful coaching at the 1A-3A levels. He was recently in LaPine where he guided the LaPine girls to the state tournament.

The fact that he has multiple years of experience in coaching, has numerous ties to the Yoncalla area and has proven to be a role model when it comes to working with youth, makes him a perfect candidate for this position.

With this information in mind, I would like to recommend that Kim Beer be considered as our next Yoncalla High School girls' basketball coach.

Respectfully,

Brian Berry, Principal
Yoncalla High School

Yoncalla High School

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Office: 541-849-2175
Fax: 541-849-2669

Brian Berry, Principal

August 19, 2019

Superintendent Recommendation:

Dear Board Members,

Please accept this letter as a recommendation for Robert Olinski to be the Yoncalla School District groundskeeper. This job includes general maintenance, groundskeeping, mowing and weed eating. We had 4 interested parties, however, Robert was the person with the experience that we were looking for. He has 10 years of experience with custodial/maintenance. He has worked as a machinist, construction, landscaping, ironworker and was self-employed for a number of years. Robert also has a flexible schedule that will meet the needs of the district when extra help is needed.

With his extensive landscaping background and knowledge of basic equipment, it is my pleasure to recommend Robert Olinski to be the Yoncalla School District groundskeeper.

Respectfully,

Brian Berry

Brian Berry, Principal
Yoncalla High School

Yoncalla Elementary School

Yoncalla Elementary School
PO Box 568
Yoncalla, Oregon 97499
Don.Hakala@yoncalla.k12.or.us

Principal: Don Hakala
Secretary: Lacy McHaffie
Office: 541-849-2158
Fax: 541-849-2121

August 19, 2019

Yoncalla Elementary School Recommendation:

Dear Superintendent,

Please accept this letter as a recommendation for Robert Wells to be a Yoncalla Elementary School Instructional Assistant for the 2019-20 school year. Mr. Wells has work and volunteered a great deal in yearly educational settings. He most recently volunteered at the Yoncalla Summer Reading program. He comes highly recommended from his references. His references say the following: "He has had good experience working with young learners and is always eager to learn more to support our students." And, "He is a quick learning and eager to help students be successful."

With his experience and eagerness to support students, it is my pleasure to recommend Robert Wells to be the Yoncalla Elementary School Instructional Assistant.

Respectfully,

Don Hakala

Don Hakala, Principal
Yoncalla Elementary School

Yoncalla Elementary School

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Fax: 541-849-2121

August 19, 2019

Yoncalla Elementary School Recommendation:

Dear Superintendent,

Please accept this letter as a recommendation for Peggy Carson to be a Yoncalla Elementary School Instructional Assistant for the 2019-20 school year. Ms. Carson has worked as a special education instructional assistant for the North Marion High School for the last 4 years. She comes highly recommended from her references. Her references say the following: "She always puts kids first and wants them all to be successful." And, "She is creative in her ability to support students academically and challenge them to be the best they can be."

With her experience and eagerness to support students, it is my pleasure to recommend Peggy Carson to be the Yoncalla Elementary School Instructional Assistant.

Respectfully,

Don Hakala
Don Hakala, Principal
Yoncalla Elementary School

Yoncalla Elementary School

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Don.Hakala@yoncalla.k12.or.us

Principal: Don Hakala
Secretary: Lacy McHaffie
Office: 541-849-2158
Fax: 541-849-2121

August 19, 2019

Yoncalla Elementary School Recommendation:

Dear Superintendent,

Please accept this letter as a recommendation for Gabriella Downie to be a Yoncalla Elementary School Instructional Assistant for the 2019-20 school year. Ms. Downie has worked and volunteered in many settings working with youth. Most recently working as the Director of Poolhouse Operations for North Douglas Parks and Recreation in Drain. She comes highly recommended from her references. Her references say the following: "Gabriella runs the operations and manages seven other staff members. She has clear expectations and works collaboratively with her co-workers." And, "She is very positive in her attitude and how she problem solves different situations."

With her experience and eagerness to support students, it is my pleasure to recommend Gabriella Downie to be the Yoncalla Elementary School Instructional Assistant.

Respectfully,

Don Hakala
Don Hakala, Principal
Yoncalla Elementary School

Yoncalla High School

Yoncalla High School
292 5th Street PO Box 568
Yoncalla, Oregon 97499
brian.berry@yoncalla.k12.or.us

Principal: Brian Berry
Secretary: Monet Sheffield
Office: 541-849-2175
Fax: 541-849-2291

Brian Berry, Principal

August 19, 2019

Superintendent Recommendation:

Brian Berry, Superintendent
Yoncalla School District #32

Dear Boar Members,

Please accept this letter as a recommendation for Lourie Hall to be the Yoncalla Middle School volleyball coach for the 2019 season. She has 5 years of middle school volleyball experience in California and has also coached several years of basketball. Throughout the interview process, Lourie talked about her passion for volleyball and the importance of sportsmanship and teamwork. She also spent time talking about the importance of being a role model for her athletes. .

With this information in mind, I would like to recommend that Lourie Hall be considered as our next Yoncalla Middle School volleyball coach.

Respectfully,

Brian Berry

Brian Berry, Principal
Yoncalla High School

OSBA Model Sample Policy

Code: AC
Adopted:

Nondiscrimination

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race¹, color, religion, sex, sexual orientation², national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

The superintendent shall appoint ~~and make known the~~ individuals at the district to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Titles VI, Title and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, and other civil rights or discrimination issues³, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; 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.

END OF POLICY

¹ Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047.

