



BETHEL SCHOOL BOARD MEETING

District Office – 4640 Barger Drive

Monday, December 9, 2019

6:30 p.m.

AGENDA

1. Call to Order

Paul Jorgensen, Chair

2. Pledge of Allegiance

Alan Laisure

3. Approval of Minutes

4. Superintendent's Report

- A. Student Presentation, Prairie Mountain School
- B. Student Representative Reports, KHS and WHS
- C. Budget Committee Interviews and Appointments, Positions 6 and 7
- D. Equity Committee Update, Tina Gutierrez-Schmich
- E. Financial Statement, Simon Levear
- F. Legislative and School Finance Update
- G.

5. Delegations and Visitors

6. Consent Agenda

Personnel Action

Resolution No. 23

7. Action Items

- A. Adopt Policies/ARs: EBCB, EFAA-AR, FFA, GBJ, and JGAB Resolution No. 24
- B. Budget Committee Appointments Resolution No. 25
- C. Authorize Superintendent Parra to sign City of Eugene/Echo Hollow Pool Renovation Agreements Resolution No. 26
- D.

8. Information and Discussion

- A. Retiree Open House, Tuesday, December 17, 2:00-4:00pm, District Office
- B. 24th Annual Airport Rotary Foundation Dinner & Auction, Friday, February 28, 5:30pm, Valley River Inn
- C. NSBA Annual Conference, April 4-6, Chicago
- D.

9. Board Activity Update

- A.

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BOARD OF DIRECTORS

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10. Review of Next Meeting: Monday, January 13, 2020

- A. Oregon School Board Appreciation Month
- B. Student Presentation, Clear Lake Elementary School
- C. Student Representative Reports, KHS and WHS
- D. Fall Sports Review, Thomas Armstrong
- E. Student Success Act Update
- F. Financial Statement, Simon Levear
- G. Review Budget Calendar
- H. Legislative & School Finance Update
- I. Board Policies Up for Periodic Review
- J.

11. Adjournment

MINUTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
OCTOBER 28, 2019

ATTENDANCE

Board Members: Debi Farr, Greg Nelson, Rich Cunningham, Alan Laisure, Robin Zygaitis, and Chair, Paul Jorgensen

Absent: Dawnja Johnson

District staff, students, and community members identified: Superintendent Parra, Student Representative Elizabeth Ortiz, Remie Calalang, Amy Tidwell, Simon Levear, Dan Hedberg, Pat McGillivray, Tasha Katsuda, Kee Zublin, Mari Ford, Sonja Greenamyre, Robin Hanson, Sherine Forrest, Danebo guardian and student, and Jill Busby

CALL TO ORDER

Chair Jorgensen called the October 28, 2019 meeting of the Board of Directors to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE

Director Laisure led the Pledge of Allegiance.

ACTION ON MINUTES

Chair Jorgensen presented the Minutes from the October 14, 2019 Board Meeting and asked for additions or corrections. Hearing none, the Board approved the Minutes as submitted.

SUPERINTENDENT'S REPORT

WHS Student Representative Report, Elizabeth Ortiz

Elizabeth reported that several students attended the NACAC Portland National College Fair college fair today. Preparations for the Wolverine Pageant, a fundraiser for Children's Miracle Network, will begin November 10th. Leadership students' Rake and Run will be held November 22nd. The date for the upcoming Senior Citizen Breakfast will be announced soon. Seven Willamette students were selected to participate in the All-State Honors Bands and will perform at the 2020 Oregon Music Education Association conference scheduled for January in Eugene. This coming Friday is the end of the first 9-week grading period at Willamette.

Student Presentation, Danebo Elementary School

Danebo Elementary School Principal Mari Ford shared that Constructing Meaning, a program for English Language Learners but benefits all learners, is being used throughout the District. Ms. Ford introduced Danebo 4th Grade Teacher and District Constructing Meaning Coach Sonja Greenamyre, and 4th grade student Olivia. Ms. Greenamyre described how Constructing Meaning infuses language instruction into content learning and classroom work, and described an assignment where this was demonstrated. Olivia shared her anchor chart and organizer used for the assignment and described how they assisted her with the project, and read her writing performance piece aloud to the Board.

School and District Report Cards, Kee Zublin and Tasha Katsuda

Copies of the 2018-19 report cards and the 2018-19 ESSA District Accountability Details Report were provided to Board members for their review. Curriculum Directors Kee Zublin and Tasha Katsuda reviewed highlights of the 2018-19 school and District report cards. The at-a-glance format for the District report card includes

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BOARD OF DIRECTORS

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markers for grades K-2 regular attenders, grade 3 ELA, grades 3-8 individual student progress, grade 8 mathematics, grade 9 on-track to graduate, and grade 12 on-time graduation. Mr. Zublin and Ms. Katsuda answered questions from the Board, discussed math curriculum, described how growth is measured for the individual student progress marker, and addressed efforts for improving the District’s report cards. The Board recognized improvements reflected on the report cards and details report, and thanked teachers, staff, and administrators for their work.

