



BETHEL SCHOOL BOARD MEETING

District Office – 4640 Barger Drive

Monday, December 11, 2017

7:00 p.m.

AGENDA

1. **Call to Order** **Dawnja Johnson, Chair**
2. **Pledge of Allegiance** **Debi Farr, Vice Chair**
3. **Approval of Minutes**
4. **Superintendent's Report**
 - A. Student Presentation, Danebo Elementary School
 - B. Student Representative Reports, KHS and WHS
 - C. Special Services Update, Amy Tidwell
 - D. Outdoor School Committee Update, Brian Flick
 - E. Financial Statement, Simon Levear
 - F. Public Comment Draft Revisions, 4th Reading
 - G. Review Budget Committee Applications; Budget Committee Interviews: January 8, 2018
 - H. Review Budget Committee Calendar
 - I. Legislative & School Finance Update
 - J. Policy & Administrative Rule Update, 1st Reading
 - a. IB – Freedom of Expression – *No changes*
 - b. JBA – Education of Homeless Students – *Updated to reflect new language*
 - c. JED – Student Absences and Excuses – *Updated to reflect new language*
 - d. JFCHA – Use of Alcohol for Cooking – *No changes*
 - K.
5. **Delegations and Visitors**
6. **Consent Agenda**

Personnel Action Resolution No. 21
7. **Action Items**
 - A. Adopt policies and ARs: AC, AC-AR, EFAA-AR, GCDA, IB, JFCHA, and KL Resolution No. 22
 - B. Board Calendar Update Resolution No. 23
 - C.

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BOARD OF DIRECTORS

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8. Information and Discussion

- A. Retiree Open House – Tuesday, December 12, 2:00-4:00pm, District Office
- B. LCOG Annual Appreciation Dinner, Saturday, February 10, 5:00pm, Lane Community College
- C. NSBA Annual Conference, April 7-9, 2018
- D.

9. Board Activity Update

- A.

10. Review of Next Meeting: Monday, January 8, 2018

- A. Oregon School Board Appreciation Month
- B. Student Presentation, Prairie Mountain School
- C. Student Representative Reports, KHS and WHS
- D. Safe Routes to School, Pat McGillivray and Bob Beals
- E. Fall Sports Review, Lance Haas
- F. Budget Committee Interviews, Positions 4 and 7
- G. 2017-19 Lane ESD Local Service Plan
- H. Adopt Budget Committee Calendar
- I. Legislative & School Finance Update
- J. Board Policies & Administrative Rules Up for Periodic Review
- K.

11. Adjournment

MINUTES

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

November 13, 2017

ATTENDANCE

Board Members: Ginger Poage, Rich Cunningham, Paul Jorgensen, Greg Nelson, Debi Farr, and Chair, Dawnja Johnson

Absent: Alan Laisure

District staff, students, and community members identified: Superintendent Parra, Pat McGillivray, Simon Levear, Remie Calalang, Brady Cottle, Evan Rindy, Donna Butera, Holly Hernandez, Mindy LeRoux, Megan Shultz, Paul Neville, Stuart Ramsing, Jermaine Richards, Emma Deutschman, and Jill Busby

CALL TO ORDER

Chair Johnson called the November 13, 2017, Meeting of the Board of Directors to order at 7:02 p.m.

PLEDGE OF ALLEGIANCE

Vice Chair Farr led the Pledge of Allegiance.

ACTION ON MINUTES

Chair Johnson presented the Minutes from the October 23, 2017, Board Meeting and asked for additions or corrections. Hearing none, the Board approved the Minutes as submitted.

Director Poage arrived at approximately 7:05 p.m.

SUPERINTENDENT'S REPORT

Student Presentation, Shasta Middle School

Superintendent Parra introduced Shasta Middle School Principal Brady Cottle. Mr. Cottle introduced 8th Grade Teacher Holly Hernandez and students Jermaine Richards and Emma Deutschman. Mr. Cottle provided an overview of elective options and rotations at Shasta. Ms. Hernandez described the college and career readiness elective offered to 8th grade students. Jermaine and Emma each read their final presentations for the college and career readiness class aloud to the Board.

15th Night and Youth Housing Project, Donna Butera, Megan Shultz, Paul Neville

Superintendent Parra introduced McKinney-Vento Liaison Donna Butera, Megan Shultz of The 15th Night, and Paul Neville, Director of Public Relations and Grants for St. Vincent de Paul. Ms. Butera provided an update regarding the Bethel McKinney-Vento program and shared information and current statistics regarding students experiencing homelessness in the District. Ms. Shultz shared a document summarizing The 15th Night, a community movement to keep kids in school, safely housed, and off the streets. Ms. Shultz also described the Rapid Access Network (RAN), a network of service providers with resources and services available quickly to students experiencing homelessness. Mr. Neville shared a brochure, copies of floor plans, and copies of photos of a former church in south Eugene purchased and renovated by St. Vincent de Paul to provide housing for female teens experiencing homelessness. Several community agencies will be involved with the operation of SVDP Youth House, scheduled to open January 2018.

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Financial Statement, Simon Levear

Business Services Director Simon Levear reviewed the October 2017 financial statement showing an estimated Ending Fund Balance of \$5,066,551.

Public Comment Draft Revisions, 4th Reading

Superintendent Parra referred to a copy of a sample policy provided to the Board and moved this discussion to the next board meeting on December 11, 2017.

Review Budget Committee Applications and Determine Interview Process and Questions

Superintendent Parra stated that there were two Budget Committee applications submitted within the deadline for the open Budget Committee positions. One additional application was submitted after the deadline. The Board discussed and decided to extend the deadline for Budget Committee applications to allow for additional applications. The Board discussed the interview questions and decided not to modify them.

Legislative & School Finance Update

Having just returned from the Oregon School Board Association Conference, Superintendent Parra did not present a Legislative and School Finance Update.

Policy & Administrative Rule Update, 1st Reading

Superintendent Parra reported on the following Board Policies and Administrative Rules:

- AC – Nondiscrimination – *Updated to reflect new language*
- AC-AR – Nondiscrimination – *Updated to reflect new language*
- EFAA-AR – District Nutrition and Food Services – *Updated to reflect new language*
- GCDA – Criminal History Records Check/Fingerprinting – *Updated to reflect new language*
- KL – Complaint Procedure – *Updated to reflect new language*

Human Resources Director Remie Calalang reported on policies GCDA and KL.

