

Yoncalla School District  
BOARD OF DIRECTORS  
REGULAR MEETING  
May 15, 2019  
Yoncalla High School Library  
292 5<sup>th</sup> Street  
Yoncalla, OR 97499

5:00 PM      **WORK SESSION**-Goals and priorities for the 2019-2020 school year

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. PUBLIC HEARING**- 2019-2020 Budget

**IV. ADJUSTMENTS TO THE AGENDA**

**V. CONSENT AGENDA**

- A. Minutes of School Board meeting May 15, 2019
- B. Accounts Payable/Funding Update
- C. Hire Alexis Gaethle for High School Volleyball Coach

**VI. REPORTS**

- A. High School Principal Report
- B. Elementary Principal Report
- C. Preschool/Early Works Report
- D. Financial Update
- E. Food Service Report-Kyle Micken
- F. Superintendent Report
  - Maintenance Report

**VII. ACTION ITEMS**

- A. Consider for approval Resolution 2018-2019- 04 Appropriations Adjustment
- B. Consider for approval Resolution 2018-2019- 05 Budget Adoption, Appropriations, Imposing and Categorizing Tax
- C. Consider for approval hiring of Grant Pearson for HS/MS Language Arts Teacher
- D. Consider for approval hiring of Kailee Fitzsimmons Nienhaus as Elementary Teacher
- E. Consider for approval hiring of Kelly Campbell Student Services Coordinator

**VIII. ANOUNCEMENTS**

- A. Future Dates of Importance

**IX. OTHER BUSINESS**

**X. ADJOURN**

**YONCALLA SCHOOL DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
May 15, 2018  
Yoncalla High School, Library  
292 5<sup>th</sup> St.**

**BOARD MEMBERS PRESENT**

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

**ADMINISTRATION PRESENT**

Brian Berry  
Kelly Campbell  
Danielle Littlefield  
Laurie Simleness

**CALLED TO ORDER.** Chair Gustafson called the meeting to order at 6:08 PM. Also present: Megan Barber, Erin Helgrin, Rachel Burrows, Jen Shilling, Cindy Bettencourt, Amanda Stroud, Deloris Walden, Denna Holm, Gary Bash, Gary Bash Jr., Tristan McMullin, Jennifer McMullin, Sheardena Bates, Madison Kokos, Brooke Redmond, Jennifer Bragg, Cassidy Bragg, Amiah Ellis Roseberry, Cody Gustafson, Peter James, Matt Bragg, Jeremy Roseberry.

**AWARDS, RECOGNITION, CORRESPONDENCE.** Students of the month awards were presented to Carter Redmond, Gary Bash Jr., Katelyn Cross, Michelle Wilson, Amiah Ellis-Roseberry.

**PUBLIC FORUM.** None.

**ADJUSTMENTS TO THE AGENDA.** None.

**CONSENT AGENDA.**

- A. Minutes of School Board meeting, April 17, 2019
- B. Accounts Payable/Funding Update.
- C. Extra Duty Administrative agreement for Jerry Fauci

Director Grimes made a motion to approve, Director Bailey seconded, passed unanimously.

**REPORTS/DISCUSSIONS.** The following reports were presented:

- A. High School Principal Report
  - FBLA Presentation
- B. Elementary Principal Report
- C. Preschool/Early Works Report
- D. Financial Update
- E. Superintendent Report
  - Maintenance Report

**ACTION ITEMS.**

- A. Consider for approval hiring of Peter James for HS/MS Social Studies. Director Grimes made a motion to approve, Director Bailey seconded, passed unanimously.
- B. Consider for approval hiring of Peter James for HS/MS Athletic Director. Director Grimes made a motion to approve, Director Bailey seconded, passed unanimously.
- C. Consider for approval hiring of Erika Way for Elementary School Teacher. Director Grimes made a motion to approve, Director Bailey seconded, passed unanimously.
- D. Consider for approval hiring of Alauna O'Brien for Elementary School Teacher. Director Grimes made a motion to approve, Director Bailey seconded, passed unanimously.

- E. Consider for approval DESD Data Collection Contract for 2019-2021. Director Bailey made a motion to approve, Director Grimes seconded, passed unanimously.
- F. Consider for approval UCC Service Provider Agreement. Director Grimes made a motion to approve, Director Bailey seconded, passed unanimously.