Continuous Improvement Plan, Tasha Katsuda and Kee Zublin

Copies of Bethel’s Oregon Integrated Systems Framework document and the draft Bethel School District Continuous Improvement Plan (CIP) were provided to Board members. Curriculum Director Tasha Katsuda provided an overview of the CIP, of which the needs assessment portion is a necessary requirement for the Student Investment Account of the Student Success Act. Ms. Katsuda described the process used to develop the plan. The process started approximately one year ago and involved a committee that included Bethel staff, administrators, parents, and students. The CIP committee reviewed data and identified areas of strength, as well as areas for growth in the District, and prioritized goals. Ms. Katsuda reviewed Bethel’s Oregon Integrated Systems Framework document and draft CIP goals in equity and access, and data systems and multi-tiered systems of support. The final CIP is due Friday, November 1st and will be posted on the District’s website.

Legislative and School Finance Update

Business Services Director Simon Levear provided each Board member with a preliminary official statement prepared for Bethel School District by Piper Jaffray for the refinancing of school bonds. Mr. Levear reviewed details within the document and requested Board members to contact him by Wednesday, October 30th with questions or comments. Due to the size of the document, Board members can have additional time to review the document if necessary. The Board addressed information that needs to be corrected within the document. Mr. Levear stated that the District’s bond rating was recently determined to be Aa2 by the ratings agency Moody’s.

Superintendent Parra reported on the state’s September economic forecast and discussed the education stability fund, as well as funding for the Student Investment Act/Student Success Act.

DELEGATIONS AND VISITORS

None

CONSENT AGENDA

Resolution No. 18 – Personnel Action

Motion: Rich Cunningham moved, Alan Laisure seconded, to approve the Consent Agenda as specified below.

#	Name	Type	Description
1.	Flanagan, Kelly	Hire for 2019-20	Offer Extra Duty Contract for Junior Varsity Cheer Coach @ Willamette.
2.	Piper, Priscilla	Temporary Hire for 2019-20	Offer Temporary Contract for .31 FTE 3 rd Grade Facilitating Teacher @ Danebo; Start Date: 10/7/2019.

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3.	Wilder, Jazzlyn	Hire for 2019-20	Offer Extra Duty Contract for Assistant Girls Basketball Coach @ Willamette.
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Motion Passed, 6-0

Absent: Dawnja Johnson

INFORMATION AND DISCUSSION

- A. Oregon Harvest Day, Thursday, November 7, 11:15am, Irving Elementary School
- B. OSBA Annual Convention, November 14-17, Portland Marriott Downtown Waterfront
- C. NSBA Annual Conference, April 4-6, 2020, Chicago

BOARD ACTIVITY UPDATE

- A. Director Cunningham shared a sample sweatshirt that Willamette Touchdown Club will have for sale at Friday night's football game.
- B. Director Laisure recently enjoyed attending a dance team event with his family at NEHS where Willamette's dance team participated.
- C. Meadow View's Jazz Band will perform Sunday morning, November 17th, at the upcoming OSBA Convention.

REVIEW OF NEXT MEETING: MONDAY, NOVEMBER 18, 2019

- A. Student Representative Reports, KHS and WHS
- B. Student Presentation, Willamette High School
- C. German American Partnership Program, Ewa Lancaster
- D. Health Education Update, Kee Zublin
- E. Financial Statement, Simon Levear
- F. Budget Committee Interviews and Appointments, Positions 3, 6, and 7
- G. OSBA Election
- H. Legislative & School Finance Update
- I. Board Policies Up for Periodic Review

ADJOURNMENT

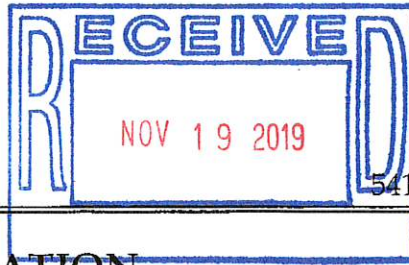
There being no further business to bring before the Board, Chair Jorgensen adjourned the meeting at 8:18 p.m.