² "Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

³ ~~Districts are required to notify students and employees of the name, office address and telephone number of the employee or employees appointed.~~

Legal Reference(s):

[ORS 174.100](#)
[ORS 192.630](#)
[ORS 326.051\(1\)\(e\)](#)
[ORS 408.230](#)
[ORS 659.805](#)
[ORS 659.815](#)
[ORS 659.850 - 659.860](#)
[ORS 659.865](#)
[ORS 659.870](#)
[ORS 659A.003](#)

[ORS 659A.006](#)
[ORS 659A.009](#)
[ORS 659A.029](#)
[ORS 659A.030](#)
[ORS 659A.040](#)
[ORS 659A.103 - 659A.145](#)
[ORS 659A.230 - 659A.233](#)
[ORS 659A.236](#)
[ORS 659A.309](#)
[ORS 659A.321](#)

[ORS 659A.409](#)
[OAR 581-002-0001 – 002-0005](#)
[OAR 581-021-0045](#)
[OAR 581-021-0046](#)
[OAR 581-021-0047](#)
~~[OAR 581-021-0049](#)~~
[OAR 581-022-2310](#)
[OAR 581-022-2370](#)
[OAR 839-003](#)

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2012).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634~~3~~ (2012); 29 C.F.R Part 1626 (2017)~~8~~.

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-~~12213~~12112 (2012); 29 C.F.R. Part 1630 (2017)~~8~~; 28 C.F.R. Part 35 (2017)~~8~~.

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2012).

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2012); 34 C.F.R. Part 104 (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2017)~~8~~.

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012); 28 C.F.R. §§ 42.101-42.106 (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012); 29 C.F.R. § 1601 (2018).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2012).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, ~~as amended~~, 38 U.S.C. § 4212 (2012).

~~Title II of the~~ Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2012).

OSBA Model Sample Policy

Code: AC-AR
Adopted:

Discrimination Complaint Procedure

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

Step 1: ^[1]Complaints may be oral or in writing and must be filed with the [principal]. Any staff member that receives an oral or written complaint shall report the complaint to the [principal].

The [principal] shall investigate and determine the action to be taken, if any, and reply in writing, to the complainant within [10] school days of receipt of the complaint.

~~Any staff member that receives a written or oral complaint shall report the complaint to the [principal].~~

Step 2: If the complainant wishes to appeal the decision of the [principal], he/she the complainant may submit a written appeal to the superintendent [or designee] within [five] school days after receipt of the [principal]'s response to the complaint.

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

Step 3: If the complainant 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's [or designee's] response to Step 2. The Board may decide to hear or deny the request for appeal at a Board meeting. The Board may meet with the concerned parties and their representative [at the next regular or special Board meeting] [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 or electronic form within [10] days of this meeting.

If the [principal] is the subject of the complaint, the individual may start at sStep 2 and should file a complaint with the superintendent [or designee].

If the superintendent is the subject of the complaint, the complaint may start at sStep 3 and should be referred to the Board chair. [The Board may refer the investigation to a third party.]

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

Complaints against the Board as a whole or against an individual Board member, may start at ~~s~~Step 3 and should be ~~made~~ submitted to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at ~~s~~Step 3 and be ~~made~~ referred directly to the ~~the~~ [district counsel] [Board vice chair].

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

~~If t~~The complainant, ~~is~~ if a person who resides in the district[,] ~~[or] is~~ a parent or guardian of a student who attends school in the district [or is 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, ~~whichever occurs first~~ of the initialing filing of the complaint, ~~he/she~~ may appeal² ~~in writing to the Superintendent of Public Instruction under~~ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) ~~581-021-0049~~ 581-002-0001 – 002-0023.

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

DISCRIMINATION COMPLAINT FORM

Name of Person Filing Complaint _____ Date _____ School or Activity _____

Student/Parent Employee ~~Nonemployee~~ Job applicant (~~Job applicant~~) Other _____

Type of discrimination:

- Race
- Color
- Religion
- Sex
- National or ethnic ~~origin~~
- Mental or physical ~~disability~~
- Marital ~~status~~
- Familial status
- Economic status
- Veterans' status
- Age
- Sexual ~~orientation~~
- Pregnancy
- Discriminatory use of a ~~Native American mascot~~
- Other _____

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

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

Suggested solution/resolution/outcome: _____

This complaint form should be mailed or submitted to the principal.

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

OSBA Model Sample Policy

Code: EFAA-AR

Adopted:

Reimbursable Meals and Milk Programs

(National School Lunch Program, School Breakfast Program, Special Milk Program and other meal programs)

The district's nutrition and food services will be operated in accordance with the following requirements:

Meal Pricing Procedures

1. The district may operate the Special Milk Program (SMP) at schools where students do not have access to program meals. Under SMP, the district will choose one of the following options:
 - a. Nonpricing (serve SMP milk at no charge to all students);
 - b. Pricing programs without a free option (charge all students for SMP milk); or
 - c. Pricing programs with a free option (distribute confidential applications for free milk and charge only those students for SMP milk who do not qualify for free milk based on the household's application or direct certification from Supplemental Nutrition Assistance Programs (SNAP)).
2. Reimbursable meals [and afterschool snacks] will be priced as a unit.
3. Reimbursable meals[,] [and] [milk] [afterschool snacks] will be served free or at a reduced price to all children who are determined by the district to be eligible for free or reduced-price meals [and free milk].
4. Annually, the district will establish prices for reimbursable student meals[,] [and] [afterschool snacks] [milk]. The price charged to students who do not qualify for free or reduced-price meals [or free milk] will be established annually by the district in compliance with state and federal laws.
5. The price charged to students who qualify for reduced-price meals will be established annually by the district in compliance with state and federal laws.
6. [The district will offer SMP [with the free option] [without the free option] [at no charge] to students who are not able to participate in the district's lunch or breakfast programs.]
7. [The district will implement claiming alternative Provision 2 at the following schools under its jurisdiction: (List schools) .]
8. [The district will implement claiming alternative Community Eligibility at the following schools under its jurisdiction: (List schools) .]

Application Procedures

1. Households receiving SNAP or Temporary Assistance to Needy Families (TANF) benefits as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals[,] [and] [afterschool snacks] [milk], for the students listed on the official document. Districts must access this document at least three times per year.

