**School Board Agenda**
**Oregon City School District, June 11, 2012**

The Board of Education will meet in Executive Session beginning at 5:30 p.m., in Room 115 at the Jackson Building, 1306 12th Street, Oregon City, to discuss a student matter, personnel and property matters pursuant to ORS 192.660(1)(a) through ORS 192.660(1)(i).

NOTICE TO MEDIA: In accordance with ORS 192.660(3) regarding Executive Sessions, news media representatives may not be allowed to attend portions dealing with collective bargaining strategy or consideration of student expulsion. All other matters discussed in Executive Session must remain undisclosed.

**Executive Session Agenda:**

- Student Matter
- Property

At the conclusion of Executive Session the Board will enter into a Work Session to discuss the items below:

**Work Session Agenda:**

- Achievement Compact Review

The Board of Education will meet in Regular Session beginning at 7:00 p.m. in the District Board Room at the Jackson Building, 1306 12th Street, Oregon City

Please silence all electronic devices before the meeting begins.

**Regular Meeting Agenda:**

I. CALL TO ORDER

II. PATRON INPUT
   Visitors who have not previously arranged with the Superintendent to appear before the Board may be heard by signing in on the form found beside the agenda packets near the door.

III. RECOGNITION AND GOOD NEWS ABOUT OREGON CITY SCHOOLS
   State Baseball Championship
   2012-13 Administrative Assignments
   Oregon School District Collaboration Grant (SB 252)

IV. FOCUS ON LEARNING
   Evaluation Pilot Update
   Achievement Compact

V. REPORTS
   Reconfiguration Implementation Team Update

VI. BOARD COMMUNICATION
   Ex Oficio Members: OCHS, OCEA and OSEA representatives

VII. DISCUSSION
2012-13 Calendar Revisions  
First Reading of Policies

VIII. ACTION ITEMS

A. CONSENT AGENDA
   1. Approve minutes: May 14, 2012 Regular Session  
      June 4, 2012 Budget Committee and Special Session
   2. 1112-110 Approve Added Duty Appointment for 2011-12
B. 1112-461 Approve Social Studies Independent Adoption – Carol Sanders
C. 1112-462 Adopt Achievement Compact – Carol Sanders
E. 1112-233 Approve Right of First Purchase Option – Larry Didway
F. 1112-463 Second Reading, Adoption, Policy EEA, Student Transportation  
   Services -- Larry Didway
G. 1112-464 Second Reading, Adoption, Regulation EFAA-AR, Reimbursable School Meals  
   and Milk Programs – Larry Didway
H. 1112-465 Approve 2012-13 School Calendar -- Chris Mills

IX. Other items requiring action by the Board (addendum)

X. ADJOURNMENT

NEXT MEETING: July 9, 2012
Oregon City School District
School Board Meeting

Consent Agenda

1.0 Approve May 14, 2012 Regular Meeting Minutes

The Board of Education of Oregon City School District met in Regular Session on May 14, 2012 at 7:00 p.m. The meeting was convened in the district boardroom at Jackson. Present from the Board were: Michele Beneville, Bryant Fraley, Tim Frisius, Cameron Seward, Chris Storey, Carol Sturman, and Mike Swyter. Also present were ex officio members: Tanner Burke, Lori Thompson and Cindy Williams. Present from the Administration were: Larry Didway, Superintendent, Ted Thonstad, Director of Operations, Chris Mills, Director of Human Resources, Wes Rogers, Business Manager, Carol Sanders, Director of School Improvement and Mike Hyder, Director of Special Programs.

Others: 50.

Cameron Seward called the meeting to order and let the flag salute.

FOCUS ON LEARNING
Carol Sanders reviewed the Independent Textbook Adoption process for Social Studies. She said that a committee of teachers has begun the curriculum renewal process, looking at the social studies curriculum grades K-12 to be certain it aligns to goals and priorities and is focused on student learning. They will review current materials, look at research and state standards and develop a viable curriculum model. Teachers and parents have been surveyed on the current curriculum materials, looking at strengths of the program as well as areas of the program that can be improved. She said she anticipates the recommendation will be to retain the current materials and ask for an independent adoption for supplemental materials at the June meeting.