DELEGATIONS AND VISITORS

None

CONSENT AGENDA

Resolution No. 17 – Personnel Action

Motion: Greg Nelson moved, Debi Farr seconded, to approve the Consent Agenda as specified below:

#	Name	Type	Description
1.	Cautrell, Joe	Hire for 2017-18	Offer Extra Duty Contract for Assistant Wrestling Coach @ Willamette.

MINUTES

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2.	Davis-Woods, Lenore	Resignation/Retirement/Rehire	Accept Resignation effective 12/1/2017 to enter retirement. Offer Temporary 1.0 FTE Contract from 12/4/2017 through the end of the 2017-18 school year; Position Held: 7 th Grade Math and Science Teacher @ Prairie Mountain; 22 years at Bethel.
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Motion Passed, 6-0

Absent: Director Laisure

ACTION ITEMS

Resolution No. 18 – Approve OSBA Board of Directors Position 6

Motion: Debi Farr moved, Ginger Poage seconded, to approve Sherry Duerst-Higgins, South Lane 45J/Lane ESD, to OSBA Board of Directors Position 6.

Motion Passed, 6-0

Absent: Director Laisure

Resolution No. 19 – Approve OSBA Legislative Policy Committee Position 6

Motion: Rich Cunningham moved, Greg Nelson seconded, to approve Rose Wilde, Lane ESD, to OSBA Legislative Policy Committee Position 6.

Motion Passed, 6-0

Absent: Director Laisure

Resolution No. 20 – Approve OSBA Resolution #1

Motion: Initially the Board voted to oppose Resolution No. 20. Motion failed. The Board re-voted. Debi Farr moved, Dawnja Johnson seconded, to approve OSBA reorganizing as a non-profit corporation and to adopt the proposed 2017 bylaws.

Motion Passed, 4-2

Directors Jorgensen and Cunningham voted against Resolution No. 20

Absent: Director Laisure

INFORMATION AND DISCUSSION

- A. The Board reviewed OSBA Convention Learnings.
- B. Retiree Open House – Tuesday, December 12th, 2:00-4:00pm, District Office
- C. NSBA Annual Conference, April 7-9, 2018

BOARD ACTIVITY UPDATE

None

MINUTES

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

November 13, 2017

REVIEW OF NEXT MEETING: MONDAY, DECEMBER 11, 2017

- A. Student Presentation, Danebo Elementary School
- B. Student Representative Reports, KHS and WHS
- C. Preschool Promise, Amy Tidwell
- D. Outdoor School Committee Update, Brian Flick
- E. Financial Statement, Simon Levear
- F. Review Budget Committee Calendar
- G. Legislative & School Finance Update
- H. Board Policies & Administrative Rules Up for Periodic Review

EXECUTIVE SESSION per ORS 192.660(2)(e)

Chair Johnson moved the Board into Executive Session at 9:11 p.m. to negotiate real property.

Chair Johnson called a recess at 9:11 p.m.

Chair Johnson reconvened the Executive Session at 9:13 p.m.

RETURN TO REGULAR SESSION

Chair Johnson returned the Board to Regular Session at 9:37 p.m.

ADJOURNMENT

There being no further business to bring before the Board, Chair Johnson adjourned the meeting at 9:37 p.m.

Clerk – Chris Parra

jcb

Chair – Dawnja Johnson

Bethel School District GENERAL FUND
Revenue and Expenditure Summary/Projection (unaudited)
Fiscal Year 2017/2018