2. Students receiving support through the migrant education program, Runaway and Homeless Youth Act, McKinney-Vento Homeless Assistance Act, federal Head Start and state-funded prekindergarten programs, with income eligibility criteria identical or more stringent than federal Head Start, or are in state or court placement foster care, will be automatically eligible for free meals [,] [and] [afterschool snacks] [milk], for the students listed on the official documents.
3. Households that submit a confidential application will be notified of their student’s eligibility for free or reduced-price meals [or free milk]. Households that are denied free or reduced-price benefits will be notified in writing using the ODE template letter distributed to the district annually.
4. On a case-by-case basis when a student is known to be eligible for free or reduced-price meal [or free milk] benefits, and the household fails to submit a confidential application, the superintendent or designee may complete an application for the student documenting how he/she knows the household income qualifies the student for free or reduced-price meal benefits. Parents of a student approved for free or reduced-price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.
5. Students who do not qualify for free or reduced-price meals [or free milk] are eligible to participate in the [SMP,] National School Lunch Program (NSLP) [and School Breakfast Program (SBP)] and will be charged “paid” prices set by the district. “Paid” category students will be treated equally to students receiving free or reduced-price benefits in every aspect of the district’s NSLP [,] [and] [SMP] [SBP] [Child and Adult Care Food Program (CACFP)] [Summer Food Service Program (SFSP)].
6. The district has established a fair hearing process under which a household can appeal a decision with respect to the household’s application for benefits or any subsequent reduction or termination of benefits.
7. In the event of major employers contemplating large layoffs in the attendance area of the district, the district will provide confidential applications and eligibility criteria for free and reduced-price meals [or free milk] to the employer for distribution to affected employees.

Financial Management of the Nonprofit School Food Service

1. The district will maintain a nonprofit school nutrition and food service operation.
2. Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP [,] [and] [SMP] [SBP] [CACFP] [SFSP].
3. Lunch and breakfast meals served to teachers, administrators, custodians and other adults not directly involved with the operation of the district’s nutrition and food services will be priced to cover all direct and indirect cost of preparing and serving the meal.¹
4. District nutrition and food services revenues will not be used to purchase land or buildings.

¹ For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

5. The district will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.
6. The district will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services' cash, real and personal property, equipment and other assets, and ensure they are used solely for nutrition and food services purposes.
7. The district will meet the requirements for allowable NSLP[,] [and] [SMP] [SBP] [CACFP] [SFSP] costs as described in 2 C.F.R. 200.
8. In purchasing nutrition and food services goods or services, the district will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other documents for proposals used to conduct the procurement.
9. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal and district procurement standards using the applicable cost thresholds.
10. In the operation of its nutrition and food services program, the district will purchase food products where at least 50 percent of the ingredients are produced or processed in the United States, whenever possible.
11. [The district may use facilities, equipment and personnel supported with nutrition and food services revenue to support a nonprofit nutrition program for the elderly.]

Civil Rights and Confidentiality Procedures

1. The district will not discriminate against any student because of his/her eligibility for free or reduced-price meals.
2. The district will not discriminate against any student or any nutrition and food services employee because of race, color, national origin, marital status, sex, sexual orientation, parental status, religion, age or disability.
3. The district will assure that all students and nutrition and food services employees are not subject to different treatment, disparate impact or a hostile environment.
4. Established district procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP[,] [and] [SMP] [SBP] [CACFP] [SFSP] benefits and services, and employment practices with regard to the operation of its NSLP[,] [and] [SMP] [SBP] [CACFP] [SFSP]. The district will forward any civil rights complaint regarding the district's nutrition and food services to ODE's director of Child Nutrition Programs within three days of receiving the complaint.
5. The district will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.
6. The district will maintain strict confidentiality of all information obtained through a confidential application for free and reduced-price meals [or free milk] or direct certification, including students' eligibility for free or reduced-price meals and all household information. The district's NSLP[,] [and] [SMP] [SBP] [CACFP] [SFSP] operators are not required to release any information from a

student's confidential application for free or reduced-price meals [or free milk]. No information may be released from a student's eligibility information without first obtaining written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:

- a. An individual student's name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state, education assessment; or persons who operate or administer any other NSLP, SBP, SMP, CACFP, SFSP or SNAP;
- b. Any other confidential information contained in the confidential application for free and reduced-price meals or free milk (e.g., family income, address, etc.) may be released without written consent only to persons who operate or administer the NSLP, SBP, SMP, CACFP, SFSP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state or local law enforcement officials investigating alleged violation of any of the programs listed above.

Nutrition and Menu Planning

1. Meals and afterschool snacks served for reimbursement will meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and Oregon Smart Snacks Standards.
2. Meals [and afterschool snacks] served for reimbursement will meet at least the minimum NSLP [and] [SBP] [CACFP] [SFSP] requirements for food items and quantities.
3. Meals served for reimbursement will:
 - a. Meet all calorie range requirements by grade level;
 - b. Meet the maximum standards set for saturated fat;
 - c. Meet the maximum standards set for sodium by grade level; and
 - d. Meet the requirement for zero grams of trans fats.
4. The district will use the offer versus serve option when serving NSLP lunches to senior high school students. High school students must take at least three of five different food items including one-half cup of fruit or vegetable offered in program lunches.
5. [The district will use the offer versus serve option when serving program breakfasts to senior high school students. High school students must take at least three of four food items, including one-half cup of fruit or vegetable offered in program breakfasts.]
6. [The district will use the offer versus serve option when serving program lunches to students below senior high school grades. Students below high school grades will be required to take three of the five food items, including one-half cup of fruit or vegetable offered in program lunches.]
7. [The district will use the offer versus serve option when serving program breakfasts to students below senior high school grades. Students below high school grades will be required to take three of the four food items, including one-half cup of fruit offered in program breakfasts.]

8. A copy of the Board minutes adopting the offer versus serve policy for students below high school grades for program lunches and/or for all students in the district for program breakfasts, as applicable, will be made available upon request.