GOOD NEWS
John Olson, Gaffney Lane principal, introduced Suzy Werner, Gaffney Lane Media Assistant, who has been named Employee of Distinction for 2011-12. Kyle Laier, King principal, introduced Holly Leonetti who has been named Teacher of Distinction for 2011-12. Both were recognized at the annual Oregon City Chamber of Commerce awards luncheon.

DISCUSSION
Larry Didway continued the discussion of the 2012-13 reconfiguration begun at the April meeting. He reviewed proposed attendance boundaries, noting that Gardiner’s elementary feeder schools will be Gaffney Lane, Jennings Lodge/Candy Lane and McLoughlin and Ogden’s will be Holcomb, Redland and Beavercreek. He spoke briefly about several areas where requests were made for reconsideration of attendance boundaries and said that after careful review, it was recommended not to make a change in boundary but to refer those parents to the interschool transfer request process. He spoke briefly about the criteria and application process for those transfers. He said that another question has been about the possibility of moving OCSLA to Mt. Pleasant in the fall to allow it space to grow and provide partnership opportunities with Gardiner. He said the recommendation is no, preserving options for future uses of Mt. Pleasant for consideration by the Facilities Task Force. He closed his remarks with a review of transition plans for all schools to include student site visits, open houses, fifth and sixth grade “sendoffs”, and PTA and Parent Group welcoming functions -- the goal is to create and build community for the new areas. Several parents addressed the board with concerns over attendance area changes and the interschool transfer process. Board members said that they have received and heard comments from all sides of the issue and understand parent concerns and recognize that change is difficult. They added that the district is faced with closing a large budget gap and they have been “grappling” with difficult choices as they focus on the “big picture” all year. One of the goals they said is to achieve a balance of enrollments between schools, both at the elementary
and middle levels which the district currently does not have. Mr. Didway noted that next year, with the exception of John McLoughlin, elementary schools will all qualify as Title I schools.

At the close of the discussion, the Board took a five minute break and reconvened at 8:30 p.m.

REPORTS
Carol Sanders updated the Board on the District’s Achievement Compact. She said the goal of the Compact is to set targets for defined outcome measures of student success for college and career readiness. The District’s Working Committee comprised of administrator and teacher representatives, will meet on May 16 to begin looking at data and setting goals in preparation for writing Oregon City’s Compact. Specific areas of focus will be: readiness for school, third grade reading and math proficiency, whether sixth grade is on track with attendance and ninth grade attendance and credit tracking. The plan must be submitted to the Oregon Education Investment Board by July 2. It will be brought to the June board meeting for approval. In the fall, the Working Committee will be joined by classified, student and parent representatives.

Wes Rogers provided a budget update. The proposed document will be presented to the Budget Committee on May 21 at 6:00 p.m. for review and public input. June 4, 2012 will be the second meeting of the Committee and will provide an opportunity for further review and public input. He said this meeting is typically where the proposal is approved. The Board will meet on June 18 to consider adoption of the proposed budget. Mr. Didway thanked Mr. Rogers and his department for their work getting the document ready for presentation.

Mike Hyder updated the Board on the Reconfiguration. He said that several committees have been working since the plan was adopted on April 16: Chris Mills is working on staffing, Carol Kemhus and Kyle Laier on closing Mt. Pleasant and King, Ted Thonstad is leading the operations portion, and Carol Sanders is working on redistribution of materials. Michael Sweeten is heading up the grades K-5 realignment, and Libby Miller and Kelly Schmidt, the grades 6-8 program development. The Reconfiguration committee meets weekly and has posted progress updates on the RIT wiki.

BOARD COMMENTS
Mr. Seward and members of the Board congratulated Tanner Burke on his reelection as OCHS ASB board representative for 2012-13.