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

	Actual July 2017	Actual Aug 2017	Actual Sept 2017	Actual Oct 2017	Preliminary Nov 2017	Projected Dec 2017	Projected Jan 2018	Projected Feb 2018	Projected March 2018	Projected April 2018	Projected May 2018	Projected June 2018	Projected 2017/2018 Totals	2017/2018 ADOPTED BUDGE	Budget Variance	YTD Actual Nov 2017	YTD Projected Nov 2017	Variance
REVENUES																		
LOCAL SOURCES:																		
Current year's levy* R1111	0	0	0	0	8,633,998	3,694,797	183,389	74,119	412,122	55,558	54,631	402,907	13,511,521	15,222,447	-1,710,926	8,633,998	10,344,925	(1,710,926)
Prior years' taxes* R1112 & 1190 & 1200	0	0	41,903	32,225	29,794	2,831	4,433	3,446	1,266	3,498	3,695	16,579	139,671	58,000	81,671	103,922	22,251	81,671
Tuition from other Districts	0	0	0	0	762	0	0	0	0	0	0	0	762	0	762	762	0	762
Investment earnings R1510	16,091	19,035	17,782	17,570	18,834	10,603	12,099	13,385	11,654	11,518	12,774	7,765	169,112	110,000	59,112	89,313	30,200	59,112
Misc. local sources R1910 & R1940 & R196	15,883	4,990	5,284	51,561	2,561	103	102	719	1,350	1,903	24,334	9,251	118,040	44,300	73,740	80,279	6,538	73,740
Subtotal	31,974	24,025	64,970	101,356	8,685,949	3,708,334	200,024	91,668	426,393	72,477	95,434	436,502	13,939,106	15,434,747	-1,495,641	8,908,274	10,403,915	(1,495,641)
INTERMEDIATE SOURCES:																		
County School Fund* R2101	0	0	0	0	0	0	0	0	0	0	0	60,000	60,000	60,000	0	0	0	0
Subtotal	0	0	0	0	0	0	0	0	0	0	0	60,000	60,000	60,000	0	0	0	0
STATE SOURCES:																		
SSF- Current Year R3101	6,318,731	3,157,468	3,157,468	3,157,468	3,157,484	3,187,898	3,187,898	3,187,898	3,156,822	3,162,282	3,005,110	-7	37,836,521	37,925,738	-89,217	18,948,620	19,037,837	(89,217)
Common School Fund* R3103	0	0	0	0	0	0	339,314	0	0	0	0	339,314	678,627	678,627	0	0	0	0
High Cost Disability	0	0	0	0	0	0	0	0	0	0	80,000	0	80,000	80,000	0	0	0	0
Other State Funds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal	6,318,731	3,157,468	3,157,468	3,157,468	3,157,484	3,187,898	3,527,212	3,187,898	3,156,822	3,162,282	3,085,110	339,306	38,595,148	38,684,365	-89,217	18,948,620	19,037,837	(89,217)
FEDERAL SOURCES:																		
Other Federal Grants 4700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Federal Forest Fees* R4801	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER RESOURCES:																		
Interfund Transfers In R5200	0	0	0	0	0	0	0	0	0	0	0	0	0	350,000	-350,000	0	0	0
Beginning fund balance R5400	6,078,226	0	0	0	0	0	0	0	0	0	0	0	6,078,226	4,457,000	1,621,226	6,078,226	4,457,000	1,621,226
Subtotal	6,078,226	0	0	0	0	0	0	0	0	0	0	0	6,078,226	4,807,000	1,271,226	6,078,226	4,457,000	1,621,226
Total, monthly revenues	12,428,931	3,181,494	3,222,438	3,258,824	11,843,433	6,896,232	3,727,235	3,279,567	3,583,214	3,234,759	3,180,544	835,809	58,672,480	58,986,112	-313,632	33,935,120	33,898,751	36,368
CUMULATIVE RESOURCES	12,428,931	15,610,425	18,832,863	22,091,686	33,935,120	40,831,352	44,558,588	47,838,154	51,421,369	54,656,128	57,836,672	58,672,480	58,672,480	58,986,112	-313,632	33,935,120	33,898,751	36,368
EXPENDITURES																		
Salaries- 100	344,600	580,674	2,034,015	2,374,765	2,427,029	2,364,335	2,184,077	2,390,973	2,409,295	2,267,227	2,424,940	5,580,424	27,382,355	27,091,600	290,755	7,761,083	7,763,856	(2,773)
Employee benefits- 200	283,175	420,177	1,482,897	1,651,354	1,682,621	1,675,969	1,623,948	1,678,347	1,715,440	1,662,447	1,709,027	3,768,138	19,353,539	19,365,580	-12,041	5,520,223	5,648,371	(128,148)
Purchased services- 300	88,933	455,372	244,271	406,047	442,309	456,251	563,955	391,278	484,114	506,967	470,529	1,066,737	5,576,762	5,734,730	-157,968	1,636,932	1,794,900	(157,968)
Supplies- 400	87,807	72,594	65,428	84,320	77,848	73,394	126,619	67,750	64,696	41,001	98,634	143,203	1,003,294	966,942	36,352	387,997	351,645	36,352
Capital outlay- 500	0	89,898	79,567	9,106	17,623	0	0	0	0	0	193,420	126,580	516,194	320,000	196,194	196,194	0	196,194
Insurance/Dues/Other- 600	382,316	36,986	1,974	8,040	2,773	4,246	1,245	10,948	1,788	1,399	-47	1,280	452,947	405,683	47,265	432,088	384,823	47,265
Interfund Transfers	0	0	0	120,000	0	0	0	0	0	0	0	375,437	495,437	442,730	52,707	120,000	69,290	50,710
Contingency	0	0	0	0	0	0	0	0	0	0	0	0	0	3,658,848	0	0	0	0
Total, monthly expend.	1,186,831	1,655,700	3,908,151	4,653,632	4,650,203	4,574,195	4,499,845	4,539,296	4,675,333	4,479,041	4,896,503	11,061,799	54,780,528	57,986,112	453,263	16,054,517	16,012,885	41,632
CUMULATIVE EXPENDITURES	1,186,831	2,842,531	6,750,682	11,404,314	16,054,517	20,628,712	25,128,557	29,667,852	34,343,185	38,822,226	43,718,729	54,780,528	54,780,528	57,986,112	453,263	16,054,517	16,012,885	41,632
Month-end Fund Balance	11,242,101	12,767,894	12,082,180	10,687,372	17,880,603	20,202,640	19,430,031	18,170,302	17,078,183	15,833,902	14,117,943	3,891,953	3,891,953	1,000,000	0	0	0	0

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Oregon School Boards Association Selected Sample Policy

Code: **BDDH**
Adopted:

Public Comment at Board Meetings

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites district community members and staff to attend Board meetings to become acquainted with the program and operation of the district. Members of the public also are encouraged to share their ideas and opinions with the Board when appropriate.

It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids¹ and services.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual. All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, an alternative, equally effective means of communication will be used.

Audience

During a session of a Board meeting open to the public, members of the public may be invited to present comments during the designated portion of the agenda.

Procedures for Public Comment at Meetings

The Board will establish procedures for public comment in open meetings. The purpose of these procedures will be to inform the public how to effectively participate in Board meetings for the best interests of the individual, the district and the patrons. The information will be easily accessible and available to all patrons attending a public Board meeting.

Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the Board chair.

1. A visitor speaking during the meeting may introduce a topic not on the published agenda. The Board, at its discretion, may require that a proposal, inquiry or request be submitted in writing, and reserves the right to refer the matter to the administration for action or study.
2. Any person who is invited by the Board chair to speak to the Board during a meeting should state his/her name and address and, if speaking for an organization, the name and identity of the organization. A spokesperson should be designated to represent a group with a common purpose.

¹Auxiliary aids may include, but are not limited to, such services and devices as qualified interpreters, assistive listening systems, note takers, readers, taped texts, Braille materials and large print.

3. Statements by members of the public should be brief and concise. The Board chair may use discretion to establish a time limit on discussion or oral presentation by visitors.
4. Questions requiring investigation may, at the discretion of the Board chair, be referred to the superintendent for response at a later time.
5. At the discretion of the Board chair, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing the Board secretary with a completed registration card or sign-in sheet, prior to the Board meeting in order to allow the chair to provide adequate time for each agenda item.

Petitions

Petitions may be accepted at any Board meeting. No action will be taken in response to a petition before the next regular meeting. Petitions will be referred to the superintendent for consideration and recommendation.

Comments Regarding Staff Members and Students

It is the policy of the Board of Directors to encourage citizens and employees to communicate directly with members of individual school staffs and with district-level personnel on matters related to the operation of district schools. The procedures below are subject to, and shall not deprive employees of, their rights and due process provided in the U.S. Constitution, the Oregon Constitution, Oregon Revised Statutes, and relevant collective bargaining agreements.

When commendations are received by the administration about specific schools or employees (i.e., teachers, administrators, other licensed staff, and all classified staff working for Bethel Public Schools), they will be shared with staff appropriately (e.g., personal contact, note, media release).

The Board will not hear public comments about individual students, including retelling of events whereby individuals may be personally identifiable, regardless of whether names or positions are mentioned.