Use and Control of Commodity Foods

1. The district will accept and use commodity foods in as large a quantity as may be efficiently utilized in the NSLP[,] [and] [SBP] [SFSP].
2. The district will maintain necessary safeguards to prevent theft or spoilage of commodity foods.
3. The value of commodity foods used for any food production other than NSLP, SBP, SFSP or afterschool snacks shall be replaced in the food service inventory.

Accuracy of Reimbursement Claims

1. The district will claim reimbursement only for reimbursable meals[,] [and] [afterschool snacks] [milk] served to eligible children.
2. All meals[,] [and] [afterschool snacks] [milk] claimed for reimbursement will be counted at each dining site at a “point of service” where it can be accurately determined that the meal[,] [and] [afterschool snack] [milk] meets NSLP[,] [and] [SMP,] [SBP,] [CACFP] [and] [SFSP] requirements for reimbursement.
3. The person responsible for determining if the meals [and afterschool snacks] are reimbursable will be trained to recognize a reimbursable meal.
4. The district official signing the claim for reimbursement will review and analyze monthly meal[,] [and] [afterschool snack] [milk] counts to ensure accuracy of the claim, before submitting the claim to ODE.
5. Annually, by November 15, the district will verify a random sample of applications according to NSLP verification requirements. Instructions for completing the verification process will be sent by ODE to the district in October each year.

Food Safety and Sanitation Inspections

1. The district will maintain necessary facilities for storing, preparing and serving food and milk.
2. Semiannually, the district will schedule food safety inspections with the county Environmental Health Department for each school or dining site under its jurisdiction.
3. The district will maintain health standards in compliance with all applicable state food safety regulations at each school or dining site under its jurisdiction.

General USDA NSLP/SBP/SMP Requirements

1. The district will ensure that no student is denied a meal as a disciplinary action.
2. Breakfast will be served in the morning hours, at or near the beginning of the student’s school day.

3. Lunch will be served between the hours of 10 a.m. and 2 p.m.
4. The district will provide substitute foods for students with a disability² that restricts their diet when supported by a written statement from a state-licensed health care professional, who is authorized to write medical prescriptions. Substitutions will be provided only when a medical statement from the licensed health care professional is on file at the school. The medical statement must state the nature of the child's impairment so its effect on the student's diet is understood, and what must be done to accommodate the impairment. The district will not charge more than the price of the school meal, as determined by the child's eligibility status, for meals with the accommodation.
5. The district will control the sale of competitive foods.
6. The district will ensure that potable [drinking] water will be available to students, free of charge for consumption in the place where meals are served during meal service.
7. The district will notify all households and appropriate staff of its meal charge requirements³ at the beginning of each school year, upon enrollment of a student or the transfer of a student. The meal charging requirements will be [posted on the district website,] [published in the student/parent handbook] [and made available in the information on free and reduced-priced meals].

~~{The district's meal charging requirements are as follows:}~~

~~{The district allows no meal charges.} [Students will be given an alternative meal] [and a notice will be sent to the parent].}~~

~~{⁴A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than [two] meals. Any student failing to keep his/her account current as required by the district shall not be allowed to charge the price of further meals [or à la carte] until the account has been paid in full [but will be allowed to purchase a meal if the student pays for the meal when it is received]. At least one written warning shall be provided to a student and his/her parent prior to [the district providing the student an alternate meal] [denying meals] for exceeding the district's charge limit. Payment is due to the [district office] on the [—] of each month. [The district may choose to refer delinquent meal charges to third parties for collection.] Students or parents of students may prepay meal costs.}~~

~~⁵[Regardless of the ability to pay, a student shall be provided a reimbursable meal upon request. Parents or guardians may provide written permission to the district to withhold a meal from a student. After five meal charges the district will attempt to certify the student for free or reduced-~~

² To comply with Section 504 as it relates to a student's severe food allergy, such as milk, gluten, nut or soy, and including but not limited to diabetes, colitis, etc.

³ [Federal law requires the district to publish meal charging requirements. The district's charging requirements must identify how and when the information about account balances is communicated to staff, students and parents, and what collection methods will be used on delinquent balances.]

⁴ ~~[The district is required by federal law to have meal charge requirements published. Revise this section to reflect the district's meal charging requirements. The requirements must identify how and when the information about account balances is communicated to staff, students and parents, and what collection methods will be used on delinquent balances.]~~

⁵ [Pursuant to ORS 327.535 the following language reflects required practice, but the language is not required to be in policy.]

price meals. At least two attempts to contact the student's parent or guardian for completing a meal application will be made by the district, including offering assistance filling out the application, if appropriate. Communications regarding student charges will be directed to parents or guardians, only.] [The district may refer delinquent meal charges to third parties for collection. Collection fees will not be charged to the parent or guardian.]

8. The sale of foods in competition with the district's lunch (NSLP) or breakfast (SBP) programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the district's nutrition and food services or accrues to a school or student organization approved by the Board. A copy of the Board minutes approving and defining competitive food sales will be made available upon request.
9. Students [will] [will not] be charged for second servings of meals or portions of meals served.

Record Keeping

The following documents will be maintained by the district for three years after the current school year or longer, in the event of an unresolved audit(s), until the audit(s) has been completed:

1. All currently approved and denied confidential applications for free and reduced-price meals[, free milk,] all current direct certification documents, eligibility verification documents and school membership or enrollment lists;
2. Financial records that account for all revenues and expenditures of the district's nonprofit nutrition and food services programs, including procurement documents;
3. Records (i.e., recipes, ingredient lists and nutrition fact labels or product specifications) that document the compliance with nutrition standards for all program and competitive foods available for sale to students at a school campus;
4. Documents of participation data (i.e. meal counts) from each school in the district to support claims for reimbursement;
5. Production and menu records;
6. Records to document compliance with Paid Lunch Equity;
7. Records to document compliance with Revenue from Nonprogram Foods; and
8. Internal program monitoring documents for NSLP[, and] [SBP,] [afterschool snacks] [CACFP] [SFSP].