Tanner Burke presented his monthly OCHS report. AP testing is underway. Close of the year activities include: Link Crew training, a 3 on 3 basketball tourney, a blood drive, Powder Puff football game, Baccalaureate and Graduation. He added that Boys Baseball and Girls Lacrosse are headed to the playoffs, the District Track Meet is next weekend and OCHS had two girls’ tennis players advance to state.

Lori Thompson announced that next year’s officers will be Julie Salisbury, president, Lori Thompson, vice president, Vicki Poyser, secretary and Sherry Copeland, treasurer. On behalf of OSEA, she congratulated the Employee of Distinction recipients. She said the middle schools are very excited to welcome sixth graders in the fall and are busy finalizing plans for that transition. On May 31, Gardiner and Ogden are hosting “Finding Kind” at Barclay, a movie on the effect of meanness in the “girl world.” Girls in grades 6-8 and their parents are invited; the event is at no charge.

Cindy Williams announced that OCEA officers have been elected for next year. Cindy Williams will be President, Nancy Noice will be Vice President, Brent Leong will be Secretary and Cori Carroll will be Treasurer.

DISCUSSION
Ted Thonstad presented policies for first reading, Policy EEA, Student Transportation Services and EFAA-AR, Reimbursable School Meals and Milk Programs. He indicated the both policies reflect changes to bring them into compliance with recent legislation and reflect current district practices. A
brief discussion followed about procedures for a “missed bus stop”. Mr. Thonstad said that the recommendations would be brought to the June meeting for approval.

Mrs. Beneville excused herself at 9:20 p.m.

Mr. Storey moved, Mr. Swyter seconded, to approve the consent agenda as presented and made a part of the official minutes on file at the district office. The motion was unanimously approved.

Mrs. Sturman moved, Mr. Storey seconded, to approve Resolution 1112-453 as presented and made a part of the official minutes on file at the district office. The motion was unanimously approved.

Mr. Swyter moved, Mr. Frisius seconded, to approve Resolutions 1112-456 and 457 as amended and made a part of the official minutes on file at the district office. The motion was unanimously approved.

Mr. Storey moved, Mr. Fraley seconded, to approve Resolution 1112-458 as presented and made a part of the official minutes on file at the district office. The motion was unanimously approved.

Mrs. Sturman moved, Mr. Frisius seconded to approve Resolutions 1112-459 and 460 as presented and made a part of the official minutes on file at the district office. The motion was unanimously approved.

There being no further business to come before the board, the meeting was adjourned at 9:35 p.m.

**Approve June 4, 2012 Budget Committee Minutes and Special Session Minutes**

The Budget Committee of Oregon City Schools met on June 4, 2012, beginning at 7:00 p.m. The meeting was convened in the district boardroom at Jackson. Present from the Board were: Michele Beneville, Bryant Fraley, Cameron Seward, Chris Storey, Tim Frisius and Carol Sturman. Mike Swyter was absent. Present from the Budget Committee were: Bob Siewert, Connie Curteman, Rick Lawrence, Scott Vallance, Joshua Shelton, and Lisa King. David Kirby was absent. Present from the Administration were: Larry Didway, Superintendent, Ted Thonstad, Director of Operations, Chris Mills, Director of Human Resources, Wes Rogers, Business Manager, Mike Hyder, Director of Special Programs, Verne Ferguson, Director of Special Services and Carol Sanders, Director of School Improvement.

Others: 5.

Mrs. King called the meeting to order and led the flag salute.

Mrs. Beneville moved, Mrs. Curteman seconded, to approve minutes of the May 21, 2012 meeting as amended. Mr. Frisius, Mr. Siewert, Mr. Fraley, Mrs. Curteman, Mrs. Beneville, Mr. Lawrence, Mr. Vallance, Mr. Storey, Mr. Shelton, Mrs. King, and Mr. Seward voted in favor. Mrs. Sturman abstained. The motion was approved.