**ANNOUNCEMENTS.**

A. Future Dates of Importance

- Budget Committee Meeting, 5:30 PM, May 29, 2019
- Board Meeting/Budget Hearing, 6:00 PM June 19, 2019

**ADJOURN.** Director Grimes made a motion to adjourn, Director Van Bailey seconded, passed unanimously. Chair Gustafson adjourned the meeting at 7:55 PM.

**DATE OF BOARD APPROVAL.**

DRAFT

**General Fund - 100**

**Major Function**

	<b>Existing</b>	<b>Changes</b>	<b>Adjusted</b>
<b>5200- Transfer Out to Building F</b>	\$ 384,108.72	\$ 300,000.28	\$ 684,109.00
<b>6110- Contingency</b>	\$ 345,700.00	\$ 99,999.86	\$ 445,699.86
<b>7000 - Ending Fund Balance</b>	\$ 345,700.00	\$ 99,999.86	\$ 445,699.86

**Building Fund - 202**

<b>Major Function</b>	<b>Existing</b>	<b>Changes</b>	<b>Adjusted</b>
<b>5200 - Revenue Transfer In</b>	\$ 384,109.00	\$ 300,000.00	\$ 684,109.00
<b>2540 - Expenditures</b>	\$ 430,109.00	\$ 300,000.00	\$ 730,109.00
<b>5400 Beginning Fund Balance</b>	\$ 46,000.00	\$ -	\$ 46,000.00

**Notes:**

Increase in Revenue due to 18/19 ending fund balance increasing (Increased by \$500,000)  
\$300,000 transferred from General Fund to Building Fund  
\$99,999.86 added to Contingency  
\$99,999.86 added to Ending fund balance

**Yoncalla School District #32**

**\*\*\*Board Report Expenses\*\*\***

From Date: 5/1/2019

To Date: 5/31/2019

Fiscal Year: 2018-2019

- 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
100.1000.0000.000.000.000.00	UNDESIGNATED	\$1,837,173.87	\$228,448.71	\$1,394,096.01	\$443,077.86	\$259,555.68	\$183,522.18	9.99%
100.2000.0000.000.000.000.00	UNDESIGNATED	\$1,606,035.40	\$229,623.80	\$1,477,950.21	\$128,085.19	\$156,171.19	(\$28,086.00)	-1.75%
100.5000.0000.000.000.000.00	UNDESIGNATED	\$432,104.73	\$0.00	\$432,104.73	\$0.00	\$0.00	\$0.00	0.00%
100.6000.0000.000.000.000.00	UNDESIGNATED	\$500,000.00	\$0.00	\$0.00	\$500,000.00	\$0.00	\$500,000.00	100.00%
100.7000.0000.000.000.000.00	UNDESIGNATED	\$500,000.00	\$0.00	\$0.00	\$500,000.00	\$0.00	\$500,000.00	100.00%
	FUND: GENERAL FUND - 100	\$4,875,314.00	\$458,072.51	\$3,304,150.95	\$1,571,163.05	\$415,726.87	\$1,155,436.18	23.70%
200.1000.0000.000.000.000.00	UNDESIGNATED	\$763,268.80	\$51,162.95	\$549,362.41	\$213,906.39	\$113,386.90	\$100,519.49	13.17%
200.2000.0000.000.000.000.00	UNDESIGNATED	\$3,628,834.73	\$153,536.82	\$2,244,756.33	\$1,384,078.40	\$17,000.23	\$1,367,078.17	37.67%
200.3000.0000.000.000.000.00	UNDESIGNATED	\$150,365.00	\$13,400.33	\$114,102.41	\$36,262.59	\$41,865.80	(\$5,603.21)	-3.73%
	FUND: Undesignated - 200	\$4,542,468.53	\$218,100.10	\$2,908,221.15	\$1,634,247.38	\$172,252.93	\$1,461,994.45	32.19%
700.1000.0000.000.000.000.00	UNDESIGNATED	\$7,000.00	\$0.00	\$1,000.00	\$6,000.00	\$0.00	\$6,000.00	85.71%
	FUND: SCHOLARSHIP - 700	\$7,000.00	\$0.00	\$1,000.00	\$6,000.00	\$0.00	\$6,000.00	85.71%
<b>Grand Total:</b>		\$9,424,782.53	\$676,172.61	\$6,213,372.10	\$3,211,410.43	\$587,979.80	\$2,623,430.63	27.84%