OSBA Model Sample Policy

Code: GBDA
Adopted:

~~Mother Friendly~~ Expression of Milk [or Breast-feed] in the Workplace *

(This applies to a district that employs 25~~10~~ or more employees)

~~The district recognizes that a normal and important role for mothers is to have the option and ability to express milk [or breast-feed] in the workplace.~~ ^[1] ~~["**When possible an E~~employees must give reasonable notice of the intent to express milk [or breast-feed] to [see ² below].] ~~["**Unless otherwise agreed upon by the district and the employee, the district shall provide the employee a 30-minute rest period to express milk [or breast-feed] during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period.~~ The district shall provide the employee a reasonable rest period to express milk [or breast-feed] each time the employee has a need to express milk [or breast-feed]. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.]

~~["**The district will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area, where an employee can express milk [or breast-feed] in private, concealed from view and without intrusion by other employees or the public. "Close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee's work area, the district may not include the time taken to travel to and from the location as part of the break period.]~~

^[3]The following locations have been identified in each facility for milk expression [or breast-feeding]:

1. District office: [location, e.g., a private office in the district office building];
2. Name of elementary school^[4]: [location, e.g., classrooms with windows covered and door locked; [staff room located [include location]]];
3. Name of middle school^[5]: [location, e.g., classrooms with the windows covered and door locked; [staff room located [include location]]];
4. Name of high school^[6]: [location, e.g., the locking file room in the main office];

¹ ~~["**The designated bracketed language identified in this model policy is a requirement of law, but language is not required to be in policy.]~~

² [List the name of the position of the person to whom an employee must give notice.]

³ [The list of designated locations and facilities is required to be in policy as per Oregon Revised Statute (ORS) 653.077(10)(b).]

⁴ [Must list all elementary schools if more than one within the district.]

⁵ [Must list all middle schools if more than one within the district.]

⁶ [Must list all high schools if more than one within the district.]

5. [Bus barn: [location, e.g., a private office in the transportation building];]

6. [Maintenance: [location, e.g., a private office];]

7. [List other facility locations and designated locations, e.g., room or office, if any.]

[**An employee who expresses milk during work hours may use the available refrigeration to store the expressed milk. The district must allow the employee to bring a cooler or other insulated food container to work for storing the expressed milk and ensure there is adequate space in the workplace to accommodate the employee's cooler or insulated food container.]

[**This policy and the list of designated locations is published in the employee handbook. The list of designated locations is available upon request in the central office of each school facility and in the district's central office.]

[This policy only applies to employees who are expressing milk [or breast-feeding] for children 18 months of age or younger.]

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 653.077](#)

[ORS 653.256](#)
[OAR 839-020-0051](#)

OSBA Model Sample Policy

Code: GCDA/GDDA
Adopted:

Criminal Records Checks and Fingerprinting *

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require all newly hired ~~[full-time and part-time]~~ employees¹ not requiring licensure under Oregon Revised Statute (ORS) 342.223 to ~~undergo~~ submit to a criminal records check and/or fingerprinting as required by law. Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting as established by Board policy and as required by law.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

~~As required by~~ Pursuant to state law, a criminal records check ~~and/or fingerprinting~~-based criminal records checks shall be required of the following individuals²:

1. All ~~district~~ individuals employed as or by a ~~contractors and their employees~~, ~~whether employed part-time or full-time~~, and considered by the district to have direct, unsupervised contact with students;
- ~~2. All district contractors and their employees who provide early childhood special education or early intervention services in accordance with rules established by the Oregon Department of Education, Child Care Division;~~
- ~~3.2.~~ Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day;
- ~~4.3.~~ Any individual who is an employee of a public charter school and not requiring licensure ~~under ORS 342.223~~; and
- ~~5.4.~~ ³Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students.

¹ Any individual hired within the last three months. A subject individual does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

² Subject individuals and requirements are further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

³ [If the district allows volunteer service and the volunteers have direct, unsupervised contact with students, this policy language is required, and districts are required to conduct ~~background~~ criminal records checks on these volunteers.]

The district will provide the written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or [volunteer] forms.

[The district shall require a nationwide-fingerprint-based criminal records check based on fingerprinting for a volunteers with allowed direct, unsupervised contact with students, in the following positions⁴:

1. [Head coach;]
2. [Assistant coach;]
3. [Overnight chaperone;]
4. [Volunteers transporting students, other than their own, in a private vehicle off district property for a district-sponsored activity] [;] [.]
5. [List of other positions subject to this fingerprinting, if any]

~~The identity of a subject individual requiring fingerprinting will be provided by the district to the authorized fingerprinter for verification.~~ The procedure for processing fingerprint collection is further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

A subject individual shall be subject to the collection of fingerprinting information, only after acceptance of an the offer of employment or contract from the district and may be charged a fee by the district. A subject individual may request the fee be withheld from the amount otherwise due the individual.

The district [shall] [shall not] begin the employment of a subject individual or terms of a district contractor [on a probationary basis pending] [before] the return and disposition of the required criminal records checks.

~~When the district is notified of a subject individual who has been convicted of any crimes prohibiting employment or contract will be terminated and/or the individual will not be employed or contracted, or if employed will be terminated. When the district is notified of a subject individual who knowingly made a false statement as to the conviction of any crime, the individual [may] [will not] be employed or contracted with by the district, or if employed by the district [may] [will not] be terminated. A subject individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law [may] [will not] be employed or contracted with by the district. A subject individual who knowingly made a false statement as to the conviction of any crime [may] [will not] be employed or contracted with by the district.~~

The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

[The service of a volunteer allowed to have direct, unsupervised contact with students [may] [will not] begin [on a probationary basis pending] [before] the return and disposition of a criminal records check.]

⁴ [If the district requires fingerprinting for certain volunteer positions, the district is required to list those volunteer positions in board policy. The bracketed language is only possible examples; modify to identify the needs of positions in the district that require such fingerprinting.]