Mrs. King called for questions on the proposed budget document.

Mr. Rogers responded to questions on items relating to reclassification of special education staffing, increased projections in CAIS and OCNSA enrollments, maintenance of effort for special education programs, fund transfer accounts, technology replacement and fuel budgets for transportation. Mr. Hyder responded to questions on the ELL program.

Mrs. Sturman moved, Mr. Fraley seconded, to approve Resolution 1112-229, to approve the 2012-13 budget. The motion was unanimously approved.
Mr. Seward thanked the Budget Committee for their work this year saying how much the Board appreciated their input.

There being no further business to come before the Budget Committee the meeting was adjourned.

Following a five minute recess, the Board convened in Special Session.

Mr. Seward called the Special Meeting to order at 7:30 p.m.

Mr. Didway reviewed the two resolutions presented for consideration, 1112-230 Approving First Phase Public Improvement Projects to add additional capacity at Ogden Middle School for 2012-13 and Gardiner Middle School for 2013-14 and 1112-231 Approving First Phase Financing of Public Improvement Projects for Ogden and Gardiner Middle Schools for 2012-13. He said that cost projections for the project have been revised to take site preparation work into account. A more detailed report of those revised expenditures will be brought to the next work session. He added that even with increased projected project costs, anticipated savings still show a significant improvement in operating expenses for the district.

Mr. Mills presented information on amendments to the Licensed, Classified and Administrative Bargained Agreements. He said that all employee groups have ratified the amendments and the recommendation is for Board approval as well.

Mrs. Beneville moved, Mrs. Sturman seconded, to approve Resolution 1112-13 to ratify amendments to the Bargained Agreements. The motion was unanimously approved.

Mr. Storey moved, Mr. Frisius seconded to approve Resolutions 1112-230 and 1112-231. The motion was unanimously approved.

There being no further business to come before the Board the meeting was adjourned at 8:15 p.m.
1112-110 APPROVE ADDED DUTY APPOINTMENTS FOR 2011-12

BE IT RESOLVED that the following be appointed to a position for the 2011-12 school years:

<table>
<thead>
<tr>
<th>Activity</th>
<th>School</th>
<th>Name</th>
<th>No. of Stipends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afterschool Reconfiguration Support paid with building allocation</td>
<td>Mt. Pleasant</td>
<td>Mogil, Liz</td>
<td>1.0</td>
</tr>
</tbody>
</table>

1112-461 APPROVE SOCIAL STUDIES INDEPENDENT ADOPTION

WHEREAS, the social studies textbook recommendations for grades K-12 have been aligned to the state standards by the Social Studies Curriculum Renewal Committee.

BE IT RESOLVED that the following programs be adopted as an independent adoption for social studies:

<table>
<thead>
<tr>
<th>Text/Publisher</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Houghton Mifflin Social Studies, Houghton Mifflin, 2005</td>
<td>K-6</td>
</tr>
<tr>
<td>Journey Across Time: Early Ages, Glencoe/McGraw-Hill, 2005</td>
<td>7th Grade</td>
</tr>
<tr>
<td>The American Republic to 1877, Glencoe/McGraw-Hill, 2005</td>
<td>8th Grade</td>
</tr>
<tr>
<td>World Geography, McDougal Littell, 2005</td>
<td>Global Studies</td>
</tr>
<tr>
<td>Modern World History: Patterns of Interaction</td>
<td>Global Studies</td>
</tr>
<tr>
<td>McDougal Littell, 2005</td>
<td></td>
</tr>
<tr>
<td>America: Pathways to the Present: Modern American History</td>
<td>20th Century Studies I</td>
</tr>
<tr>
<td>Pearson Prentice Hall, 2000</td>
<td></td>
</tr>
<tr>
<td>American Odyssey: The United States in the 20th Century</td>
<td>20th Century Studies II (Govt. &amp; Econ.)</td>
</tr>
<tr>
<td>Liberty, Equality, and Power: A History of the American People</td>
<td>AP History</td>
</tr>
<tr>
<td>Sociology: A Down to Earth Approach, Prentice-Hall (Allyn &amp; Bacon), 2005</td>
<td>Sociology</td>
</tr>
<tr>
<td>United States Government: Democracy in Action</td>
<td>Government &amp; Politics</td>
</tr>
</tbody>
</table>

