

**Yoncalla School District
BOARD OF DIRECTORS
REGULAR MEETING
July 19, 2017
Yoncalla High School, Library
292 5th St.**

7:00 PM CALL TO ORDER

I. REORGANIZE SCHOOL BOARD

- A. Administer Oath of Office
- B. Elect board chair
- C. Elect vice chair

II. LOCAL CONTRACT REVIEW BOARD HEARING

III. AWARDS, RECOGNITION, CORRESPONDENCE

IV. 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.

V. ADJUSTMENTS TO THE AGENDA

VI. CONSENT AGENDA

- A. Minutes of School Board meetings, June 21, 2017
- B. Accounts Payable/Funding Update
- C. Designate Brian Berry as Chief Executive Officer/Clerk
- D. Designate Angie Brownson as Deputy Clerk
- E. Designate Brian Berry and Barb Taylor as Co-Custodians of Funds
- F. Authorize Facsimile Signature of Barb Taylor and Brian Berry
- G. Appoint Brian Berry as Budget Officer
- H. Designate Brian Berry as District Election Authority
- I. Designate US Bank as Bank Depository
- J. Authorize Investment of Funds with Local Government Investment Pool and US Bank
- K. Appoint Dole Coalwell Attorneys OR OSBA as General Legal Counsel
- L. Appoint Oregon School Boards Association as Labor Relations Consultant
- M. Appoint Zolezzi Insurance as Insurance Agent of Record
- N. Designate Neuner, Davidson and Cooley as auditor of Record
- O. Appoint Brian Berry as person designated to represent Yoncalla SD in matters pertaining to AHERA (Asbestos Hazard Emergency Response Action)
- P. Appoint Crow Clay and Associates as District Architects
- Q. Establish dates and times of School Board meetings

VII. INFORMATION ITEMS

A. Board Policies

- CBG– Evaluation of the Superintendent
- EFA – Local Wellness Program
- EFAA – Nutrition and Food Services
- EFAA R – Reimbursable Meals and Milk Programs
- EFAH –Child Nutrition (delete current policy)
- EFAL – Child Nutrition – Second Meals (delete current policy_
- GBMA – Whistleblowers
- GCBDA/GDBDA – Family Medical Leave
- GCL – Staff Development – Licensed
- GCL/GDL – Staff Development
- JECBD – Homeless Students

VIII. REPORTS/DISCUSSIONS

A. Superintendent Report

- Board/Superintendent Working Agreement
- Priorities
- Additional funding for maintenance
- 2017-2018 Board Calendar

IX. ACTION ITEMS

- A. Consider for approval the drafting of a Memorandum of Understanding with the classified employees
- B. Consider for approval 2017-2018 Board Calendar

X. ANNOUNCEMENTS

XI. OTHER BUSINESS

- A. Schedule work session to address board/superintendent working agreement and priorities discussion.

XII. ADJOURN

**YONCALLA SCHOOL DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

June 21, 2017

**Yoncalla High School, Library
292 5th St.**

BOARD MEMBERS PRESENT

Carl Van Loon-Chair
Scott Sublette- Vice Chair
Dave Anderson - Absent
Lisa Frasier
Eric Gustafson

ADMINISTRATION PRESENT

Jan Zarate
Brian Berry
Angie Brownson
Laurie Simlness

CALLED TO ORDER. Chair Van Loon called the regular meeting to order at 7:00 PM. The pledge of allegiance was conducted. Also present: Jen Baily, Richard and Sheryl Brawn, Kent Smith

AWARDS, RECOGNITION AND CORRESPONDENCE: Resignation letters were received from Angelina Desimone, Christina Mast, Tara Van Loon and Brett Andry.

PUBLIC FORUM: None

PUBLIC HEARING – 2017-2018 BUDGET. Angie Brownson shared that there was a change in State School Fund with an additional \$269,000.00 allotted to the district. There were no additional comments.

ADJUSTMENTS TO THE AGENDA: Consent Item E, Consider for approval hiring of Cheryl Simons as Middle School Girls Basketball Coach, Consent Item F, Consider for approval hiring of Scott Best for Middle School Football Coach, Consent Items G, Consider for approval MOU for the 2015-2018 bargaining agreement, for the 2017-2018 year, were added to the agenda. Director Frasier made a motion to approve the agenda as amended, Director Gustafson seconded, passed unanimously.