Clerk – Chris Parra

jcb

Chair – Paul Jorgensen

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BETHEL SCHOOL DISTRICT #52
4640 Barger Drive • Eugene, OR 97402-1297

541-689-3280

COMMITTEE APPLICATION

Name of Committee Budget Committee

Applicant's Name Jennifer Ziegler Phone 541-232-8767

Address 1852 Heitzman Way Eugene 97402

Email Address jziegler@FoodForLaneCounty.org

Occupation Donor Corporate Relations Manager Are you a registered voter? YES NO

Do you reside within the Bethel School District boundaries? yes How Long? 4 years
(If additional space is needed, please use reverse side.)

Briefly state your reasons for applying for this position Having children in the school district, I would like to be more involved in the School Board. Chris Parra suggested this position to me.

What (if any) are your goals and priorities for this committee? To see funding streams, how funding is used, and to help prioritize programs within our schools.

Special interests or qualifications I work in Development at FFLC, working with budgets. I'm also a parent in the community involved in our district.

Thank you for your interest in serving the children of our community. All appointments to advisory committees are made by the School Board as vacancies occur. The Board appreciates the opportunity to meet applicants before appointments are final, but this is not a requirement to serve. Please return this form to the District Office by November 1, 2019, at 4:00pm.

9/23/2019

Signature of Applicant

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1 year term

BETHEL SCHOOL DISTRICT #52
4640 Barger Drive • Eugene, OR 97402-1297

541-689-3280

COMMITTEE APPLICATION

Name of Committee Budget Committee

Applicant's Name Alisa Hammond Phone 541-520-9686

Address 4671 Royal Ave Eugene, OR 97402

Email Address ahammond@peacehealth.org

Occupation Insurance Coordinator Are you a registered voter? YES NO

Do you reside within the Bethel School District boundaries? yes How Long? 17 yrs
(If additional space is needed, please use reverse side.)

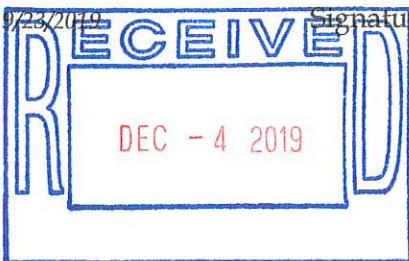
Briefly state your reasons for applying for this position I am a mom of 4 kids and a bethel parent and would like to give back to the schools.

What (if any) are your goals and priorities for this committee? to see the working of the system from the other side

Special interests or qualifications I've been volunteering within the community for 17 1/2 years.

Thank you for your interest in serving the children of our community. All appointments to advisory committees are made by the School Board as vacancies occur. The Board appreciates the opportunity to meet applicants before appointments are final, but this is not a requirement to serve. Please return this form to the District Office by November 1, 2019, at 4:00pm.

Signature of Applicant Alisa Hammond



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Bethel School District GENERAL FUND
 Revenue and Expenditure Summary/Projection (unaudited)
 Fiscal Year 2019/2020

	better than forecast
	within 2% of forecast
	Within 2% - 4% of forecast
	Over 4% of forecast

	Prior Months	Current Month	Future Months	Preliminary	2019/2020 ADOPTED BUDGE	Budget Variance
	Actuals	Preliminary Nov 2019	Projected	2019/2020 Totals		
REVENUES						
LOCAL SOURCES:						
Current year's levy* R1111	33,030	9,940,149	6,421,872	16,395,050	16,464,599	(69,549)
Prior years' taxes* R1112 & 1190 & 1200	42,139	68,567	15,501	126,206	58,000	68,206
Tuition from other Districts	0	0	0	0	0	0
Investment earnings R1510	168,902	35,436	215,150	419,488	300,000	119,488
Misc. local sources R1910 & R1940 & R1960	118,629	5,356	65,927	189,913	123,800	66,113
Subtotal	362,700	10,049,507	6,718,450	17,130,657	16,946,399	184,258
INTERMEDIATE SOURCES:						
County School Fund* R2101	0	0	60,000	60,000	60,000	0
Subtotal	0	0	60,000	60,000	60,000	0
STATE SOURCES:						
SSF- Current Year R3101	17,079,277	3,420,615	21,038,413	41,538,304	41,140,561	397,743
Common School Fund* R3103	0	0	528,769	528,769	528,769	0
High Cost Disability	0	0	18,000	18,000	18,000	0
Other State Funds	0	0	0	0	0	0
Subtotal	17,079,277	3,420,615	21,585,182	42,085,074	41,687,330	397,743
FEDERAL SOURCES:						
Other Federal Grants 4700	0	5,137	0	5,137	0	5,137
Federal Forest Fees* R4801	0	0	50,000	50,000	50,000	0
Subtotal	0	5,137	50,000	55,137	50,000	5,137
OTHER RESOURCES:						
Interfund Transfers In R5200	86,000	0	0	86,000	108,000	(22,000)
Sale of or Comp for loss of asset	80,056	0	0	80,056	0	80,056
Beginning fund balance R5400	10,197,743	0	0	10,197,743	9,300,000	897,743
Subtotal	10,363,799	0	0	10,363,799	9,408,000	955,799
Total, monthly revenues				69,694,667	68,151,729	1,542,937
EXPENDITURES						
Salaries- 100	6,010,774	2,656,905	21,473,291	30,140,970	30,040,216	100,754
Employee benefits- 200	4,188,613	1,914,457	15,852,785	21,955,854	22,131,845	(175,990)
Purchased services- 300	1,207,100	427,200	4,138,103	5,772,404	5,713,206	59,198
Supplies- 400	351,115	94,060	670,054	1,115,230	1,056,480	58,750
Capital outlay- 500	11,631	0	0	11,631	132,000	(120,369)
Insurance/Dues/Other- 600	449,569	835	6,130	456,535	477,545	(21,010)
Interfund Transfers	120,000	0	381,922	501,922	537,973	(36,052)
Contingency	0	0	0	0	2,968,073	
Total, monthly expend.	12,338,803	5,093,457	42,522,285	59,954,545	63,057,338	(134,720)
Month-end Fund Balance				9,740,122	1,000,000	