1112-462 ADOPT ACHIEVEMENT COMPACT

WHEREAS the Board is required to adopt an annual Achievement Compact with the Oregon Education Investment Board (OEIB) to improve teaching and learning, promote student success and achieve the state’s goals for high school and college completion and career readiness for students by June 30, 2012,

BE IT RESOLVED that the 2012-13 Compact be adopted.

RESOLUTION NO. 1112-232

A RESOLUTION OF OREGON CITY SCHOOL DISTRICT NO. 62, CLACKAMAS COUNTY, OREGON AUTHORIZING THE EXECUTION AND DELIVERY OF ONE OR MORE LEASE PURCHASE, LOAN OR SIMILAR FINANCING AGREEMENTS.
WHEREAS, the Board of Directors (the “Board”) of Oregon City School District No. 62, in Clackamas County, Oregon (the “District”) have deemed it necessary and advisable to finance the costs of purchasing buses and bus related equipment (the “Project”) and paying costs of issuance through one or more lease purchase, loan or similar financing agreements (the “Agreement”); and

WHEREAS, the District desires to enter into one or more lease purchase, loan or similar financing agreements in an aggregate principal amount not to exceed $525,000; and

WHEREAS, the District is authorized pursuant to the Constitution and laws of the State of Oregon, namely, Oregon Revised Statutes Section 271.390 to enter into such agreements to finance real and personal property projects; and

WHEREAS, the District anticipates incurring expenditures (the “Expenditures”) to finance the costs of the Project, described herein, and wishes to declare its official intent to reimburse itself for any Expenditures it may make from its available funds on the Project from the proceeds of the Agreement, the interest on which shall be excluded from gross income under Section 103 of the Internal Revenue Code of 1986, as amended (the “Code”); and

WHEREAS, the Board has determined that those moneys advanced to pay the Expenditures prior to the issuance of the Agreement are available only for a temporary period and it is necessary to reimburse the District for the Expenditures from the proceeds of the Agreement.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. Authorization. The District hereby authorizes the Chair, Superintendent or Business Manager, (each an “Authorized Representative”) on behalf of the District and without further action by the Board, to negotiate the terms of the Agreement, in an aggregate principal amount not to exceed $525,000, with one or more banks or other financial institutions or vendors, to further select and delineate the particulars of the Project, and to execute and deliver the Agreement and any related documentation necessary to carry out this Resolution to complete the financing.

The estimated weighted average life of the Agreement does not exceed the dollar weighted average life of the Project being financed with the Agreement, as required by ORS 271.390. The District hereby determines that the Project is needed for District purposes.

2. Security. The District’s ad valorem property taxes, subject to the limits of Article XI, Sections 11 and 11b of the Oregon Constitution, and the full faith and credit of the District, including all unobligated revenues in the District’s general fund and any other funds which may be available for that purpose, are hereby irrevocably pledged to the punctual payment of principal and interest on the Agreements.

3. Declaring Intent to Reimburse Expenditures. The District hereby declares its official intent pursuant to Treasury Regulation Section 1.150-2 to reimburse itself for Expenditures of the Project paid prior to the issuance of the Agreement with proceeds of the Agreement.

4. Maintenance of Tax-Exempt Status. The District covenants not to take any action or omit any action if the taking or omission would cause interest paid pursuant to the Agreements to be includable in gross income for federal income tax purposes pursuant to Section 103(a) of the Internal Revenue Code of 1986, as amended (the “Code”). The Authorized Representative may enter into additional covenants on behalf of the District to protect the tax-exempt status of interest which is payable under the Agreements.