End of Report

**Yoncalla School District #32**

\*\*\* Board Report Revenue\*\*\*

From Date: 5/1/2019

To Date: 5/31/2019

Fiscal Year: 2018-2019

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	(\$835,000.00)	(\$4,262.05)	(\$889,809.23)	\$54,809.23	\$0.00	\$54,809.23	-6.56%
100.0000.1112.000.000.000.00	PRIOR YEARS' TAXES	(\$50,000.00)	(\$2,051.08)	(\$43,086.13)	(\$6,913.87)	\$0.00	(\$6,913.87)	13.83%
100.0000.1113.000.000.000.00	CO TAX SALES FOR BACK TAXES	\$0.00	(\$5,623.20)	(\$5,623.20)	\$5,623.20	\$0.00	\$5,623.20	0.00%
100.0000.1510.000.000.000.00	EARNINGS ON INVESTMENTS	(\$15,000.00)	(\$4,973.75)	(\$36,279.23)	\$21,279.23	\$0.00	\$21,279.23	-141.86%
100.0000.1740.000.000.000.00	CO-CURRICULAR FEES	(\$8,000.00)	\$0.00	(\$7,272.60)	(\$727.40)	\$0.00	(\$727.40)	9.09%
100.0000.1960.000.000.000.00	RECOVERY OF EXPENDITURE	(\$1,800.00)	\$0.00	\$0.00	(\$1,800.00)	\$0.00	(\$1,800.00)	100.00%
100.0000.1990.000.000.000.00	MISC. LOCAL SOURCES	(\$15,000.00)	(\$13,109.38)	(\$115,293.68)	\$100,293.68	\$0.00	\$100,293.68	-668.62%
100.0000.1990.000.000.003.00	ESD-MISC LOCAL GRANT REIMB	(\$20,000.00)	\$0.00	\$0.00	(\$20,000.00)	\$0.00	(\$20,000.00)	100.00%
100.0000.2101.000.000.000.00	COUNTY SCHOOL FUND	(\$3,500.00)	\$0.00	(\$3,421.68)	(\$78.32)	\$0.00	(\$78.32)	2.24%
100.0000.3101.000.000.000.00	SCHOOL SUPPORT FUND	(\$2,403,491.00)	(\$264,085.65)	(\$2,639,052.65)	\$235,561.65	\$0.00	\$235,561.65	-9.80%
100.0000.3103.000.000.000.00	COMMON SCHOOL FUND	(\$23,523.00)	\$0.00	(\$23,569.28)	\$46.28	\$0.00	\$46.28	-0.20%
100.0000.4801.000.000.000.00	FEDERAL FOREST FEES	\$0.00	\$0.00	(\$23,851.64)	\$23,851.64	\$0.00	\$23,851.64	0.00%
100.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-GENERAL	(\$1,500,000.00)	\$0.00	(\$1,832,278.28)	\$332,278.28	\$0.00	\$332,278.28	-22.15%
	FUND: GENERAL FUND - 100	(\$4,875,314.00)	(\$294,105.11)	(\$5,619,537.60)	\$744,223.60	\$0.00	\$744,223.60	-15.27%
200.0000.1311.000.000.000.00	TUITION- FROM INDIVIDUALS	\$0.00	(\$200.00)	(\$1,970.00)	\$1,970.00	\$0.00	\$1,970.00	0.00%
200.0000.1610.000.000.000.00	DAILY SALES - LUNCH	(\$4,000.00)	(\$134.25)	(\$1,738.70)	(\$2,261.30)	\$0.00	(\$2,261.30)	56.53%
200.0000.1760.000.000.000.00	CLUB FUND RAISING	(\$125,000.00)	\$0.00	\$0.00	(\$125,000.00)	\$0.00	(\$125,000.00)	100.00%
200.0000.1920.000.000.000.00	CONTRIBUTIONS/PRIVATE	\$0.00	(\$2,502.14)	(\$10,296.47)	\$10,296.47	\$0.00	\$10,296.47	0.00%
200.0000.1920.000.000.000.50	CONTRIBUTIONS/PRIVATE	(\$20,000.00)	\$0.00	(\$32,500.00)	\$12,500.00	\$0.00	\$12,500.00	-62.50%
200.0000.1920.000.000.000.51	CONTRIBUTIONS/PRIVATE	(\$25,000.00)	\$0.00	(\$35,195.48)	\$10,195.48	\$0.00	\$10,195.48	-40.78%
200.0000.1920.000.000.052.00	CONTRIBUTIONS/PRIVATE	(\$75,000.00)	\$0.00	(\$75,000.00)	\$0.00	\$0.00	\$0.00	0.00%
200.0000.3102.000.000.000.00	SCHOOL SUPPORT LUNCH MATCH	(\$1,200.00)	(\$851.52)	(\$851.52)	(\$348.48)	\$0.00	(\$348.48)	29.04%
200.0000.3299.000.000.000.00	OTHER RESTRICTED GRANTS-IN-AID	(\$190,000.00)	(\$13,739.63)	(\$115,912.51)	(\$74,087.49)	\$0.00	(\$74,087.49)	38.99%