CONSENT AGENDA:

- A. Minutes of School Board meeting May 17, 2017
- B. Accounts Payable/Funding Update
- C. Hiring of Monet Sheffield for High School Volleyball Coach
- D. Hiring of Matt Bragg for High School Girls Basketball Coach
- E. Hiring of Cheryl Simons for Middle School Girls Basketball Coach
- F. Hiring of Scott Best for Middle School Football Coach

Director Sublette made a motion to approve, Director Frasier seconded, passed unanimously.

REPORTS:

Elementary Report

- Elementary school is ready for the seismic work.

- Children's Institute Board Meeting was held June 5. All present were very impressed with the "Yoncalla Early Learning Center", and proud of the success of the Promise Preschool.

High School Report. Principal Berry shared the following:

- Principal Berry noted the impact of Yoncalla Earlyworks and Preschool Promise on former students who are now parents in the community.
- Graduation was a great success.
- End of the school year went very smoothly.

Superintendent Report. Superintendent Zarate shared the following:

- Maintenance report. Highlights of this month's report were shared with the board.
- Wiring for concession to be started late July.
- Reader Board permit is approved.

ACTION ITEMS:

- A. Consider for approval contract with DESD for School-Based Mental Health Services. Director Gustafson made a motion to approve, Director Sublette, seconded, passed unanimously.
- B. Consider for approval Resolution 2016-17-02, Appropriations Adjustment Director Frasier made a motion to approve, Director Gustafson seconded, passed unanimously.
- C. Consider for approval Resolution 2016-17-03 Budget Adoption, Appropriations, Imposing and Categorizing Tax. Director Frasier made a motion to approve, Director Gustafson seconded, passed unanimously.
- D. Consider for approval creation of a pre-kindergarten licensed position. Director Sublette made a motion to approve, Director Frasier seconded, passed unanimously.
- E. Consider for approval the drafting of a Memorandum of Understanding with the classified employees. Director Gustafson made a motion to table Item E until the July meeting. Director Frasier seconded, passed unanimously.
- F. Consider for approval surplus sale. Director Frasier made a motion to approve, Director Anderson Sublette, passed unanimously.
- G. Approval of MOU for the 2015-2018 bargaining agreements, for the 2017-2018 year. Director Sublette made a motion to approve, Director Gustafson seconded, passed unanimously.

ANNOUNCEMENTS

Future dates of importance

- Board Meeting July 19, 2017

OTHER BUSINESS: None.

ADJOURN: Director Frasier made a motion to adjourn, Director Sublette seconded, passed unanimously. Chair Van Loon adjourned the meeting at 8:38 PM.

Yoncalla School District 32

Code: CBG
Adopted: 8/23/00
Readopted: 6/11/12
8/16/17

Evaluation of the Superintendent

The Board will formally evaluate the superintendent's job performance at least once each year. The evaluation will be based on the administrative job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the superintendent and his/her performance will be conducted in an executive session, unless the superintendent requests a session open to the public. Such an executive session will not include a general evaluation of any district goal, objective or operation. Results of the evaluation will be written and placed in the superintendent's personnel file.

~~Any time the superintendent's performance is deemed to be unsatisfactory, the Board will notify the superintendent in writing, of specific areas to be remedied and the superintendent will be given an opportunity to correct the problem(s). If performance continues to be unsatisfactory, the Board may dismiss the superintendent pursuant to Board policy, the employment contract with the superintendent and state law and rules.~~ At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent's employment contract and state law and rules. In those situations where the superintendent's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)
[ORS 332.107](#)

[ORS 332.505](#)
[ORS 342.513](#)

[ORS 342.815](#)
[OAR 581-022-1720](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

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Local Wellness Program

The district is committed to the optimal development of every student and believes that a positive, safe and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods at district schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

The input of staff (including, but not limited to, physical education and school health professionals), students, parents, the public, the Board, school administrators, representatives of the school food authority and public health professionals will be encouraged in the development of wellness policy. The superintendent or designee will develop guidelines as necessary to implement the goals of the local wellness plan and ensure compliance of such policy.

WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT

Implementation Plan

The district shall develop and maintain a plan to manage and coordinate the implementation of this wellness policy.