5. Appointment of Special Counsel. The Board appoints the law firm of Hawkins Delafield & Wood LLP of Portland, Oregon as Special Counsel for the purpose of assisting in the preparation and execution of the Agreement and related documentation necessary to carry out this Resolution and to complete the financing.
ADOPTED by the Board of Directors of Oregon City School District No. 62, Clackamas County, Oregon this 11th day of June, 2012.

OREGON CITY SCHOOL DISTRICT NO. 62
CLACKAMAS COUNTY, OREGON

By: __________________________________
    Chair

ATTEST:

By: ________________________________
    Clerk/Superintendent

1112-233 APPROVE RIGHT OF FIRST PURCHASE OPTION
WHEREAS, Historic Properties LLC is landowner to all adjacent properties to the Maple Lane Transportation Department Facility of the District, and

WHEREAS, Historic Properties LLC has agreed to lease to the District adjacent parking space for employees of the Transportation Department, and

WHEREAS, the District anticipates improved property asset value due to the development of adjacent properties to the Maple Lane Transportation Department Facility, therefore

BE IT RESOLVED that a Right of First Purchase Option Agreement be approved and entered into with Historic Properties, LLC for the Maple Lane Transportation Department Facility of the District.

1112-463 ADOPT POLICY EEA, STUDENT TRANSPORTATION SERVICES
BE IT RESOLVED, that Policy EEA, Student Transportation Services be adopted.

Code: EEA
Adopted: 5/12/08
Revised:

Student Transportation Services

School transportation services will be provided for students to and from school and for transporting students to and from curricular and extracurricular activities sponsored by the district, transporting from one school or facility to another and school-sponsored field trips that are extensions of classroom learning experiences. Transportation will be provided for homeless students to and from the student’s school of origin as required by the No Child Left Behind Act of 2001 (NCLBA). These services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the Board.

Elementary students, grades K-8 who live more than one mile from school will be transported. Secondary students, grades 9-12 who live more than one and one-half miles from school will be transported. Mileage exceptions for health, safety or disability will be made in accordance with the district’s approved supplemental plan.
Transportation will be provided to a student of a school receiving Title I funds to attend a district school out of the student’s attendance area because his/her home school has been identified as in need of improvement, corrective action or restructuring. Such transfers will be permitted and transportation provided only to a safe school that has not been identified for improvement, corrective action or restructuring. The obligation of the district to provide for transportation will terminate at the end of the school year if the school from which the student transferred is no longer in school improvement.

In the event all other district schools a student may transfer to have also been identified as in need of improvement, corrective action or restructuring or there is no other district school to which the student may transfer, the district shall, to the extent practicable, establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided for in accordance with the agreement.

The district may also provide transportation using federal funds or through cooperative agreements with local victims assistance units for a student to attend a safe district school out of the student’s attendance area for any student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous.

Transportation provided will, to the extent possible, be to a school that is making adequate yearly progress and that has not been identified as in need of improvement, corrective action or restructuring. If there are no other schools within the district a student may transfer to, the district may establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided in accordance with the agreement.

Students attending any private, parochial or public charter school under the compulsory school attendance laws will, where the private, parochial or public charter school is along or near the bus route, be provided equally the riding privileges given to public school students.

A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Department of Transportation under ORS 815.055. A person who weighs more than 40 pounds, who is four feet nine inches or shorter and under eight years of age must be properly secured with a child safety system that elevates the person so that a safety belt or safety harness properly fits the person. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until four feet nine inches or age eight and the adult belt properly fits. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215 vehicles in excess of 10,000 pounds used for student transportation

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1If there are no district schools to which students can transfer because: (1) all schools at a grade level are in school improvement; (2) there is only one school in the district; or (3) the rural or isolated nature of the district prevents choice, the district must notify the parents that the student’s school has been identified for school improvement but that no choices are currently available.