200.0000.3299.000.000.046.00	OTHER RESTRICTED GRANTS-IN-AID	\$0.00	\$0.00	(\$131,097.00)	\$131,097.00	\$0.00	\$131,097.00	0.00%
200.0000.3299.000.000.047.00	OTHER RESTRICTED GRANTS-IN-AID	(\$2,848,440.00)	\$0.00	(\$295,645.00)	(\$2,552,795.00)	\$0.00	(\$2,552,795.00)	89.62%
200.0000.3299.000.000.047.01	OTHER RESTRICTED GRANTS-IN-AID	\$0.00	\$0.00	(\$1,018,877.00)	\$1,018,877.00	\$0.00	\$1,018,877.00	0.00%
200.0000.3299.000.000.098.00	OTHER RESTRICTED GRANTS-IN-AID	(\$65,276.57)	(\$6,934.35)	(\$46,174.03)	(\$19,102.54)	\$0.00	(\$19,102.54)	29.26%
200.0000.4300.000.000.000.00	RESTRICTED REVENUE DIRECT/FED	(\$15,506.00)	\$0.00	\$0.00	(\$15,506.00)	\$0.00	(\$15,506.00)	100.00%
200.0000.4504.000.000.000.00	NAT'L SCHOOL BREAKFAST REIMB	(\$35,000.00)	(\$72.30)	(\$16,586.05)	(\$18,413.95)	\$0.00	(\$18,413.95)	52.61%
200.0000.4505.000.000.000.00	NAT'L SCHOOL LUNCH REIMB.	(\$60,000.00)	(\$104.00)	(\$38,784.96)	(\$21,215.04)	\$0.00	(\$21,215.04)	35.36%
200.0000.4506.000.000.000.00	FED REV - PERKINS VOC GRANT	(\$3,750.00)	\$0.00	(\$2,099.69)	(\$1,650.31)	\$0.00	(\$1,650.31)	44.01%
200.0000.4508.000.000.002.00	FED - IDEA PART B FLOW-THROUGH	(\$310.00)	\$0.00	\$0.00	(\$310.00)	\$0.00	(\$310.00)	100.00%
200.0000.4590.000.000.000.00	RESTRICTED FED REV VIA STATE	(\$202,931.00)	(\$4,716.44)	(\$158,986.02)	(\$43,944.98)	\$0.00	(\$43,944.98)	21.66%
200.0000.4590.000.000.000.95	RESTRICTED FED REV VIA STATE	(\$1,190.00)	\$0.00	\$0.00	(\$1,190.00)	\$0.00	(\$1,190.00)	100.00%
200.0000.4590.000.000.001.00	RESTRICTED FED REV VIA STATE	(\$55,323.00)	\$0.00	\$0.00	(\$55,323.00)	\$0.00	(\$55,323.00)	100.00%
200.0000.4910.000.000.000.00	USDA COMMODITIES	(\$5,000.00)	\$0.00	\$0.00	(\$5,000.00)	\$0.00	(\$5,000.00)	100.00%
200.0000.5200.000.000.000.00	INTERFUND TRANSFER	(\$432,104.73)	\$0.00	(\$432,104.73)	\$0.00	\$0.00	\$0.00	0.00%
200.0000.5400.000.000.000.00	BEGINNING FUND BALANCE	(\$352,000.00)	\$0.00	(\$429,146.33)	\$77,146.33	\$0.00	\$77,146.33	-21.92%
200.0000.5400.000.000.000.50	BEGINNING FUND BALANCE	(\$15,000.00)	\$0.00	(\$8,508.14)	(\$6,491.86)	\$0.00	(\$6,491.86)	43.28%
200.0000.5400.000.000.046.00	BEGINNING FUND BALANCE	\$0.00	\$0.00	\$131,127.54	(\$131,127.54)	\$0.00	(\$131,127.54)	0.00%
200.0000.5400.000.000.047.00	BEGINNING FUND BALANCE	\$0.00	\$0.00	\$295,645.33	(\$295,645.33)	\$0.00	(\$295,645.33)	0.00%
200.0000.5400.000.000.098.00	BEGINNING FUND BALANCE	(\$20,000.00)	\$0.00	\$0.00	(\$20,000.00)	\$0.00	(\$20,000.00)	100.00%
	FUND: Undesignated - 200	(\$4,552,031.30)	(\$29,254.63)	(\$2,424,700.76)	(\$2,127,330.54)	\$0.00	(\$2,127,330.54)	46.73%
700.0000.1920.000.000.000.00	CONTRIBUTIONS & DONATIONS	\$0.00	(\$2,520.00)	(\$2,520.00)	\$2,520.00	\$0.00	\$2,520.00	0.00%
700.0000.1920.000.000.001.00	DONATIONS-BOARD SCHOLARS	\$0.00	\$0.00	(\$100.00)	\$100.00	\$0.00	\$100.00	0.00%
700.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-SCHOLAF	(\$7,000.00)	\$0.00	(\$9,210.14)	\$2,210.14	\$0.00	\$2,210.14	-31.57%
	FUND: SCHOLARSHIP - 700	(\$7,000.00)	(\$2,520.00)	(\$11,830.14)	\$4,830.14	\$0.00	\$4,830.14	-69.00%