The plan will:

1. Delineate roles, responsibilities, actions and timelines specific to each school;
2. Include information about who will be responsible to make what change, by how much, where and when;
3. Include specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, and in food and beverage marketing; and
4. Include specific goals and objectives for nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

In an effort to measure the implementation of this policy, the Board designates the superintendent as the person who will be responsible for ensuring each school meets the goals outlined in this policy.

Record Keeping

The district will retain the following records to document compliance with the requirements of the wellness policy at the district's administrative offices.

5. The written wellness policy;
6. Documentation demonstrating that the policy has been made available to the public;
7. Documentation of efforts to review and update the local wellness policy, including an indication of who is involved in the update and the methods the district uses to make stakeholders aware of their ability to participate;
8. Documentation to demonstrate compliance with the annual public notification requirements;
9. The most recent assessment on the implementation of the local wellness policy;
10. Documentation demonstrating the most recent assessment on the implementation of the local wellness policy has been made available to the public.

Annual Notification of Policy

The district will make available to the public annually, an assessment of the implementation, including the extent to which the schools are in compliance with policy, how the policy compares to model policy and a description of the progress being made in attaining the goals of the policy. The district will make this information available through the district website and/or districtwide communications. The district will also publicize the name and contact information of the district or school official(s) leading and coordinating the policy, as well as information on how the public can get involved with the local wellness policy.

Triennial Progress Assessments

At least once every three years, the district will evaluate compliance with the local wellness policy, to assess the implementation of the policy and produce a triennial progress report that will include:

11. The extent to which schools under the jurisdiction of the district are in compliance with the policy;
12. The extent to which the district's policy compares to model wellness policy; and
13. A description of the progress made in attaining the goals of the district's policy.

The district [or school] will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The district will update or modify the local wellness policy based on the results of triennial assessments and/or as district priorities change; community needs change; wellness goals are met; new health science, information and technology emerge; and new federal or state guidance or standards are issued. The local wellness policy will be assessed and updated as indicated at least every three years following the triennial assessment.

Community Involvement, Outreach and Communications

The district will actively communicate ways in which the community can participate in the development, implementation and periodic review and update of the local wellness policy through a variety of means appropriate for the district. The district will also ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

NUTRITION PROMOTION AND NUTRITION EDUCATION

Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, by creating food environments that encourage healthy nutrition choices and by encouraging participation in school meal programs. Students and staff will receive consistent nutrition messages throughout the school environment. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by staff, teachers, parents, students and the community.

School Meals

All schools within the district participate in U.S. Department of Agriculture (USDA) child nutrition programs, administered through the Oregon Department of Education (ODE), including the National School Lunch Program (NSLP), the School Breakfast Program (SBP).

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals.

Water

Free, safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day [and extended school day] will meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards¹. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Celebrations and Rewards

All foods offered on the school campus [will meet or exceed] [are encouraged to meet] the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, classroom snacks brought by parents, rewards and incentives.

Fund Raising

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund raisers on the school campus during the school day.

Food and Beverage Marketing in Schools

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards.

“Food and beverage marketing” is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

PHYSICAL ACTIVITY[AND PHYSICAL EDUCATION]

Physical activity should be included in the school’s daily education program for grades pre-K through 12 and include regular, instructional physical education, as well as co-curricular activities and recess.

[Physical activity during the school day (including, but not limited to, recess, classroom physical activity breaks or physical education) will not be withheld as punishment for any reason.]

The Board realizes that a quality physical education program is an essential component for all students to learn about and participate in physical activity. The district will develop and assess student performance

¹[Oregon Department of Education, Oregon Smart Snacks Standards](#)

standards [and program minute requirements²] in order to meet the ODE's physical education content standards [and state law³]. [Every public school student in kindergarten through grade 8 shall participate in physical education for the entire school year. Students in kindergarten through grade 5 shall participate for a least 150 minutes during each school week, and students in grades 6 through 8 for at least 225 minutes per school week. At least 50 percent of the weekly physical education class time shall be devoted to actual physical activity. Instruction, provided by adequately prepared teachers, will meet the state adopted academic content standards for physical education (Oregon Revised Statute (ORS) 329.045). Teachers of physical education shall regularly participate in professional development activities.