Speakers may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy (KL - Public Complaints) for Board consideration of a legitimate complaints involving a staff member.

END OF POLICY

Legal Reference(s):

[ORS 165.535](#)
[ORS 165.540](#)

[ORS 192.610 to -192.690](#)
[ORS 332.057](#)

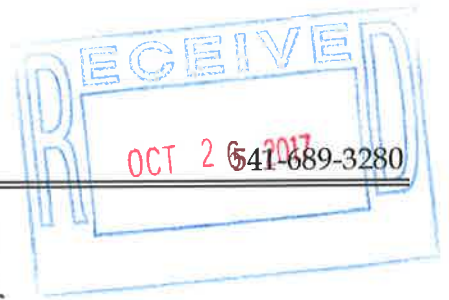
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2017); 29 C.F.R. Part 1630 (2006/2017); 28 C.F.R. Part 35 (2006/2017).

Americans with Disabilities Act Amendments Act of 2008.

Baca v. Moreno Valley Unified Sch. Dist., 936 F. Supp. 719 (C.D. Cal. 1996).

Leventhal v. Vista Unified Sch. Dist., 973 F. Supp. 951 (S.D. Cal. 1997).

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COMMITTEE APPLICATION

Name of Committee Bethel Budget Committee

Applicant's Name Michael Tingué Phone 541-971-5543

Address 5532 Baden Way, Eugene, OR 97402

Email Address Mike-tingue@yahoo.com

Occupation State Farm Agent Are you a registered voter? YES NO

Do you reside within the Bethel School District boundaries? Yes How Long? 5 years
(If additional space is needed, please use reverse side.)

Briefly state your reasons for applying for this position I've always had an interest in helping my children's schools; helping on the budget committee would be a great fit to marry my passion for our school district and my educational/professional credentials.

What (if any) are your goals for this committee? I feel like I've seen our district really striving to move in the right direction. I would want to carry that torch and keep the upward momentum.

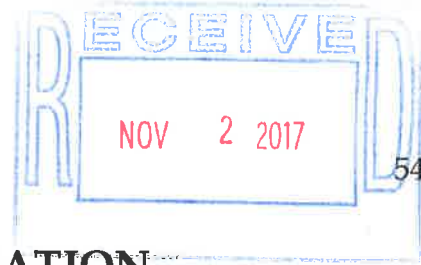
Special interests or qualifications BA in Business management, Business owner. Property/casualty, life/Health, Mortgage and series 6 & 63 Securities license. US Army inventory specialist.

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 3, 2017 at 4:00 p.m.

Signature of Applicant Michael Tingué

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



COMMITTEE APPLICATION

Name of Committee _____ Bethel Budget Committee _____

Applicant's Name _____ Robin Zygaitis _____ Phone _____ 541-337-3234 _____

Address _____ 869 Fairfield Ave, Eugene OR 97402 _____

Email Address _____ Robin.Zygaitis@gmail.com _____

Occupation _____ Technology Specialist _____ Are you a registered voter? YES NO

Do you reside within the Bethel School District boundaries? _____ Yes _____ How Long? _____ 6 Years _____
(If additional space is needed, please use reverse side.)

Briefly state your reasons for applying for this position _____

Having kids in the district, I know how important a good public education system is to our children. The School District is doing its best to provide a quality education while facing many challenges, from the lack of funding and the unfunded liability for PERS, to the rising cost of just about everything. The School Board and budget committee have tough decisions ahead such as how long we can run at a deficit to balancing class size with number of school days. I would appreciate the opportunity to be of service to our children and believe serving on the Bethel budget committee would be an excellent opportunity to put my skills and experience to work for our community.

Special interests or qualifications _____

I have a degree in Economics and have worked in the finance and banking industry for the last 7 years. I served on the board of directors for the (nonprofit) Willamette Chapter Credit Union Association for the last 5 years, and currently serve on the budget committee for Lane Council of Governments.

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 3, 2017 at 4:00 p.m.*

9/2017

Signature of Applicant _____

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COMMITTEE APPLICATION

Name of Committee _____

Applicant's Name Shawn Davis Phone 541-520-3577

Address 1248 Stone Creek Dr

Email Address Shawndavis.cabinets.com

Occupation Davis Cabinets Are you a registered voter? YES NO

Do you reside within the Bethel School District boundaries? yes How Long? 21 yrs
(If additional space is needed, please use reverse side.)

Briefly state your reasons for applying for this position after my first 3 years of serving, I found it very rewarding + informational + I would like to continue

What (if any) are your goals for this committee? Obviously the purpose is to approve the budget presented. Also, however, to evaluate the budget provided from the perspective of a tax paying community member/parent. To be a liaison between the school board + community.

Special interests or qualifications Bachelor of Science Economics U of O 1999
owner of Davis Cabinets Inc
parent of two Bethel students
involved parent

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.

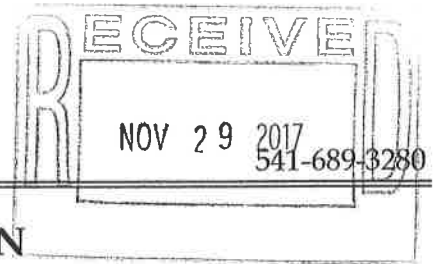
Please return this form to the District Office by November 3, 2017 at 4:00pm

9/2017

Signature of Applicant

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



COMMITTEE APPLICATION

Name of Committee Bethel Budget Committee

Applicant's Name Jeff Blikle Phone 541-870-1379

Address 2664 Arnold Ave Eugene, OR 97402

Email Address b.likle@yahoo.com

Occupation Delivery Driver & Bookkeeper Are you a registered voter? YES NO

Do you reside within the Bethel School District boundaries? Yes How Long? 10 yrs
(If additional space is needed, please use reverse side.)

Briefly state your reasons for applying for this position To impact our community of children, while at the same time responsibly using the financial resources given by the districts taxpayers.

What (if any) are your goals for this committee? Help deal with growing the district for the future

Special interests or qualifications our family has been debt free for over 7 years. Have been able to manage a household, with my wife, of 9 children ages 18-4 months. Have been involved in the foster/adoptive community for 10 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 3, 2017 at 4:00 p.m.