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December 9, 2019

RESOLUTION NO. 19-20: 23

RESOLUTION: CONSENT AGENDA/PERSONNEL ACTION

The Board of Directors, School District No. 52, Lane County, approves personnel action involving licensed employees and extra duty contracts at each regularly scheduled School Board meeting. If the Board of Directors would like to discuss any of these recommendations in executive session, the employee should be identified by the number preceding the name and it will be withdrawn pending further instruction from the Board. Remie Calalang is available for questions.

RECOMMENDATION:

It is recommended that the School Board approve the Consent Agenda as reflected in this resolution and any addendum presented along with this resolution.

#	Name	Type	Description
1.	Bloom, Jan	Temporary Hire for 2019-20	Offer Temporary Contract for 1.0 FTE 3 rd Grade Teacher @ Meadow View; Replaces: Clair Manley; Start Date: 11/27/2019.
2.	Calkins, Gaby	Hire for 2019-20	Offer Extra Duty Contract for 1 st Trimester After-School CTE Robotics Instructor @ Cascade.
3.	Courogen, Deanna	Resignation/Retirement/Rehire	Accept resignation effective 12/31/2019 to enter retirement. Offer Temporary 1.0 FTE Contract from 1/1/2020 through the end of the 2019-20 school year; Position Held: 3 rd Grade Teacher @ Irving; 31 years at Bethel.
4.	Green, Michael	Resignation/Retirement/Rehire	Accept resignation effective 12/31/2019 to enter retirement. Offer Temporary 1.0 FTE Contract from 1/1/2020 through the end of the 2019-20 school year; Position Held: Music Teacher @ Malabon; 18 years at Bethel.
5.	Indell, Travis	Hire for 2019-20	Offer Extra Duty Contract for Assistant Wrestling Coach @ Willamette.
6.	Jacobs, Cory	Resignation/Retirement/Rehire	Accept resignation effective 12/31/2019 to enter retirement. Offer Temporary 1.0 FTE Contract from 1/1/2020 through the end of the 2019-20 school year; Position Held: Kindergarten Teacher @ Fairfield; 31 years at Bethel.
7.	Nussbaum, Bonnie	Resignation/Retirement/Rehire	Accept resignation effective 12/1/2019 to enter retirement. Offer Temporary 1.0 FTE Contract from 12/2/2019 through the end of the 2019-20 school year; Position Held: Core Teacher @ Kalapuya; 18 years at Bethel.
8.	Story, Mark	Hire for 2019-20	Offer Extra Duty Contract for 2 nd Trimester After-School CTE Robotics Instructor @ Prairie Mountain.
9.	Wright, Eric	Hire for 2019-20	Offer Extra Duty Contract for 2 nd Trimester After-School CTE Robotics Instructor @ Meadow View.

Recommended by: Remie Calalang, Human Resources Director

ATTEST _____
Clerk – Chris Parra

Chair – Paul Jorgensen

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Rich Cunningham				
Debi Farr				
Dawnja Johnson				
Paul Jorgensen				
Alan Laisure				
Greg Nelson				
Robin Zygaits				

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: **Emergency Drills and Instruction**

Policy Number: **EBCB** Effective Date: **12/2019**

Date of Original Policy and Revisions: **1/14, 5/15, 2/16**

Cancels Policy No.: **N/A** Dated: **N/A**

Date of Next Review: **12/2022**

POLICY

Each administrator will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes (ORS).