A student with a disability shall have suitably adapted physical education incorporated as part of their individualized education program (IEP) developed under ORS 343.151. A student who does not have an IEP but has chronic health problems, other disabling conditions or other special needs that preclude them from participating in regular physical education instruction, shall have suitably adapted physical education incorporated as part of their individualized health plan, developed by the district.⁴]

[Employee Wellness⁵

The district encourages staff to pursue a healthy lifestyle that contributes to their improved health status, improved morale and a greater personal commitment to the school's overall wellness program. Many actions and conditions that affect the health of staff may also influence the health and learning of students. The physical and mental health of staff is integral to promoting and protecting the health of students and helps foster their academic success. The district's Employee Wellness Program will promote health, reduce risky behaviors of employees and identify and correct conditions in the workplace that can compromise the health of staff, reduce their levels of productivity, impede student success and contribute to escalating health-related costs such as absenteeism.

The district will work with community partners to identify programs, services and/or resources to compliment and enrich employee wellness endeavors.]

²The physical education minute requirements a result of House Bill (HB) 3141 (2007) and were effective with the 2017-2018 school year. The brackets remain around this language in the sample policy EFA in anticipation of a potential two-year delay for the requirement, due to pending legislation in the current Legislative session (2017).

³Ibid. p. 5

⁴Ibid. p. 5

⁵[This language is optional and is not required by state or federal law.]

Other Activities that Promote Student Wellness

The district will integrate wellness activities throughout the entire school environment (districtwide), not just in the cafeterias, other food and beverage venues and physical activity facilities. The district will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complimentary, not duplicated and work toward the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

END OF POLICY

Legal Reference(s):

[ORS 329.496](#)
[ORS 332.107](#)
[ORS 336.423](#)

[OAR 581-051-0100](#)
[OAR 581-051-0305](#)
[OAR 581-051-0306](#)

[OAR 581-051-0310](#)
[OAR 581-051-0400](#)

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b.
National School Lunch Program, 7 C.F.R. Part 210.
School Breakfast Program, 7 C.F.R. Part 220.

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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

9. 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.

10. 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~~] [~~after-school snacks~~] [~~milk~~], for the students listed on the official documents.
11. 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.
12. 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.
13. 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)~~].
14. 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.
15. 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.
5. The district will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.

¹For 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.

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 ~~recommendations of the most current *Dietary Guidelines for Americans*~~ 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

9. The district will accept and use commodity foods in as large a quantity as may be efficiently utilized in the NSLP[,] [and] [SBP][SFSP].
10. The district will maintain necessary safeguards to prevent theft or spoilage of commodity foods.
11. 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 reimbursability of meals [and afterschool snacks] 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

6. The district will maintain necessary facilities for storing, preparing and serving food and milk.
7. Semiannually, the district will schedule food safety inspections with the county Environmental Health Department for each school or dining site under its jurisdiction.
8. 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 ~~{allows no meal charges}~~ [will notify all households of its meal charge requirements early in the school year]. ~~{The district's meal charging requirements are as follows:~~

~~A 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 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 denying meals for exceeding the district's charge limit]. Payment is due to the [district office] on the [—] of each month. Students or parents of students may prepay meal costs.}~~³
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.

²To 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[Language is suggested only. Revise to reflect district's meal charging requirements and ensure information is communicated to students and parents.]

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~~].

R4/31/174/13/17 | PH

Whistleblower *

When an employee has good faith and reasonable belief the employer has violated any federal, state or local, law, rule or regulation; has engaged in mismanagement, gross waste of funds or abuse of authority; or created a substantial and specific danger to public health and safety by its actions, and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for an employer to:

1. Discharge, demote, transfer, reassign or take disciplinary action against an employee or threaten any of the previous actions.
2. Withhold work or suspend an employee.
3. Discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment.
4. Direct an employee or to discourage an employee to not disclose or to give notice to the employer prior to making any disclosure.
5. Prohibit an employee from discussing, either specifically or generally, the activities of the state or any agency of or political subdivision in the state, or any person authorized to act on behalf of the state or any agency of or political subdivision in the state, with:
 - a. Any member of the Legislative assembly;
 - b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
 - c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county or metropolitan service district.

An employee's good faith and reasonable belief shall serve as an affirmative defense to civil or criminal charges related to the employee's disclosure of lawfully accessed information related to the violation, including information that is exempt from disclosure by public records law.