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COMMITTEE APPLICATION

Name of Committee Bethel Budget Committee

Applicant's Name Tai Pruce-Zimmerman Phone (541) 232-6011

Address 2178 Amirante St. Eugene, OR 97402

Email Address taiprucezimmerman@gmail.com

Occupation Accountant Are you a registered voter? YES NO

Do you reside within the Bethel School District boundaries? Yes How Long? 2.37 years
(If additional space is needed, please use reverse side.)

Briefly state your reasons for applying for this position Having bought a house in Bethel this year, I am fully committed to working to strengthen my neighborhood and community. And strong schools are the core of any community. I want to help the school district, and my skill set uniquely fits this committee.

What (if any) are your goals for this committee? I want to use my financial and analytical expertise to help the committee find creative ways to efficiently achieve better outcomes despite the insufficient resources our schools have access to.

Special interests or qualifications Having worked as an EA in a SPED room, I have a particular interest in properly supporting students who have the greatest needs. This also extends to students with non-academic needs, such as the roughly 10% of the →

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. *(cont. on reverse)*
Please return this form to the District Office by November 3, 2017 at 4:00 p.m.

Signature of Applicant

(Qualifications and interests continued)

→ district's students that are unhoused. If my professional background in accounting isn't a strong enough qualification on its own, I have also done volunteer accounting and budgeting work for a variety of other organizations.

BETHEL SCHOOL DISTRICT
EUGENE, OREGON

2018-2019 - Budget Calendar



DECEMBER 11, 2017	Board Reviews Draft 2018-2019 Budget Calendar
JANUARY 8, 2018	Board Adopts 2018-2019 Budget Calendar
JANUARY 22, 2018	Appoint Budget Committee Members
APRIL 2, 2018	All budget materials due from buildings—300,400,500,600 series
APRIL 16, 2018	Submit notice to <u>Register Guard</u>
APRIL 23, 2018	Publish first notice of Budget Committee Meeting (<i>5 to 30 days prior to meeting</i>)
MAY 14, 2018	Budget Committee 'Orientation', 5:30 p.m. Budget Document/Budget Message presented to the Budget Committee First Budget Committee Meeting , District Office, 7:00 p.m.
MAY 17, 2018	Budget Committee Meeting at District Office, 5:30 p.m. Discussion of budgets for Elementary, K-8, Middle School and High School Programs, Administration, Special Services, All Schools, Other Funds and General Fund Revenue Approval of Budget
MAY 24, 2018	Alternative date for approval of the budget, District Office, 7:00 p.m.
JUNE 11, 2018	Publication of NOTICE OF BUDGET HEARING, FINANCIAL SUMMARY, and FUND SUMMARIES (<i>not more than 25 nor less than 5 days prior</i>)
JUNE 25, 2018	Public Hearing on Budget Enact resolutions adopting the budget, making the appropriations, and declaring the tax levy

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

Subject: Freedom of Expression

Policy Number: IB Effective Date: 12/2017

Date of Original Policy and Revisions: 1/08, 10/09, 10/11, 10/14

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 12/2020

POLICY

Students have a general right to freedom of expression within the school system. The district requires, however, that students exercise their rights fairly, responsibly and in a manner not disruptive to other individuals or to the educational process.

Freedom of Student Inquiry and Expression

1. Students and student organizations are free to examine and discuss questions of interest to them and to express opinions publicly and privately within the school system, provided such examination and expression is fair and responsible and is not disruptive to other individuals or to the educational process. Students may support or oppose causes by orderly means which do not disrupt other individuals or the operation of the school.
2. In the classroom, students are free to examine views offered in any course of study, provided such examination is expressed in a responsible manner.

Freedom of Association

Students are free to organize associations to promote their common interests. Student organizations should be open to all students. Membership criteria may not exclude students on the basis of actual or perceived disability, race, color, national origin, ethnicity, cultural background, veterans' status, genetic information, religion, sex/gender, sexual orientation, age, marital status, socioeconomic status, familial status, physical characteristics, source of income, or linguistic characteristics of a national origin group. Each student organization must have a staff advisor to counsel and, when necessary, supervise students in the organization. All student organizations must submit to the school a statement of purpose, criteria for membership, rules and procedures and a current list of officers. School administrators may establish reasonable rules and regulations governing the activity of student organizations.

Publications, Displays and Productions

On occasion, materials such as leaflets, newsletters, cartoons and other items including displays and productions are prepared, produced and/or distributed by students as part of the educational process and under their rights to free expression in an academic community. Materials may be subject to administrative review, restricted or prohibited, however, pursuant to legitimate educational concerns. Such concerns include the following:

1. The material is or may be defamatory;
2. The material is inappropriate based on the age, grade level and/or maturity of the audience;
3. The material is poorly written, inadequately researched, biased or prejudiced;
4. An opportunity is not given for a named individual or named individuals to make a response;
5. The identification of specific individuals may be identified even though the material does not use or give names;
6. The material is or may be otherwise generally disruptive to the school environment. Such disruption may occur, for example, if the material uses, advocates or condones the use of profane language or advocates or condones the commission of unlawful acts;

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

7. Students, parents and members of the public might reasonably perceive the materials to bear the sanction or approval of the districts

High School Student Journalists

High school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. "School-sponsored media" means materials that are prepared, substantially written, published or broadcast by student journalists that are distributed or generally made available, either free of charge or for a fee, to members of the student body and that are prepared under the direction of a student media adviser. School-sponsored media does not include media intended for distribution or transmission solely in the classrooms in which they are produced.

School-sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions, pursuant to state and federal law. School-sponsored media cannot contain material that:

1. is libelous or slanderous;
2. is obscene, pervasively indecent or vulgar;
3. is factually inaccurate or does not meet journalistic standards established for school-sponsored media;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law; or
6. so incites students as to create a clear and present danger of:
 - a. The commission of unlawful acts on or off school premises;
 - b. The violation of district policies; or
 - c. The material and substantial disruption of the orderly operation of the school. A school official will base a forecast of material and substantial disruption on specific facts, including past experience in the school and current events influencing student behavior, and not on undifferentiated fear or apprehension.

Modifications or removal of items may be appealed in writing to the Superintendent or designee. The Superintendent or designee shall schedule a meeting within three school days of receiving the written appeal. Those present at the meeting shall include the individual(s) making the appeal, the individual(s) who made the decision to modify or remove materials, and the Superintendent or designee. At the Superintendent's or designee's discretion, the district's legal counsel may also attend the meeting. The Superintendent or designee shall make a decision within three school days of the meeting. The Superintendent's or designee's decision shall be final and binding on all parties.