All schools are required to instruct and drill students on emergency procedures so that students can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes and safety threats.

Instruction and drills for students on fires, earthquakes and safety threats shall be conducted for at least 30 minutes each school month.

Fire Emergencies

The District will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year. Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

Earthquake Emergencies

At least two drills on earthquakes shall be conducted each year¹. Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of "drop, cover and hold on" during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the District may include additional response procedures for earthquake emergencies.

Safety Threats

At least two drills on safety threats shall be conducted each year. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety.

The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the District.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

¹ Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the District with the instruction and the conducting of drills for students in these emergency procedures.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)

[OAR 581-022-1420](#)

[ORS 336.071](#)

[ORS 476.030\(1\)](#)

OREGON STATE FIRE MARSHAL, OREGON FIRE CODE (2014)

Bethel School District #52
Administrative Rule

EFAA. District Nutrition and Food Services
Adopted: 12/2017, 12/2019

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

Meal Pricing Procedures

1. Reimbursable meals will be priced as a unit.
2. Reimbursable meals 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.
3. Annually, the District will establish prices for reimbursable student meals. The price charged to students who do not qualify for free or reduced price meals will be established annually by the District in compliance with state and federal laws.
4. 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.
5. The District may implement claiming alternative Community Eligibility at selected sites.

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 for the students listed on the official document. The District will 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 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. Households that are denied free or reduced price benefits will be notified in writing using the Oregon Department of Education (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 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. Guardians 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 are eligible to participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and will be charged "paid" meal-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 SBP.

Bethel School District #52

Administrative Rule

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 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 SBP.
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.
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 SBP 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.

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.

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.

Bethel School District #52

Administrative Rule

2. The District will not discriminate against any student or any nutrition and food services employee because of race, color, national origin, 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 SBP benefits and services, and employment practices with regard to the operation of its NSLP and SBP. 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 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 direct certification, including students' eligibility for free or reduced-price meals and all household information. The District's NSLP and SBP operators are not required to release any information from a student's confidential application for free or reduced-price meals. 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, Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP) or the Food Stamp Program;
 - b. Any other confidential information contained in the confidential application for free and reduced price meals (family income, address, etc.) may be released without written consent only to persons who operate or administer 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 requirements for food items and quantities
3. Meals served for reimbursement will:
 - a. Meet all minimum and maximum calorie 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.

Bethel School District #52

Administrative Rule

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 USDA Foods

1. The District will accept and use commodity foods in as large a quantity as may be efficiently utilized in the reimbursable lunch and breakfast program.
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 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 snacks served to eligible children.
2. All meals and snacks 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 snack meets NSLP and SBP 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 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.

Bethel School District #52
Administrative Rule

2. Semi-annually, 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 requirements 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.
8. All Nutrition Services staff, school administrators and school counselors will be notified of the meal collection policy annually. Unpaid meal charges place a financial burden on the Nutrition Services Department and the District's general operating fund. The District's meal charging requirements are as follows:

A charge account for all students is established with the District. Households are expected to prepay for meals or pay off balances on a weekly basis. Student meal accounts are the responsibility of the parent and/or guardian and all communication regarding such will be directed to the parent and/or guardian. No student will be denied access to school meals, have meal choices limited or be required to perform work in exchange for a meal. Notices of balances owed are emailed weekly to households. Households who do not have access to email will receive printed account notices in sealed envelopes addressed to the parent or guardian. School-based Nutrition Services staff will contact households directly by phone when balances in excess of one week are owed. The District Nutrition Services office will determine if the student or household can be certified without an application through the direct certification process. When charges owed are in excess of three weeks, the account is referred to the District Nutrition Services office. The District

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.

Bethel School District #52

Administrative Rule

Nutrition Services department will again assess if the household can be directly certified for meal benefits, assist the household in completing the Free and Reduced Meal Application, assess individual circumstances and ability to pay, and establish a payment plan as appropriate. School administrators may act as a liaison between the parent/guardians and Nutrition Services department in assessing individual circumstances and ability to pay.

Households experiencing temporary hardship may seek assistance from the Lunch Assistance Fund, which is supported by community donations. If there is evidence to support that the household meets the income requirements to qualify for meal benefits, Administrators may complete Free and Reduced applications for households who do not respond. Households with delinquent debt who have ability to pay may be sent to an outside collection agency at the discretion of the Nutrition Services department. Students who have graduated or leave the District with remaining funds in their account have the option to transfer funds to an active student, donate funds to the lunch assistance account, or request a refund. All refunds must be requested within one year from the time the account becomes inactive. After one year all unclaimed funds will then be donated to the Lunch Assistance Fund.