The district will use the complaint process in administrative regulation KL-AR - Public Complaints Procedure to address any alleged violations of this policy.

The district shall deliver a written or electronic copy of this policy to each staff member.

END OF POLICY

Legal Reference(s):

[ORS 192.501 to -192.505](#)
[ORS 659A.199 to -659A.224](#)

[OAR 581-022-1720](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).
R4/28/164/13/17 | PH

Staff Development - Licensed

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance. Continual work toward professional growth will be expected of all licensed staff members. As part of the district continuous improvement plan, the district will establish a short- and long-term professional development plan for licensed staff in order to enhance professional performance and promote achievement of high standards for all students. The plan shall be developed in writing by district administration.

Professional growth experiences development activities may include, but are not limited to, college courses, workshops, curriculum planning, research, travel, supervision of teacher trainees and other activities approved by the supervisor. District professional development offerings may be planned to help licensed employees meet the requirements of their licenses. When contracting with third parties to provide training for employees, the Board recognizes it is not relieved of the responsibility to ensure that appropriate reasonable accommodations for qualified individuals with disabilities have been made. The Board district will provide appropriate, reasonable accommodations to ensure such training, whether provided by the district or through district contracts with third parties, is made available for qualified employees with disabilities.

Requests for release time for attendance at meetings or conferences may be approved by the superintendent or designee as deemed appropriate by the district and with the stipulation that:

1. Requests are to be submitted sufficiently in advance to permit Board superintendent or designee consideration; and
2. Where release time is granted, a written report will be submitted to the administration after such meeting or conference. Where such meetings or conferences are devoted primarily or exclusively to organizational or business affairs of associations of teachers, political workshops, training sessions for consultation committees and like activities, it is not considered appropriate for the Board to expend district funds.

Meetings or conferences for which district funds are contributed — whether for fees, travel or hiring of substitutes — shall directly relate to improved student learning. Where such meetings or conferences are devoted primarily or exclusively to organizational or business affairs of associations of educators, political workshops, training sessions for consultation committees and like activities, it is not considered appropriate for the Board to expend district funds or to approve the activity.

Completion of continuing professional development (CPD) requirements, as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission (TSPC) for license renewal, are the sole responsibility of the employee. [The selection of the employee's CPD adviser shall be subject to approval by the individual's supervisor.] Each individual licensed employee is solely responsible for ensuring accurate completion of the professional development required for licensure. Once a licensed employee completes licensure requirements, the employee must submit evidence to the employee's

supervisor ~~for professional development advisor~~, who will verify that the licensed employee has successfully completed the professional development requirements to the superintendent or designee, on the Teacher Standards and Practices Commission (TSPC) Professional Educational Experience Report (PEER) form.

END OF POLICY

Legal Reference(s):

[ORS 329.095](#)

[ORS 329.125](#)

[ORS 329.704](#)

[ORS 342.135\(2\)\(a\)](#)

[ORS 342.138\(3\)](#)

[ORS 342.856](#)

[OAR 581-022-0606](#)

[OAR 581-022-1720](#)

[OAR 584-018-0105](#)

[OAR 584-018-0205](#)

[OAR 584-090-0100-0120](#)

[OAR 584-255-0010 to -0030](#)

Clackamas IED Assn. v. Clackamas IED, No. C-141-77, 3 PUB. EMPL. COLL. BARG. REP. 1848 (ERB 1978).

Eugene Educ. Ass'n v. Eugene Sch. Dist. 4J, No. C-93-79, 5 PUB. EMPL. COLL. BARG. REP. 3004 (ERB 1980).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Americans with Disabilities Act Amendments Act of 2008.

R12/13/121/31/17/RSSL

Staff Development

In order to strengthen and refine professional skills of district personnel, the superintendent or his/her designee will develop a staff development program for all employees.

[District site councils] [Building site councils] will be encouraged to participate in the development and implementation of the district's staff development program including provisions for the professional growth of staff.

Staff development programs, whether provided directly by the district or through district contracts with third parties, will provide appropriate, reasonable accommodations to ensure such programs are available to employees with disabilities.