REPORTS

None.

ATTACHMENTS

None.

REFERENCES / COMMENTS

[ORS 332.072](#) [HB 3279 \(2007\)](#)
[ORS 332.107](#) [OAR 581-021-0050](#)
[ORS 339.880](#) [OAR 581-021-0055](#)
[ORS 339.885](#)

Equal Access Act, 20 U.S.C. §§ 4071-4074 (2006); Westside Cmty. Board. of Education. v. Mergens, 496 U.S. 226 (1990); Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988); U.S. CONSTITUTION, amend. I; U.S. CONST. amend. XIV; OREGON CONSTITUTION, article I, § 8.

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Education of Homeless Students Experiencing Homelessness

Policy Number: JBA Effective Date: 6/2016

Date of Original Policy and Revisions: 9/06, 12/12

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

Date of Next Review: 6/19

POLICY

Students experiencing homelessness 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.

~~Bethel provides all school-aged students, including those in homeless situations, the same free, appropriate public education to which all children and youth are entitled. In addition, t~~The District will ~~attempt~~ to ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless.

Eligible students will be admitted, in accordance with the student's best interest, to the student's school of origin or enroll the student in a district school in the attendance area in which the student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation will¹ be provided by the attending or resident districts of the student in accordance with law.

~~Bethel School District's policies and practices will follow the laws as prescribed in Title X, including homeless students' special and additional educational rights, and ensuring equal opportunity to meet the same challenging state academic achievement standards.~~

The superintendent or designee will develop administrative regulations to remove barriers to access and participation by homeless students experiencing homelessness.

REPORTS

None.

ATTACHMENTS

None.

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

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

END OF POLICY

REFERENCES / COMMENTS

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).

[Bethel Administrative Rule JBA: Education of Homeless Students](#)

[ORS 339.133](#) (1) – Residency

[ORS 339.115](#) (7) – Admission of students

[ORS 109.056](#) - Delegation of certain powers by parent or guardian; delegation during period of military service

[ORS 327.006](#) - Definitions for State School Fund distributions

[ORS 339.133](#) - Determination of residency of student for school purposes

[ORS 433.267](#) - Immunization of school children; rules; exceptions; effect of failure to comply

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

Subject: Student Absences and Excuses

Policy Number: JED Effective Date: 1/2018

Date of Original Policy and Revisions: 5/07, 1/10, 10/11, 10/11, 11/14

Cancels Policy: JE Dated: 1/2010

Date of Next Review: 1/2021

POLICY

Maintaining regular attendance in all assigned classes is the responsibility of ~~parents~~ or guardians and ~~their~~ students. Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member, when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical (dental) appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Each school shall notify ~~a~~ ~~parents/~~ ~~or~~ guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the ~~parent/~~ ~~or~~ guardian. If the ~~parent/~~ ~~or~~ guardian cannot be notified by the above methods, a message shall be left, if possible.

Schools will publish specific attendance rules and procedures annually in student handbooks.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

Legal Reference(s)

ORS 109.056	ORS 339.065
ORS 332.107	ORS 339.071
ORS 339.030	ORS 339.420
ORS 339.055	OAR 581-021-0046
HB 3197	OAR 581-021-0050
	OAR 581-023-0006 (11)

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Use of Alcohol for Cooking

Policy Number: JFCHA Effective Date: 12/2017

Date of Original Policy and Revisions: 12/11, 1/15

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

Date of Next Review: 12/2020

POLICY

The Board allows the use of alcoholic beverages in specific classes, competitions or demonstrations in grades 9-12 under the following circumstances:

1. As an ingredient in cooking or food preparations in a culinary arts class; or
2. In preparation for a culinary competition or demonstration by students.

The use of alcoholic beverages for the above purposes will be used only while students are under adult supervision.

The alcoholic beverages must be securely stored in a locked area while not in use.

The parent or guardian of each student participating in a culinary project using alcoholic beverages must provide written consent for the student to use the alcoholic beverages in the project. If consent is not provided or the student chooses not to participate, the district shall allow the student to participate in an alternative project.

The culinary teacher must include advanced notification if alcohol will be used in class. This may be in the form of a class syllabi or letter home to parents.

Students may opt out of participation in any lesson or demonstration where alcohol is being used as an ingredient and a substitute project will be provided.

A district employee who provides alcoholic beverages to students as an ingredient for cooking in a culinary class, contest or demonstration will not be in violation of laws prohibiting providing alcohol to a minor.

A student in possession of an alcoholic beverage for cooking in a culinary class, contest or demonstration will not be in violation of laws prohibiting possession of alcohol by a minor.

END OF POLICY

Legal Reference(s):

[ORS 471.001](#)

[HB 2750](#) (2011)

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December 11, 2017

RESOLUTION NO. 17-18: 21

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.	Burns, Amber	Temporary Hire for 2017-18	Offer Temporary Contract for .31 FTE 1 st Grade Facilitating Teacher @ Danebo; Start Date: 12/4/2017.
2.	Clark, Gina	Hire for 2017-18	Offer Extra Duty Contract for Designated Teacher Leader @ District Office.
3.	Hodgert, Mike	Resignation	Accept Resignation effective at the end of the 2017-18 school year, 6/15/2018; Position Held: CTE/Metals Teacher @ Willamette; 31 years at Bethel.
4.	Holte, Debbi	Hire for 2017-18	Offer Extra Duty Contract for Designated Teacher Leader @ District Office.

Recommended by: Remie Calalang, Human Resources Director

ATTEST _____
 Clerk – Chris Parra

 Chair – Dawnja Johnson

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				
Ginger Poage				

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December 11, 2017

RESOLUTION NO. 17-18: 22

BE IT RESOLVED, That the Board of Directors, School District No. 52, Lane County,
hereby adopts the following Board Policies and Administrative Rules:

AC: Nondiscrimination

AC-AR: Nondiscrimination

EFAA-AR: District Nutrition and Food Services

GCDA: Criminal Records Checks and Fingerprinting

IB: Freedom of Expression

JFCHA: Use of Alcohol for Cooking

KL: Public Complaints

ATTEST _____
Clerk – Chris Parra

Chair – Dawnja Johnson

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

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

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BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: **Nondiscrimination**
Policy Number: AC Effective Date: 12/2017
Date of Original Policy and Revisions: 10/11, 10/14, 11/16, 2/17
Cancels Policy No.: N/A Dated: N/A
Date of Next Review: 12/2020

POLICY

The District prohibits discrimination and harassment on any basis protected by law, including but not limited to, individual's actual or perceived race (see Policy JFCFA – Racial Harassment), color, national or ethnic origin, cultural background, religion, veterans' status, genetic information, sex, gender¹, sexual orientation², marital status, age, mental or physical disability, pregnancy, socioeconomic status, source of income, familial status, physical characteristic, or linguistic characteristic of a national origin group or because of the perceived or actual protected status of any other persons with whom the individual associates.