2Interdistrict transportation under NCLBA does not appear to be a district responsibility. Districts should consult with their attorney.

3Federal funds means funds available through Title IV, Part A, and Title V, Part A.

4If there is not another school in the district to which students can transfer, districts are encouraged, but not required to, explore other appropriate options, i.e., an agreement with a neighboring district.

5“Proper fit” means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.
are exempt from these statutory requirements unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

School buses carrying students will be considered extensions of the school experience. All students using school transportation will abide by the code of conduct posted in each school bus or school activity vehicle. Violations of such code, as well as other conduct which is improper or which jeopardizes the safety of self or others, will be reported by the school bus or vehicle driver to the supervisor. The transportation supervisor will, as soon as possible, inform the appropriate principal of such occurrence. Violators may be denied use of transportation for a period of time as deemed proper by the principal and/or transportation supervisor.

The principal or designee shall ensure transportation officials and drivers receive notification of students having special medical or behavioral protocols identified in student records.

Appropriate training related to specific protocols, including confidentiality requirements, will be provided to drivers.

The school bus or vehicle driver will be responsible for the school bus or vehicle at all times from departure until return. The driver will not participate in any activities that might impair his/her driving abilities.

The district will comply with all state and federal laws and regulations pertaining to school bus transportation.

END OF POLICY

Legal Reference(s):
ORS 327.006
ORS 327.033
ORS 327.043
ORS 332.405
ORS 332.415
ORS 339.240 to-339.250
ORS 343.155 to-343.246
ORS 343.533
ORS 343.155 to-343.243
ORS 811.210
ORS 811.215
ORS 815.055
ORS 815.080
ORS 820.100 to-820.190
OAR 581-021-0050 to-0075
OAR 581-022-1530
OAR 581-023-0040
OAR 581-053-0002 to-0015
OAR 735-102-0010


Cross Reference(s):
EEAB - School Bus Scheduling and Routing
EEAC - School Bus Safety Program
EEACC - Student Conduct on School Buses
ADOPT REGULATION EFAA-AR, REIMBURSABLE SCHOOL MEALS AND MILK PROGRAMS

BE IT RESOLVED, that Regulation EFAA-AR, Reimbursable School Meals and Milk Programs be adopted.

Code: EFAA-AR
Adopted: 5/12/08
Readopted: 7/11/11

Reimbursable School Meals and Milk Programs
(National School Lunch Program, School Breakfast Program, Special Milk Program)

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

Meal Pricing Procedures

1. Reimbursable meals and snacks will be priced as a unit.

2. Reimbursable meals and snacks will be served free or at a reduced price to all children who are determined by the district to be eligible for free or reduced price meals.

3. Annually, the district will establish prices for reimbursable student meals, snacks and milk. 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.⁶

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.⁷

Application Procedures

1. Households receiving food stamps Supplemental Nutrition Assistance Program SNAP or Temporary Assistance to Needy Families (TANF) benefits, as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals and snacks for the students listed on the official document. Districts must access the Direct Certification 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 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. 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 and snack 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.


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

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.

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 Office of Management and Budget (OMB) circular A-87.

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 that are produced in the United States, whenever possible.

11. The district may use facilities, equipment and personnel supported with nutrition and food services revenue to support a nonprofit nutrition program for the elderly.

Civil Rights and Confidentiality Procedures

1. The district will not discriminate against any student because of his/her eligibility for free or reduced price meals.

2. The district will not discriminate against any student or any nutrition and food services employee because of race, color, national origin, sex, sexual orientation, religion, age or disability.

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For 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.
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 the Oregon Department of Education’s civil rights coordinator within three days of receiving the complaint.

5. The district will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.

6. The district will maintain strict confidentiality of all information on the confidential application for free and reduced price meals [or free milk], 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 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, 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, 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 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 item and quantities [menu items and nutrient standards].