Outstanding negative balances for households that are later approved for meal benefits, or whose accounts are inactive due to graduation or a permanent move, will be considered uncollectable bad debt. The loss of such revenue to Nutrition Services must be restored using non-Federal funds.

9. 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.
10. Students will be charged for second servings of meals or portions of meals served.

Record Keeping

1. All currently approved and denied confidential applications for free and reduced-price meals all 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, SBP, afterschool snacks, CACFP, and SFSP.

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

Subject: Donor Recognition and Dedications

Policy Number: FFA Effective Date: 12/2019

Date of Original Policy and Revisions: 8/16

Cancels Policy No.: N/A Dated: N/A

Date of Next Review: 12/2022

POLICY

DONOR RECOGNITION

The Board welcomes donations that enhance or improve District programs or facilities. Donations may be made directly to the District or through the Bethel Education Foundation. Donations may be directed to specific programs or facilities but must meet any relevant state and/or federal guidelines.

The superintendent or designee will recognize, through a personal letter and receipt of the gift, donations made directly to the District. Donors may also be acknowledged for a limited time in school or District publications (physical or electronic), broadcasts, and on school premises. Donors shall not be recognized in ways that would allow marketing activities, including advertising, to take place in classrooms, hallways, elementary school gyms or multipurpose rooms, or cafeterias (see policy KJ). District property (e.g., buildings, rooms, fields, gymnasiums, etc.) may not be named or renamed to recognize a donor. However, with superintendent or designee approval, plaques, murals, art, or other signage may be erected to recognize a donor for their significant contributions to a school program or facility.

DEDICATIONS

The Board recognizes that when a school community experiences the sudden loss of a student or staff member, it is often important to the school community and to those who are personally affected by the loss to acknowledge the event. At times, certain traumatic events occurring on a local, state or national level may also give rise to the need for District acknowledgment through appropriate activities, dedications, or commemorations. Additionally, certain acts, career, or volunteer achievements may also give rise to the need for District acknowledgment through activities, dedications, or commemorations. The superintendent or designee, subject to the provisions of this policy, may approve requests from students, staff, parents or others for commemorating, remembering, or memorializing a person or event.

The Board recognizes that temporary memorials of flowers, personal messages and mementoes are often created at lockers, parking spaces and other areas on District property upon losses or notable events. Temporary memorials may be permitted at the discretion of the superintendent or designee. The District will consult with the family of those impacted, as appropriate. The display of all remembrances will be temporary in nature, removed in a time appropriate manner and offered to the family.

Requests may be made to commemorate an individual or event in school yearbooks, at graduation ceremonies, and other District activities. Activities that will not detract from school activities, or the celebration of student accomplishments, may be authorized. School activities may be rescheduled or cancelled with prior superintendent or designee approval. In considering memorial activity requests, the administration will balance memorializing or commemorating the individual or event, while not creating an atmosphere that idealizes a traumatic event or self-destructive behavior.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Contributions may be made to a scholarship fund established by the District memorializing a member or members of the school community or in memory or recognition of certain events. Memorial scholarships may be accepted and awarded under criteria approved by the District in honor of persons who have special significance to the school community. All such offers will be submitted to the superintendent or designee with pertinent information concerning the purpose of the memorial scholarship. Funds will be administered by the District.

Items, (e.g., plants/trees, benches, art, gardens, etc.) may be accepted by the District in memory of an individual or notable event with superintendent or designee approval. The superintendent or designee will consider any maintenance costs to the District of such gifts as well as the nature and circumstances of the dedication, prior to approval. Items received become the property of the District.

Schools may observe a moment of silence in memory of the individual or in recognition of certain traumatic events as deemed appropriate by the superintendent or designee. Additional District counseling services may be made available to provide support for those impacted by traumatic events.

School will not be dismissed early or cancelled on the day of a memorial or funeral service without superintendent approval. Flags may be lowered only in accordance with state and federal law.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.385](#)

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: **Weapons in School – Staff & Volunteers**

Policy Number: GBJ Effective Date: 12/2019

Date of Original Policy and Revisions: 4/16

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 12/2022

POLICY

Employees, district contractors and/or their employees and district volunteers shall not bring, possess, conceal, or use a weapon on District property, activities under the jurisdiction of the District, or at school-sponsored events. This prohibition includes those who may otherwise be permitted by law to carry such weapons.

