

POTH INDEPENDENT SCHOOL DISTRICT

District Administration:

Ashley Chohlis, Superintendent of Schools
Josh Wadsworth, Director of Learning & Assessment
Lori Spencer, Director of Special Education
Jeff Luna, Athletic Director
Braden Lyssy, Chief Financial Officer
Max Calhoun, Director of Technology



Campus Administration:

Laura Kroll, High School Principal
Amy Graeber, Jr. High Principal
Stacie Davis, Elementary Principal

POTH ISD CHILD NUTRITION DEPARTMENT Policy for Handling Discrimination Complaints

POLICY: The Poth ISD Cafeteria will display the updated nondiscrimination poster in a prominent location for public viewing in the serving area.

PROCEDURES: The cafeteria manager:

1. Listen to parent or guardian complaints or concerns and provide persons wishing to file a complaint with the Food & Nutrition (F&N) Complaint Link at the Texas Department of Agriculture and the step-by-step instructions. The instructions are available in English and Spanish. Documentation must be kept that shows that the Contacting Entity did not attempt to resolve the complaint without forwarding the complaint to Texas Department of Agriculture. In an event the cafeteria manager is not present, employees will direct the complaint to the Superintendent's Secretary.
<https://sguaremeals.org/About/ContactFoodandNutrition.aspx>
2. For person wishing to file a complaint who do not have access to an electronic device to submit their complaint can call the Texas Department of Agriculture at (833) 862-7499 and someone will assist you.
3. Poth ISD will forward complaints to Texas Department of Agriculture.
4. Texas Department of Agriculture will forward information to USDA

Board of Trustees

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