Yoncalla School District #32

\*\*\* Board Report Revenue\*\*\*

From Date: 5/1/2019

To Date: 5/31/2019

Fiscal Year: 2018-2019

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

**Grand Total:**

(\$9,434,345.30)

(\$325,879.74)

(\$8,056,068.50)

(\$1,378,276.80)

\$0.00

(\$1,378,276.80)

14.61%

End of Report

# Yoncalla High School

Yoncalla High School  
292 5th Street PO Box 568  
Yoncalla, Oregon 97499  
[brian.berry@yoncalla.k12.or.us](mailto:brian.berry@yoncalla.k12.or.us)

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

## Brian Berry, Principal

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June 14, 2019

Superintendent Recommendation:

Brian Berry, Superintendent  
Yoncalla School District #32

Dear Boar Members,

Please accept this letter as a recommendation for Alexis Gaethle to be the Yoncalla High School volleyball coach for the 2019 season. Alexis is a Cottage Grove High School graduate. Her post-secondary education includes a diploma from Pioneer Pacific and Lane Community College in health/wellness. She is currently employed as a medical assistant in Eugene and is enrolled in a nursing program. Her coaching experience is limited. It includes playing volleyball in high school and on club teams in the Eugene area. She also is currently coaching youth volleyball. Her references include several supervisors of South Valley Athletics and a co-coach. All rave about her ability to communicate with youth about the fundamentals of volleyball. They also all agree that this move will take advantage of her diverse skill set when it comes to volleyball. One stated, "I do believe she would be a good coach at the high school level. She is very dependable and worked well in our program." Throughout the interview process, Alexis talked about her passion for volleyball and the importance of player development within the system. Her focus will be on teamwork and fundamentals within the game.

With this information in mind, I would like to recommend that Alexis Gaethle be considered as our next Yoncalla High School volleyball coach.