For purposes of this policy, and as defined by state and federal law, weapon includes:

1. A “dangerous weapon” means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
2. A “deadly weapon” means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. A “firearm” means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer or any other destructive device.
4. A “destructive device” means explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

Weapons may also include, but not be limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, guardians, and patrons.

Replicas of weapons, fireworks, and pocket knives are also prohibited by Board policy. Exceptions to the District’s replicas prohibition may be granted only with prior approval for certain curriculum or school-related activities.

Weapons under the control of law enforcement personnel are permitted.

The Superintendent, or designee, will ensure notice of this policy is provided.

Employees in violation of this policy will be subject to discipline up to and including dismissal. Individuals contracting with the district and volunteers will be subject to appropriate sanctions. A referral to law enforcement may be made.

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

[ORS 161.015](#)

[ORS 166.210 - 166.370](#)

[ORS 332.107](#)

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2012).

Doe v. Medford Sch. Dist. 549C, 232 Or. App. 38, 221 P3d 787 (2009).

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Use of Physical Restraint and Seclusion

Policy Number: JGAB Effective Date: 12/2019

Date of Original Policy and Revisions: 6/07, 4/10, 11/12, 4/14, 2/18

Cancels Policy: _____ Dated: _____

Date of Next Review: 12/2022

POLICY

Bethel School District encourages culturally responsive positive behavioral interventions and supports to maintain a safe and secure environment for all students and staff. The Board is dedicated to the development and application of best practices within the District's public educational/behavior programs. The Board establishes this policy and its administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint and/or seclusion as an intervention with District students.

The use of the following types of restraint on a student in the District is prohibited:

1. Chemical restraint.
2. Mechanical restraint.
3. Prone restraint.
4. Supine restraint.
5. Any restraint that involves the intentional and nonincidental use of a solid object, including a wall or the floor, to impede a student's movement, unless the restraint is necessary to prevent an imminent life-threatening injury or to gain control of a weapon.
6. Any restraint that places, or creates a risk of placing, pressure on a student's neck or throat.
7. Any restraint that places, or creates a risk of placing, pressure on a student's mouth, unless the restraint is necessary for the purpose of extracting a body part from a bite.
8. Any restraint that impedes, or creates a risk of impeding, breathing.
9. Any restraint that involves the intentional placement of the hands, feet, elbow, knee or any object on a student's neck, throat, genitals or other intimate parts.
10. Any restraint that causes pressure to be placed, or creates a risk of causing pressure to be placed, on the stomach or back by a knee, foot or elbow bone.
11. Any action designed for the primary purpose of inflicting pain.

Restraint or seclusion may not be used for discipline, punishment, retaliation or convenience of staff, contractors or volunteers of the District.

Restraint may be imposed on a student in the District only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Seclusion may be used on a student in the District only under the following circumstances:

1. The student’s behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

If restraint or seclusion is used on a student, by trained staff or other staff available in the case of an emergency when trained staff are not immediately available due to the unforeseeable nature of the emergency, e.g., teacher, administrator, or volunteer, it will be used only for as long as the student’s behavior poses a reasonable risk of imminent and substantial physical or bodily injury to the student or others and less restrictive interventions would not be effective. Students will be continuously monitored by staff for the duration of the restraint or seclusion.

Definitions

1. “Restraint” means the restriction of a student’s actions or movements by holding the student or using pressure or other means.

“Restraint” does not include:

- a. Holding a student’s hand or arm to escort the student safely and without the use of force from one area to another;
- b. Assisting a student to complete a task if the student does not resist the physical contact; or
- c. Providing reasonable intervention with the minimal exertion of force necessary if the intervention does not include a restraint prohibited under Oregon Revised Statute (ORS) 339.288 and the intervention is necessary to:
 - (1) Break up a physical fight;
 - (2) Interrupt a student’s impulsive behavior that threatens the student’s immediate safety, including running in front of a vehicle or climbing on unsafe structures or objects; or
 - (3) Effectively protect oneself or another from an assault, injury or sexual contact with the minimum physical contact necessary for protection.

2. “Seclusion” means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving.

“Seclusion” does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control if the student is in a setting from which the student is not physically prevented from leaving.

3. “Serious bodily injury” means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.

4. “Mechanical restraint” means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.

“Mechanical restraint” does not include:

- a. A protective or stabilizing device ordered by a licensed physician; or
- b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.

5. “Chemical restraint” means a drug or medication that is used on a student to control behavior or restrict freedom of movement that is not prescribed by a licensed physician or other qualified health professional acting under the professional’s scope of practice for standard treatment of the student’s medical or

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

psychiatric condition; and administered as prescribed by a licensed physician or other qualified health professional acting under the professional's scope of practice.