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

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

The Superintendent or designee will make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues³. The Board will adopt and the District will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees, and the public, and such procedures will be available at the District's administrative office and available on the home page of the District's website.

The District prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge; testified, assisted or participated in an investigation, proceeding or hearing and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

¹ Gender refers to gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated within the individual's sex at birth.

² "Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, or bisexuality.

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

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

ORS 174.100	ORS 659A.009	OAR 581-021-0045
ORS 192.630	ORS 659A.029	OAR 581-021-0046
ORS 326.051 (l)(e)	ORS 659A.030	OAR 581-021-0049
ORS 659.805	ORS 659A.040	OAR 581-022-2310
ORS 659.815	ORS 659A.103 to 145	OAR 581-022-2370
ORS 659.850 to 860	ORS 659A.230 to 233	OAR 839-003
ORS 659.865	ORS 659A.236	
ORS 659.870	ORS 659A.309	
ORS 659A.003	ORS 659A.321	
ORS 659A.006	ORS 659A.409	

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2017).

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

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

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2017).

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2017).

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

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2017).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2017).

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

Americans with Disabilities Act Amendments Act of 2008.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212(2017).

Title II of the Genetic Information Nondiscrimination Act of 2008 (2017).

[Bethel Administrative Rule AC: Nondiscrimination](#)

AC. NONDISCRIMINATION
Adopted: 12/2017

Discrimination Complaint Procedure

Complaints must be filed within 180 days of the original incident.

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

Step 1: Initiating a Complaint

Any member of the public who wishes to express a complaint should discuss the matter with the school employee involved. Any staff member that receives a written or oral complaint shall report the complaint to the building administrator.

Step 2: The Building Administrator

- If a student, parent, employee or community member believes a complaint has not been resolved satisfactorily in Step 1, the complainant may file a written or oral complaint with a suggested remedy, with the building administrator within five school days of the meeting with the employee (see Discrimination Complaint Form in this AR).
- The building administrator will provide the complainant with a copy of the complaint process.
- The building administrator shall investigate and determine the action to be taken, if any, and reply in writing, to the complainant within five school days of receipt of the complaint.

Step 3: The District Administration Office

- If the complainant wishes to appeal the decision of the building administrator, they may submit a written appeal to the superintendent or designee within ten school days after receipt of the building administrator's response to the complaint.
- The superintendent or designee shall review the building administrator's decision and may meet with with involved parties.
- The superintendent or designee will review the merits of the complaint and the building administrator's decision and respond in writing to the complainant within fifteen school days.

Step 4: The Board

- If the complainant is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board within five school days of receipt of the superintendent's or designee's response to Step 3.
- The Board may decide to hear or deny the request for appeal.
- The Board may meet with the concerned parties and their representative at the next regular or special Board meeting.
- The Board may elect to hold the hearing in executive session if the subject matter qualifies under ORS 192.660(1)(b), unless the parent, student, or employee requests the matter to be discussed in open session.
- The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision.
- A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within 20 days of this meeting.

Bethel School District #52
Administrative Rule

If the building administrator is the subject of the complaint, the individual may start at step 3 and file a complaint with the superintendent or designee.

If the superintendent is the subject of the complaint, the complaint may start at step 4 and should be referred to the Board Chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member, may start at step 4 and should be made to the Board chair and may be referred to District Counsel. Complaints against the Board Chair may start at step 4 and be made directly to the Board Vice Chair or District Counsel.

Timelines may be extended based upon mutual written consent of both parties.

If the complainant is a person who resides in the district, is a parent or guardian of a student who attends school in the district, or is a student and is not satisfied after exhausting local complaint procedures or 90 days, whichever occurs first, he/she may appeal in writing to the Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-021-0049.

DISCRIMINATION COMPLAINT FORM

Name of Person Filing Complaint Date School or Activity

Student/Parent Employee Nonemployee (Job applicant) Other _____

Type of discrimination: Race Color Religion
 Sex National Origin Disability
 Marital Status Age Sexual Orientation
 Gender Identity Other _____

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

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

Suggested solution/resolution/outcome: _____

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

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

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Bethel School District #52
Administrative Rule

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

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.¹
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.²
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. 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.
3. On a case-by-case basis, when a student is known to be eligible for free or reduced price 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.
4. 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.

¹The new requirement under Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§ 205 establishes new criteria for equity in school lunch pricing.

²According to Direct Certification and Certification of Homeless, Migrant and Runaway Children for Free School Meals, 7 C.F.R Part 245 (2011).

6/13, 7/15, 12/17

Bethel School District #52
Administrative Rule

5. 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.
6. 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

- a. The District will maintain a nonprofit school nutrition and food service operation.
- b. Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP and SBP.
- c. 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.³
- d. District nutrition and food services revenues will not be used to purchase land or buildings.
- e. The District will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.
- f. 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.
- g. The District will meet the requirements for allowable NSLP and SBP costs as described in Office of Management and Budget (OMB) circular A-87.
- h. 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.
- i. 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.
- j. In the operation of its nutrition and food services program, the District will purchase food products that are produced 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.

³For 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, religion, age or disability.

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 civil rights coordinator within three days of receiving the complaint.

3. The District will make written translations of all nutrition and food services materials available to all households who do not read or speak English.
4. The District will maintain strict confidentiality of all information on the confidential application for free and reduced price meals 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 confidential application for free or reduced price meals or free milk 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 Planning⁴

1. Meals and snacks served for reimbursement will meet the recommendations of the most current Dietary Guidelines for Americans.
2. Meals and 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.
4. The District will use the offer versus serve option when serving NSLP lunches to senior high school students. High school students must select reimbursable meals.