[The service of a volunteer into a position identified by the district as requiring a nationwide fingerprint-based criminal records check including fingerprinting ~~[may]~~ [will not] begin [on a probationary basis pending] ~~[before]~~ the return and disposition of the nationwide a state and national criminal records check including based on fingerprintings.]

[A subject individual volunteer who knowingly made a false statement or has been a conviction of a the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number ~~[may]~~ [will] result in immediate termination from the ability to volunteer in the district.]

~~Fees associated with a criminal records check and/or fingerprinting may be charged.~~

The superintendent shall develop administrative regulations as necessary to meet the requirements of law.

Appeals

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case ~~and will be notified of such in writing by ODE~~ under ORS 183.413 – 183.470.

A volunteer ~~required to submit to a fingerprint based criminal records check~~ may appeal a determination from a fingerprint-based criminal records checks by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case, ~~if the results of the background check were provided by ODE or ODE's vendor and will be notified of such in writing by ODE~~ under ORS 183.413 – 183.470.

END OF POLICY

Legal Reference(s):

[ORS 181A.180](#)
[ORS 181A.230](#)
[ORS 326.603](#)
[ORS 326.607](#)
[ORS 332.107](#)

[ORS 336.631](#)
[ORS 342.143](#)
[ORS 342.223](#)
[OAR 414-061-0010 – 061-0030](#)
[OAR 581-021-0500/0510 – 021-0512](#)

~~OAR 581-021-0501~~
~~OAR 581-022-2430~~
~~OAR 584-050-0012~~

Field Code Changed

Field Code Changed

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).

OSBA Model Sample Policy

Code: GCDA/GDDA-AR
Revised/Reviewed:

Criminal Records Checks and Fingerprinting

Requirements

1. Any individual newly hired employee¹, whether full-time or part-time, and not requiring licensure under Oregon Revised Statute (ORS) 342.223, such as a teacher, administrator, personnel specialist or school nurse, shall ~~be required to undergo~~ submit to a nationwide criminal records check and fingerprinting.
2. Any individual applying for reinstatement of an Oregon license with the Teacher Standards and Practices Commission (TSPC) that has lapsed for more than three years shall be required to undergo a nationwide criminal records check and fingerprinting with TSPC.
3. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist shall be required to ~~undergo~~ submit to a nationwide criminal records check and fingerprinting with TSPC.
4. Any ~~district~~ individual hired as or by a contractor ~~and its employees~~², whether part-time or full-time, hired into a position having direct, unsupervised contact with students as determined by the district shall be required to ~~undergo~~ submit to a nationwide criminal records check and fingerprinting.

The superintendent will identify ~~district~~ contractors who are ~~present on district property and regularly interact with students and are~~ subject to such requirements.

- ~~5. Any contractor or an employee of the contractor who provides early childhood special education or early intervention services shall be required to undergo a nationwide criminal records check and fingerprinting with the Oregon Department of Education (ODE), Child Care Division.~~
- ~~6.5.~~ Any community college faculty member providing instruction at the site of an early childhood education program, a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day, shall be required to undergo a nationwide criminal records check and fingerprinting.
- ~~7.6.~~ Any individual who is an employee of a public charter school not requiring licensure under ORS 342.223 shall be required to undergo a nationwide criminal records check and fingerprinting.

¹ Any individual hired within the last three months. A subject individual does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

² A person hired as or by a contractor²s and their employees may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

8.7. ³[~~Any individual authorized~~ volunteer allowed] by the district ~~for volunteer service~~ into a position ~~allowing~~ that has direct, unsupervised contact with students shall ~~be required to~~ undergo an ~~Oregon~~ in-state criminal records check.]

9.8. [Any volunteer allowed to have direct, unsupervised contact with students, into a volunteer position identified in Board policy⁴ by the district as requiring ~~fingerprinting~~ a fingerprint-based criminal records check, shall ~~be required to~~ undergo a ~~nationwide~~ state and national criminal records check ~~and fingerprinting~~ based on fingerprints.]

10.9. [~~Any individual authorized by the district for~~ volunteer service that is not likely to have direct, unsupervised contact with students ~~[will]~~ [will not] be required to undergo an ~~Oregon~~ in-state criminal records check.]

Exceptions

A newly hired employee⁵ is not subject to fingerprinting if the district has evidence on file that the ~~newly hired employee was previously checked through an Oregon and a FBI~~ successfully completed a state and national criminal records check ~~by~~ for a previous employer that was a school district or private school, and has not resided outside the state between the two periods of employment.

~~Evidence of the prior check will be either a copy of the criminal records check or a written statement of verification from a supervisor or officer of the previous employer.~~

Furthermore:

~~1. The ODE or TSPC verification of a previous check shall be acceptable only in the event the district can demonstrate records are not otherwise available; and~~

~~The district shall maintain evidence that the employee has not resided outside the state during the interval between the two periods of time working in the district.~~

Notification

1. The district will provide the following notification to individuals subject to criminal records checks and/or fingerprinting:
 - a. Such criminal records checks and/or fingerprinting are required by law or Board policy;
 - b. Any action resulting from such checks ~~completed by the Oregon Department of Education (ODE)~~ that impact employment, contract or volunteering may be appealed as a contested case to ODE;
 - c. All employment or contract offers [or the ability to volunteer] are contingent upon the results of such checks;
 - d. A refusal to consent to a required criminal records check and/or fingerprinting shall result in immediate termination from employment[,] [or] contract status [or the ability to volunteer in the district].

³ [If the district allows volunteers to have direct, unsupervised contact with students, districts are required to conduct criminal ~~background~~ records checks on these volunteers. Choose the bracketed language options in ~~87~~, ~~98~~ and/or ~~109~~ of this policy that aligns with district practice. If the district allows volunteers to have direct, unsupervised contact with students the presented language is required. Align policy IICC – Volunteers with chosen language here.]

⁴ See policy GCDA/GDDA – Criminal Records Checks and Fingerprinting.