Respectfully,

Brian Berry, Principal  
Yoncalla High School

# **Student Services Coordinator Job Description**

## **REPORTING RELATIONSHIPS**

Reports to Superintendent

### **Job Description**

#### **Director of Curriculum Development & Teacher Development**

The Director of Curriculum and Professional Development is responsible for the development, quality control, as well as management of the YSD Curriculum and Professional Development areas.

### **KEY ACTIVITIES**

#### **Curriculum**

- Ensure that the District selects a high-quality curriculum in alignment with Oregon Standards
- Collaborate with teaching staff in the development and implementation of school curriculum
- Manage program implementation of selected curriculum, assessment tool and any supplemental materials. Align program practices and standards to support quality implementation.
- Coordinate teacher training and professional development on selected curricula.
- Provide support to classroom education staff in creating lesson plans that are true to the curriculum and developmentally appropriate. Review lesson plans and provide teachers with timely feedback and recommendations.
- Coordinate bulletin board content and lay out with teachers

#### **Professional Development**

- Work with staff to ensure all curriculum objectives are aligned with the school's core standards
- Organize of all in-house staff development training
- Organize and conduct professional staff development
- Staff training on newly adopted programs
- Collaborate with classroom education staff to develop individual professional development plans for each staff member.
- Identify professional development opportunities offered by the state, regional professional development providers and others that align to teaching staff goals and needs.

- Develop and facilitate a professional learning community focused on instructional excellence.

### **Observation and Coaching**

- Conduct regular observations in all assigned classrooms and maintain records.
- Engage staff in individual and group reflective coaching to discuss observations and develop a plan to strengthen challenging areas and build on areas of strength.
- Support peer observation and learning between classrooms/sites.
- Mentor first year teachers within the district.

### **Instructional Quality**

- Participate in professional development opportunities, including workshops and conferences, to bring new and emerging best practices into the District.
- Evaluation, purchase and incorporation of texts, material, resources and technology that will support instructional quality and integrate them into classroom instruction and program practices

Develop internal systems and procedures that advance instructional quality. Also work with all first and second year teachers to mentor them through the teaching process.

### **School Wide Events & Outreach Community Events**

- Create and organize school wide events. Such as:
  - Fall Open House
  - Community BBQ
  - Dr. Seuss Night
  - Career Day
- Create and organize parent/community events
- Create and maintain the schools' various channels of communications: e-newsletters, website, and social media.

### **Grant Writing**

- Research and identify grant opportunities based on funding amount needed, location, and District needs.
- Track and create a calendar of grant opportunities – including deadline dates, required materials, etc
- Complete and submit grant applications to secure funding
- Identify all requirements of grant to ensure all necessary attachments are submitted on time

### **Declaration:**

- The foregoing description of duties and responsibilities is not a complete description of the responsibilities and duties. Other duties may be assigned by the superintendent.

# Yoncalla High School

Yoncalla High School  
292 5th Street PO Box 568  
Yoncalla, Oregon 97499  
[brian.berry@yoncalla.k12.or.us](mailto:brian.berry@yoncalla.k12.or.us)

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

## Brian Berry, Principal

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June 17, 2019

Superintendent Recommendation:

Brian Berry, Superintendent  
Yoncalla School District #32

Dear School Board Members,

Please accept this letter as a recommendation for Kelly Campbell to be moved from the position of Yoncalla Elementary School principal to District Student Services Coordinator. Attached is the job description for this position. In a nutshell, the work that Kelly would be doing would be focusing in teacher development. We are going to have 6 new certified teachers this coming school year. The past three years we have had a grant to help these teachers be mentored by professionals in the field to help with the transition into the teaching field. That grant has gone away. Kelly will be responsible for meeting with these new staff members and helping them through the initial process of becoming a teacher. Kelly has over 20 years of successful teaching in her background and will be able to help immeasurably with the new staff. This will also free up some of my time so I can spend it with the new principal ensuring that we have a smooth transition. Kelly would also be responsible for running the new district attendance program, curriculum development, professional development, grant writing and community outreach projects. She would be evaluated by the superintendent.

With this diverse background in education, and her many years in the district, I would like to recommend Kelly Campbell for the Student Services Coordinator.

Respectfully,

*Brian Berry*

Brian Berry, Principal  
Yoncalla High School