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Administrative Rule

5. The District will use the offer versus serve option when serving program breakfasts to senior high school students. High school students must select a reimbursable meal.
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 select a reimbursable meal.
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 select a reimbursable meal.
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 USDA 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 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 reimbursability of meals and snacks will be trained to recognize a reimbursable meal and snack under the menu planning approach used at the school.
4. The District official signing the claim for reimbursement will review and analyze monthly meal, and 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 or Oregon Department of Human Resources 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 who are determined by a licensed physician to be legally disabled and whose disability restricts their diet. Substitutions will be provided only when a medical statement from the licensed physician is on file at the school. The medical statement must state the nature of the child's disability and how the disability affects the child's nutrition needs, and it must provide a medical prescription for substitute foods or texture modification. The District will not charge more than the price of the school meal, as determined by the child's eligibility status, for substitute meals or foods.

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 of its meal charge requirements early in the school year as part of the student registration packet. 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 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.

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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.

8. The sale of foods in competition with the District's lunch (NSLP) or breakfast (SBP) programs will not be allowed in dining sites during lunch and breakfast periods without Board approval.

Record Keeping

1. All currently approved and denied confidential applications for free and reduced price meals and all current direct certification documents will be maintained for three years after the current school year. Records will be maintained longer in the event of unresolved audit until the audit has been completed.
2. All currently approved and denied confidential applications for free and reduced price meals and all current direct certification documents will be readily retrievable by school or site and made available to state or federal reviewers upon request.
3. The District will maintain financial records that account for all revenues and expenditures of the nonprofit school nutrition and food services for a period of three years after the school year to which they pertain.

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

Subject: **Criminal Records Checks and Fingerprinting**

Policy Number: **GCDA** Effective Date: **12/2017**

Date of Original Policy and Revisions: **4/94, 5/95, 2/00, 10/06, 1/09, 1/10, 1/12, 2/13, 1/14, 1/16**

Cancels Policy No.: **GBO** Dated: **NA**

Date of Next Review: **12/2020**

POLICY

In a continuing effort to further ensure the safety and welfare of students and staff, the District shall require all newly hired full-time and part-time employees not requiring licensure to undergo a criminal records check and/or fingerprinting. Other individuals, as determined by the District, that will have direct, unsupervised contact with students shall have criminal records checks and/or fingerprinting as required by law.

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

As required by state law, a criminal records check and/or fingerprinting shall be required of the following individual or individuals (subject individuals and requirements are further outlined in GCDA/GDDA-AR - Criminal Records Checks and Fingerprinting):

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

The identity of an individual requiring fingerprinting will be provided by the District to the authorized fingerprinter for verification.

An individual shall be subject to fingerprinting only after acceptance of an offer of employment or contract.

The District shall not begin the employment of a subject individual or terms of a District contractor before the return and disposition of the required criminal records checks and/or fingerprinting.

The service of a volunteer with direct, unsupervised access to students will not begin before the return and disposition of a criminal records check.

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

A subject individual who has failed to disclose the presence of convictions that would not otherwise prohibit employment with the District as provided by law may be employed or contracted with, by the District. The District's use of criminal history must be relevant to the specific requirements of the position, services or employment.

An individual who knowingly made a false statement as to the conviction of any crime on District volunteer forms, as determined by the District, may result in immediate termination from the ability to volunteer in the District.

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

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

APPEALS

An eligible individual may appeal a determination that prevents employment or eligibility to contract with the District to the Superintendent of Public Instruction as a contested case and will be so notified in writing by the Oregon Department of Education.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

ORS 181.A.180	ORS 342.143
ORS 181.A.230	ORS 342.223
ORS 326.603	OAR 414-061-0010 to -0030
ORS 326.607	OAR 581-021-0500
ORS 332.107	OAR 581-022-2430
ORS 336.631	

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2017).

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

Subject: Public Complaints

Policy Number: KL Effective Date: 12/2017

Date of Original Policy and Revisions: 1/08, 4/14, 5/16

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 12/2020

POLICY

No staff member, student, parent, or guardian of a student attending school in the District or person that resides in the District will be denied the right to petition the District with a complaint. A complainant will be referred through the proper administrative process for solution of a complaint before investigation or action by the Board. An exception will be a complaint against the superintendent or one that involves Board actions or Board operations.

The complaint procedure is available at the District's administrative office and on the home page of the District's website.

The Board advises that there is a process for resolving complaints, including but not limited to a complaint in one or more of the following areas:

1. Instruction;
2. Discipline;
3. Learning materials;
4. Compliance with State Standards;
5. Restraint and/or seclusion;
6. With a staff member; or
7. Retaliation against a student or a student's parent who in good faith reported information that the student believes is evidence of a violation of state and federal law, rule or regulation.

The complainant must follow the complaint procedure as outlined in administrative regulation KL – AR – Public Complaint Procedure.

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear complaints against employees in a session open to the public unless an employee requests an open session.

Complaints against the principal may start at step 3 and may be filed with the superintendent.

Complaints against the Superintendent may start at step 4 and should be referred to the Board chair on behalf of the Board.

Complaints against the Board as a whole or against an individual Board member may start at step 4 and should be made to the Board chair on behalf of the Board.

The superintendent will develop and administer the complaint process, as appropriate.

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Standards), Oregon Revised Statute (ORS) 339.285 to 339.383 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion) or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, who is a student, a parent or guardian of a student attending a school

BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT

in the District or a person who resides in the District, may appeal rights with the Deputy Superintendent of Public Instruction as outlined in Oregon Administrative Rule (OAR) 581-002-0040.

If the complaint alleges discrimination pursuant to ORS 659.850 (Discrimination) and the complaint is not resolved at the local level through administrative regulation AC-AR - Discrimination Complaint Procedure, the complaint may meet the criteria to file an appeal with the Superintendent of Public Instruction as outlined in OAR 581-021-0049.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

[ORS 192.610-192.690](#)

[ORS 659.852](#)

[OAR 581-022-2370](#)

[ORS 332.107](#)

Anderson v. Central Point School District No. 6, 554 F. Supp. 600 (D. Oregon 1982); aff'd in part, 746 F.2d 505 (9th Cir. 1984).

Conick v. Myers, 461 U.S. 138 (1983).



December 11, 2017

RESOLUTION NO. 17-18: 23

BE IT RESOLVED, That the Board of Directors, School District No. 52, Lane County, hereby adopts the **revised** Bethel School Board calendar, rescheduling the April 9, 2018, board meeting to April __, 2018.

ATTEST _____
Clerk – Chris Parra

Chair – Dawnja Johnson

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

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