6. "Prone restraint" means a restraint in which a student is held face down on the floor.
7. "Supine restraint" means a restraint in which a student is held face up on the floor.

Any student being restrained or secluded within the District whether in an emergency or as a part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in Oregon Administrative Rule (OAR) 581-021-0568.

The District shall utilize the Supports for Students and Youth with Needs that are Complex (SYNC) training program of restraint or seclusion for use in the District. As required by state regulation, the selected program shall be one approved by the Oregon Department of Education (ODE) and include, but not limited to, positive behavior support, conflict prevention, de-escalation and crisis response techniques. Any program selected by the District must be in compliance with state and federal law with respect to the use of restraint and seclusion.

An annual review of the use of restraint and seclusion during the preceding school year shall be completed and submitted to ODE to ensure compliance with District policies and procedures.

The results of the review and annual report shall be documented and shall include at a minimum:

1. The total number of incidents involving restraint;
2. The total number of incidents involving seclusion;
3. The total number of seclusions in a locked room;
4. The total number of students placed in restraint;
5. The total number of students placed in seclusion;
6. The total number of incidents that resulted in injuries or death to students or staff as a result of the use of restraint or seclusion;
7. The total number of students placed in restraint and/or seclusion more than 10 times in a school year and an explanation of what steps have been taken by the District to decrease the use of restraint and seclusion for each student;
8. The total number of restraint and seclusion incidents carried out by untrained individuals;
9. The demographic characteristics¹ of all students upon whom restraint and/or seclusion was imposed;
10. The total number of rooms available for use by the District for seclusion of a student and a description of the dimensions and design of the rooms.

This annual report shall be made available to the Board and to the public at the District's main office and on the District's website.

¹ Including race, ethnicity, gender, disability status, migrant status, English proficiency and status as economically disadvantaged, unless the demographic information would reveal personally identifiable information about an individual student.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

At least once each school year the guardians of students of the District shall be notified about how to access the report.

The District shall investigate all complaints regarding the use of restraint and seclusion practices according to the procedures outlined in Board Policy KL – Public Complaints and KL-AR. The complaint procedure is available at the District’s administrative office and is available on the home page of the District’s website.

The complainant, who is a student, a parent or guardian of a student attending school in the District, or a person who resides in the District, may appeal a District’s final decision to the Deputy Superintendent of Public Instruction pursuant to OAR 581-022-2370.

The Superintendent or designee shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting, and written documentation of the use of physical restraint or seclusion by District staff.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

- [ORS 161.205](#)
- [ORS 339.250](#)
- [ORS 339.285](#)
- [ORS 339.288](#)
- [ORS 339.291](#)
- [ORS 339.294](#)
- [ORS 339.297](#)
- [ORS 339.300](#)
- [ORS 339.303](#)
- [OAR 581-021-0061](#)
- [OAR 581-021-0550](#)
- [OAR 581-021-0553](#)
- [OAR 581-021-0556](#)
- [OAR 581-021-0559](#)
- [OAR 581-021-0563](#)
- [OAR 581-021-0566](#)
- [OAR 581-021-0568](#)
- [OAR 581-021-0569](#)
- [OAR 581-021-0570](#)
- [OAR 581-022-2370](#)

[Bethel Administrative Rule KL: Complaint Procedure](#)



December 9, 2019

RESOLUTION NO. 19-20: 25

BE IT RESOLVED, That the Board of Directors, School District No. 52, Lane County, hereby makes the following appointments to the Budget Committee:

Position 6 _____ 3-year term

Position 7 _____ 1-year term

ATTEST _____
Clerk – Chris Parra

Chair – Paul Jorgensen

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Debi Farr				
Dawnja Johnson				
Paul Jorgensen				
Alan Laisure				
Greg Nelson				
Robin Zygaitis				
Rich Cunningham				

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December 9, 2019

RESOLUTION NO. 19-20: 26

BE IT RESOLVED, That the Board of Directors, School District No. 52, Lane County, hereby authorizes Superintendent Parra to sign City of Eugene/Echo Hollow Pool renovation Agreements as discussed at the November 18, 2019 Board meeting. This includes necessary Agreements addressing shared parking, relocation of parking at Willamette High School, and utility and fire lane easements essential for the occupancy and operation of Echo Hollow Pool, a Bethel community asset.

ATTEST _____
Clerk – Chris Parra

Chair – Paul Jorgensen

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Rich Cunningham				
Debi Farr				
Dawnja Johnson				
Paul Jorgensen				
Alan Laisure				
Greg Nelson				
Robin Zygaits				