⁵ Any individual hired within the last three months.

- e. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts[,][or] ODE forms [(written or electronic)] [may][will] result in immediate termination from employment or contract status;
 - f. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status[;] [.]
 - g. [A volunteer candidate who knowingly made a false statement or has ~~been a convicted~~ed of any the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number [may] [will] result in immediate termination from the ability to volunteer in the district.] [The district [may] [will] remove the volunteer from the position allowing direct, unsupervised contact with students.]
2. The district will provide the written notice described above through ~~such~~ means such as staff handbooks, employment applications, contracts or [volunteer] forms.

Processing and Reporting Procedures

1. Immediately following an offer and acceptance of employment or contract, ~~Any~~an individual subject to criminal records checks and/or fingerprinting shall complete the appropriate forms ~~or requirements as approved by ODE (information available through the district)~~ authorizing such checks and report to an authorized fingerprinter as directed by the district. The district shall send such authorization, any collection of fingerprint information, and the request to ODE pursuant to law.
 - ~~2. All individuals subject to fingerprinting pursuant to state law are required to report to an authorized fingerprinter for fingerprinting as directed by the district.~~
- 3.2. Fingerprints may be collected by one of the following:
- a. Employing district staff;
 - b. Contracted agent of employing district; or
 - c. Local or state law enforcement agency.
- ~~The individual subject to fingerprinting, shall be subject only after acceptance of an offer of employment or contract.~~
- 5.3. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.
- 6.4. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then review and notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement as to conviction of a crime, has knowingly made a false statement as to conviction of any crime or has a conviction of a crime prohibiting employment[,][or] contract[or volunteering].
- 7.5. A copy of the fingerprinting results will be kept by the district.

Fees

1. Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district and not requiring licensure, including persons hired as or by contractors⁶ and their employees, shall be paid by the [individual] [district].
- ~~2. [Fees are payable [prior to] [within [three] working days of] beginning employment, volunteer service or contract.]~~
- ~~3.2. [An individual offered a contract or employment in by the district may, only upon request, request that the amount of the fee be withheld from the employee's paycheck, including a periodic payroll deduction rather than a lump sum payment, the amount otherwise due the individual in accordance with Oregon law. The district may withhold such fees only upon the request of the individual.]~~
- 4.3. [Fees associated with required criminal records checks for volunteers shall be paid by the [individual] [district].]
- 5.4. [Fees associated with a required fingerprinting for volunteers shall be paid by the [individual] [district].]

Termination of Employment or Withdrawal of Employment/Contract Offer/Volunteer Status

1. Any subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent district upon:
 - a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification⁷ from the Superintendent of Public Instruction or designee that the employee has a conviction of any crimes prohibiting employment with the district as specified by law listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number.
2. Any subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law [may] [will] be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon notification from the Superintendent of Public Instruction or designee that the employee has knowingly made a false statement as to the conviction of any crime.
3. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.
4. [Any volunteer who will be allowed to have direct, unsupervised contact with students that refuses to submit, when required, to a required criminal records check or a fingerprint-based criminal records check to acquire or maintain such a volunteer status in the district in accordance with law and/or Board policy will be denied such ability to volunteer in the district.]
5. [If the district has been notified by the Superintendent of Public Instruction that an individual volunteer knowingly made a false statement or has a conviction of for any crimes listed in ORS

⁶ A person hired as or by a contractor's and their employees may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

⁷ Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511; involved parties shall cooperate with the investigation pursuant to law.

342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, the individual [will] [may] be denied the ability to volunteer.]

6. [Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form [will] [may] be denied the ability to volunteer in the district.]

Appeals

An subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case ~~and will be notified of such in writing by ODE~~ under ORS 183.413 – 183.470.

A volunteer ~~required to submit to a fingerprint-based criminal records check~~ may appeal a determination from a fingerprint-based criminal records checks by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case, ~~if the results of the background check were provided by ODE or ODE's vendor and will be notified of such in writing by ODE~~ under ORS 183.413 – 183.470.

OSBA Model Sample Policy

Code: IGBBA
Adopted:

Talented and Gifted Students - Identification**

In order to serve academically talented and intellectually gifted students in grades K through 12, the district directs the superintendent [after due consideration of the input of staff, parents and the community] to establish a written identification process.

This process of identification shall include as a minimum:

1. Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged.
2. Behavioral, learning and/or performance information.
3. A nationally standardized mental ability test for assistance in the identification of intellectually gifted students.
4. A nationally standardized academic achievement test of reading or mathematics [or a test of total English Language Arts/Literacy or total mathematics] on the Smarter Balanced Assessment [Consortium] for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted may be identified.

If a parent is dissatisfied with the identification process or placement of their student, they may appeal the decision through [Board policy KL - Public Complaints] [the accompanying administrative regulation, IGBBA-AR].

After exhausting the district's appeal procedure and receiving a the district's final decision, a parent may appeal the decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-002-0001 – 581-002-0023. The district shall provide a copy of the OARS upon request.

END OF POLICY

Legal Reference(s):

[ORS 343.395](#)
[ORS 343.407](#)
[ORS 343.411](#)

[OAR 581-021-0030](#)
[OAR 581-022-2325](#)
[OAR 581-022-2330](#)

[OAR 581-022-2370](#)
[OAR 581-022-2500](#)

Policy recommendations

AC-There are no recommendations being made for this page. All the added language are required additions to the current policy.

AC-AR-I would keep the recommended language in this policy. In Step 3 I would recommend the wording "at the next or regular board meeting." This gives us an opportunity to make sure that we meet the required timeline. Also, on page 2-3 in paragraph 1 I would select "Board Vice Chair." The Vice Chair can always contact our legal counsel if needed.

EFAA-AR-This one is confusing since we are in the process of trying to get the state to OK our food service program as free for all. We are doing this because we, along with every other school in Douglas County, are operating at a loss because parents who do not qualify are not paying. However, until we are approved my recommendations stem from the fact that we do not have an afterschool snack program. We do have lunch and milk programs that we provide for our student. I would not encourage us to authorize a free option for those who do not qualify. This would put the program even further in the red.