~~Completion of continuing professional development (CPD) requirements, as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission (TSPC) for license renewal, are the sole responsibility of the employee. [The selection of the employee's CPD adviser shall be subject to approval by the individual's supervisor.]~~ Each individual licensed employee is solely responsible for ensuring accurate completion of the professional development required for licensure. Once a licensed employee completes licensure requirements, the employee must submit evidence to the employee's supervisor ~~{or professional development adviser}~~, who will verify that the licensed employee has successfully completed the professional development requirements to the superintendent or designee, on the Teacher Standards and Practices Commission (TSPC) Professional Educational Experience Report (PEER) form.

END OF POLICY

Legal Reference(s):

[ORS 329.095](#)
[ORS 329.125](#)
[ORS 329.704](#)
[ORS 342.138](#)

[ORS 342.856](#)
[OAR 581-022-0606](#)
[OAR 581-022-1720](#)

[OAR 584-018-0105](#)
[OAR 584-018-0205](#)
[OAR 584-090-0100 to -0120](#)
[OAR 584-255-0010 to -0030](#)

Clackamas IED Assn. v. Clackamas IED, No. C-141-77, 3 PUB. EMPL. COLL. BARG. REP. 1848 (ERB 1978).
Eugene Educ. Ass'n v. Eugene Sch. Dist. 4J, No. C-93-79, 5 PUB. EMPL. COLL. BARG. REP. 3004 (ERB 1980).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
Americans with Disabilities Act Amendments Act of 2008.
~~R12/13/121/31/17/RSSL~~

Yoncalla School District 32

Code: JECBD
Adopted: 9/22/03
Readopted: 6/11/12
8/16/17

Homeless Students

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held.

A liaison for students in homeless situations will be designated by the district to carry out duties as required by law.

The district will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. A homeless student will be admitted, in accordance with the student's best interest, to the district school in the attendance area in which the student is actually living or to the student's school of origin as requested by the parent and in accordance with the student's best interest or enroll the student in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation will¹ be provided to and from the student's school of origin at the request of the parent, or in the case of an unaccompanied student, the district's liaison for homeless students in accordance with law.

The superintendent will develop administrative regulations to implement this policy to remove barriers to access and participation by homeless students.

END OF POLICY

Legal Reference(s):

[ORS 109.056](#)

[ORS 327.006](#)

[ORS 339.115\(7\)](#)

[ORS 339.133](#)

[ORS 433.267](#)

[OAR 581-021-0045](#)

[OAR 581-021-0046](#)

~~McKinney-Vento Homeless Education Assistance Improvements Act of 2001, 42 U.S.C. §§ 11431-11435 (2005).~~

~~No Child Left Behind Act of 2001, 20 U.S.C. § 6315 (2006). McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. §§ 11431-11435 (2015).~~

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2011); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2011).

Letter Opinions, Office of the OR Attorney General (March 15, April 18, June 30 1988).

OR, DEPT OF EDUC., ODE EXECUTIVE MEMORANDA 23-1988-89, 42-1994-95.

R6/10/16 1/31/17 | PH

¹McKinney-Vento Homeless Assistance Act (see 42 U.S.C. 11432(g)(1)(J)(iii)).



**YONCALLA SCHOOL DISTRICT
2017-18 SCHOOL BOARD MEETING SCHEDULE**

July 19, 2017	7:00 pm	BOARD MEETING - first meeting of new fiscal year; regular organizational meeting
August 16, 2017	7:00 pm	BOARD MEETING
September 20, 2017	7:00 pm	BOARD MEETING
October 18, 2017	7:00 pm	BOARD MEETING
November 15, 2017	7:00 pm	BOARD MEETING – regular business
December 13, 2017	7:00 pm	BOARD MEETING - regular business
January 17, 2018	7:00 pm	BOARD MEETING – regular business
February 21, 2018	7:00 pm	BOARD MEETING - regular business
March 21, 2018	7:00 pm	BOARD MEETING - regular business
April 18, 2018	7:00 pm	BOARD MEETING - regular business
May 2, 2018	6:00 pm	BUDGET COMMITTEE MEETING - elect presiding officer, receive budget message, review and adopt proposed budget, schedule additional meetings, if needed
May 16, 2018	6:00 pm	BUDGET COMMITTEE MEETING
May 16, 2018	7:00 pm	BOARD MEETING - regular business; 2016-17 financial overview
June 20, 2018	7:00 pm	BOARD MEETING/BUDGET HEARING - hearing on budget as approved; adopt budget; declare levy; make appropriations