3. Meals served for reimbursement will:
   a. Meet at least the minimum nutrient standards set for calories, protein, calcium, iron, vitamin A and vitamin C; all minimum and maximum calorie requirements by grade level;
   b. Meet the maximum standards set for total fat and saturated fat; and
   c. Offer less and cholesterol and increase the level of dietary fiber over time. The district will use a USDA-approved menu planning approach to plan meals and snacks claimed for reimbursement.
   d. Meet the maximum standards set for sodium by grade level; and
   e. Meet the requirement for zero grams of trans fats.

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9 Schools may plan menus using one of the approved United States Department of Agriculture (USDA) menu planning approaches (e.g., Traditional Food-Based Menu Planning, Enhanced Food-Based Menu Planning, Nutrient Standard Menu Planning and Assisted Nutrient Standard Menu Planning). Additional details are available at the Oregon Department of Education, Child Nutrition Programs.

10 This option is used for districts using traditional or enhanced food-based menu planning.

11 This option is used by districts using nutrient standard menu planning.
4. The menu planning approach selected by the district to be used in all schools under its jurisdiction is [traditional food based] [enhanced food based] [nutrient standard menu planning] [assisted nutrient standard menu planning].

4. The district will use the offer versus serve option when serving NSLP lunches to all students. Students must take at least three of five different food components [an entree and one other menu item] 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 all students. Students must take at least three of four food components [two of three menu items] including one-half cup of fruit or vegetable offered in program breakfasts.

6. A copy of the Board minutes adopting the offer versus serve policy for students below high school grades for program lunches and/or for all students in the district for program breakfasts, as applicable, will be made available upon request.

Use and Control of Commodity Foods

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 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.

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.

Modify the language of this item to be reflective of the options the district has selected for offer versus serve.
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. Households will be notified in writing of the following requirements regarding missing or stolen meal tickets:
   a. A minimum of three ticket replacements per year will be made as a result of lost or stolen tickets;
   b. One advance written warning will be given to the student’s household after the third lost or stolen ticket incident;
   c. The warning will state that the next time the student fails to have a ticket, he/she must either bring a meal from home or pay full price for the meal;
   d. For the reason of a lost or stolen ticket, meals will not be denied to preprimary and young primary students or disabled students who are unable to take full responsibility for their meal ticket(s).

6. The district will control the sale of the following foods of minimal nutritional value (FMNV): carbonated beverages, water ices, chewing gum, hard candy, jelly and gum candies, marshmallow candy, fondant (candy corn-type), licorice, cotton candy and candy-coated popcorn.

7. The district will ensure that soda pop vending machines and sales of other FMNV will not be allowed in any school’s dining site(s) during the time(s) when NSLP lunch meals or SBP breakfast meals are served or eaten. Dining sites are cafeterias and any other place where NSLP lunch meals or SBP breakfast meals are served or eaten.

8. 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.

8. The district allows no meal charges will notify all households of its meal charge requirements early in the school year. The district’s meal charging requirements are as follows:

   A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than two meals. Any student failing to keep his/her account current as required by the district shall not be allowed to charge the price of further meals until the account has been paid in full but will be allowed to purchase a meal if the student pays for the meal when it is received. At least one written warning shall be provided to a student and his/her parent prior to denying meals for exceeding the district’s charge limit. Payment is due to the school office as soon as the parents receive notification. Students or parents of students may prepay meal costs.

9. The sale of foods (other than FMNV) 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.

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10. The district will not use nutrition and food services funds to purchase FMNV for sale unless the proceeds from the sale of those foods is deposited into the Nutrition and Food Services account in an amount sufficient to cover all direct and indirect costs relating to the purchase and service of the foods.

11. Soda pop and any other FMNV will not be offered “at no additional cost” with NSLP lunch meals or SBP breakfast meals in any district school.

**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(s) until the audit(s) 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.

**1112-465 APPROVE 2012-13 SCHOOL CALENDAR**

**BE IT RESOLVED** that the 2012-13 school calendar be adopted as presented.