GBDA-This policy is designed for new mothers who are breast feeding. This is also pretty straight forward. We are required by the state to provide a space for breast feeding. I have ruled out the staff rooms at both buildings as they are usually being used. If this becomes an issue we will find a conference room that is not being used to meet our district obligations. Also, we will make the information available upon request for all staff members.

GCDA/GDDA-This policy is an update from last year's criminal records check. My thoughts on this are pretty strong. I believe that we need to fingerprint all full and part-time employees. If they do not pass the test, they are not allowed to be an employee or be around our students in the building unsupervised.

GCDA/GDDA-AR-This is the administrative rule that goes with the previous criminal records check. The recommendations that I would make are based on the previous mindset for checking adults who are working with our students.

IGBBA-This policy is for identification of the Talented & Gifted Students. In the first paragraph, I would recommend that we get rid of the due consideration statement. We already have a process that is defined in our P/T handbook. Also, on number 4 I would get rid of the students in the bracket. I believe that we need to narrow the focus with a standardized test to begin the process for Talented and Gifted. Otherwise, we will have parents bringing in tests from other states and using that to qualify their students. This will cost a great deal of money.

Yellow is the terminology I would keep.

Red is the phrasing I would remove.

EVALUATION FORMS

Part 2: Goals

Instructions

Part of the superintendent's job is to guide the school district toward successful completion of district goals as adopted by the board of directors and to report progress toward goal attainment on a regular, prescribed periodic basis.

1. Attached are forms to be completed by each board member rating the superintendent's performance in meeting the goals agreed to by the superintendent and the board at the beginning of the year. Before the forms are distributed, insert each of your district's goals on a separate form.
2. Each board member should rate the performance level for each goal.
3. Your comments in support of your rating will be helpful during the board discussion for preparation of a summary evaluation form.
4. Bring your forms to the executive session to use as notes for discussion.
5. The board will meet in executive session to discuss the results and prepare a final summary evaluation form representing the consensus of the board.
6. The superintendent will be presented with the final summary report from the full board, not the individual evaluations. **It is important that the board speak with one voice in evaluating the superintendent.**

Goal Statement 1:

Each student will enjoy positive, engaging learning environments.

Performance Indicators:

(Insert indicators of success here)

- 1.1 Create professional learning opportunities for grades preK-12.

- 1.2 Create professional learning opportunities for the classified staff revolving around culture, accountability and ethics.

- 1.3 Provide mentors for all 1st year staff. Provide time for each mentor/mentee to meet and work towards goals.

- 1.4 Begin to look at sports participation at the early elementary levels and plan for elementary physical education.

Summary Rating — Goal 1: (check one)

- 1 INEFFECTIVE
- 2 DEVELOPING
- 3 EFFECTIVE
- 4 ACCOMPLISHED

Comments:

Goal Statement 2:

Each child will possess the knowledge and skills necessary to be successful in post-secondary education and careers, and the self-reliance to be a productive citizen.

Performance Indicators:

(Insert indicators of success here)

2.1 Expand on a the career readiness system for all middle school students. AVID

2.2 Expand opportunities for guest speakers in classes.

2.3 Set up an elementary school career day.

2.4 Expand the shop program working towards career opportunities for high school students.

Summary Rating — Goal 2: (check one)

- 1 INEFFECTIVE _____
- 2 DEVELOPING _____
- 3 EFFECTIVE _____
- 4 ACCOMPLISHED _____

Comments:

Goal Statement 3:

A strong sense of community is recognized and nurtured among all stakeholders.

Performance Indicators:

(Insert indicators of success here)

3.1 Ensure that textbook adoption is in the budget and all grades have access to current materials in the social science area.

3.2 Reach out to local home school students and students who have left the District about recent staffing changes and programs that are available.

3.3 Put articles in the local paper and Facebook weekly at the Pre-K-12 level.

3.4 Hold an Open House to preview changes that have been occurring throughout the District.

3.5 Put together a parent group that represent all grades Pre-school through 12th grade.

Summary Rating — Goal 3: (check one)

- 1 INEFFECTIVE _____
- 2 DEVELOPING _____
- 3 EFFECTIVE _____
- 4 ACCOMPLISHED _____

Comments:

Goal Statement 4:

Facilities and finances are managed effectively and efficiently for the benefit of each child.

Performance Indicators:

(Insert indicators of success here)

- 4.1 Update the 10-year plan and post it on the District website.

- 4.2 Create a course of action for District grounds keeping.

- 4.3 Begin a conversation about the possibility of selling off District land.

- 4.4 Continue with facilities management throughout the District.

Summary Rating — Goal 3: (check one)

- 1 INEFFECTIVE
- 2 DEVELOPING
- 3 EFFECTIVE
- 4 ACCOMPLISHED

Comments:

BOARD RATINGS SUMMARY FORMS

Part 1 & 2: Performance Standards and Goals

Instructions

This summary section is to be used to compile individual board member responses. The board members should meet in executive session to discuss their individual input and prepare composite results. Once board members have met and agreed on the ratings and comments to be presented to the superintendent, the same forms can be used as the final evaluation document for Part 1. It is important that board members reach consensus and speak with one voice for the final evaluation of the superintendent.

Sample Computation

Board Member	Average Rating				
1	2	3	4	5	

Part 1 Standards

Visionary Leadership

Policy and Governance

Communications and Community Relations

Effective Management

Curriculum Planning/ Development

Instructional Leadership

Resource Management

Ethical Leadership

Labor Relations

Part 2 Goals

Goal 1

Goal 2

Goal 3

Recommended grading:

SCORES BETWEEN:

3.5 - 4.0

2.5 - 3.4

1.5 - 2.4

0.0 - 1.4

GRADE

Accomplished

Effective

Developing

Ineffective