

**LEBANON COMMUNITY SCHOOL DISTRICT  
SCHOOL BOARD MEETING  
OCTOBER 10, 2019, 5:00 PM**

LHS Land Lab

31000 Land Lab Rd., Lebanon, OR 97355

**MEETING AGENDA**

**A TOUR OF THE LAND LAB FACILITIES WILL BEGIN AT 5:00 PM, WITH THE BOARD MEETING SCHEDULED TO START IMMEDIATELY AFTERWARDS.**

**1. WELCOME**

- A. Call to Order
- B. Flag Salute

**2. LHS UPDATE**

**Action: Informational**

**3. RALSTON ACADEMY UPDATE**

**Action: Informational**

**4. AUDIENCE COMMENTS**

This is a time for citizens to address the Board. The Chair will recognize speaker(s) at the designated time. All speakers shall identify themselves and state their name before speaking. Speakers are asked to provide their name, address and telephone number on the Speaker's Sign-in Sheet. Each speaker may address the Board for three minutes.

**5. GET OREGONIZED ACKNOWLEDGEMENT**

**Action: Informational**

**6. 2018-19 DATA REVIEW**

**Action: Informational**

**7. SUPERINTENDENT EVALUATION**

**Action: Informational**

**8. COMMUNICATION PLAN**

**Action: Informational**

**9. STUDENT GOALS, SUPPORT PROGRAMS AND STAR DATA**

**Action: Informational**

**10. ALTERNATIVE EDUCATION UPDATE**

**Action: Informational**

**11. RESOLUTION 1920-3 SUPPLEMENT TRANSPORTATION PLAN**

**Action: Approval Requested**

**12. APPROVAL OF PROPERTY PURCHASE**

**Action: Approval Requested**

**13. CONSENT AGENDA**

**Action: Approval Requested**

- A. September 12, 2019 Meeting Minutes
- B. Hiring:

<b>TEMPORARY 2019-2020</b>				
Ashley Earls	Elementary Teacher	1.0 FTE	9/24/19	12/20/19

C. Policies – First Reading:

Code	Title
GBC	Staff Ethics
GBC-AR	Staff Ethics
GBDA	Mother Friendly Workplace

**14. DEPARTMENT REPORTS**

**Action: Informational**

- A. Operations
- B. Human Resource
- C. Finance

**15. COMMUNICATION**

**Action: Informational**

- A. Board
- B. Superintendent

**16. AUDIENCE COMMENTS**

The Lebanon Community School District Board of Directors welcomes you to our regular meeting. It is the Board's goal to hold an effective and efficient meeting to conduct the business of the District. In keeping with this goal, the Board provides a place for Audience Comments on each of its regular agendas. This is a time when you can provide statements or ask questions. The Board allows three minutes for each speaker. The language below discusses the Public Meetings Law and public participation in such meetings.

*"The Public Meetings Law is a public attendance law, not a public participation law. Under the Public Meetings Law, governing body meetings are open to the public except as otherwise provided by law. ORS 192.630 The right of public attendance guaranteed by the Public Meetings Law does not include the right to participate by public testimony or comment.*

*"Other statutes, rules, charters, ordinances, and bylaws outside the Public Meetings Law may require governing bodies to hear public testimony or comment on certain matters. But in the absence of such a requirement, a governing body may conduct a meeting without any public participation. Governing bodies voluntarily may allow limited public participation at their meetings."*

**Oregon Attorney General's Administrative Law Manual and Uniform and Model Rules of Procedure under the Administrative Procedures Act. Hardy Myers, Attorney General, March 27, 2000.**

**17. ADJOURNMENT**

**Upcoming Board Meeting Dates:**

**November 14, 2019, 6:00 PM at Santiam Travel Station**

**December 12, 2019, 6:00 PM at Santiam Travel Station**

# BOARD MEMORANDUM



**To:** Board of Directors

**From:** Bo Yates, Superintendent

**Date:** October 4, 2019

**Meeting Date:** October 10, 2019

**Re:** 2018-2019 District Data

## **18-19 District Data**

The following tables provide the past three years of Smarter Balance Data. The data is presented in a three-year format in order to give context to the current (18-19) achievement numbers.

Pages 1-2

Smarter Balance grade level results by state, district, and school. District goals for 19-20 are located in the target column.

Page 3

LHS performance data

Page 4

Composite school data

Individual school and classroom goals have been established based on this data. LCSD will be using the STAR assessment for math and language arts to help monitor student growth and identify specific student and classroom supports.

BY

	% 3&4			Target	% level 1		Target
	16-17	17-18	18-19	19-20	17-18	18-19	19-20
<b>Oregon</b>	<b>46</b>	<b>48</b>	<b>47</b>		<b>28</b>	<b>29</b>	
Lebanon	43	45	46	<b>49</b>	27	24	<b>21</b>
Cascades	37	50	34		35	42	
GA	40	34	44		32	33	
HCR	39	54	38		23	24	
Lacomb	54	63	<b>24</b>		21	35	
Pioneer	54	39	57		20	14	
RV	31	37	41		33	25	

	% 3&4			Target	% level 1		Target
	16-17	17-18	18-19	19-20	17-18	18-19	19-20
<b>Oregon</b>	<b>46</b>	<b>47</b>	<b>47</b>		<b>29</b>	<b>30</b>	
Lebanon	46	42	45	<b>48</b>	27	28	<b>24</b>
Cascades	44	40	<b>30</b>		35	49	
GA	33	39	40		44	40	
HCR	46	43	<b>31</b>		26	29	
Lacomb	75	74	57		11	35	
Pioneer	55	29	59		36	17	
RV	29	33	42		33	26	

	% 3&4			Target	% level 1		Target
	16-17	17-18	18-19	19-20	17-18	18-19	19-20
<b>Oregon</b>	<b>48</b>	<b>51</b>	<b>50</b>		<b>30</b>	<b>30</b>	
Lebanon	41	44	45	<b>48</b>	34	31	<b>28</b>
Cascades	43	43	47		43	28	
GA	28	29	<b>32</b>		40	39	
HCR	28	28	<b>35</b>		44	24	
Lacomb	54	57	50		21	29	
Pioneer	37	55	46		29	39	
RV	43	43	<b>36</b>		32	38	

	% 3&4			Target	% level 1		Target
	16-17	17-18	18-19	19-20	17-18	18-19	19-20
<b>Oregon</b>	<b>44</b>	<b>44</b>	<b>44</b>		<b>26</b>	<b>26</b>	
Lebanon	40	42	42	<b>45</b>	27	28	<b>25</b>
Cascades	37	44	40		26	30	
GA	29	24	<b>33</b>		43	33	
HCR	23	31	<b>29</b>		34	27	
Lacomb	64	74	50		15	29	
Pioneer	36	49	41		18	36	
RV	43	31	37		35	29	

	% 3&4			Target	% level 1		Target
	16-17	17-18	18-19	19-20	17-18	18-19	19-20
<b>Oregon</b>	<b>54</b>	<b>56</b>	<b>55</b>		<b>24</b>	<b>25</b>	
Lebanon	44	47	47	<b>50</b>	33	31	<b>28</b>
Cascades	43	35	49		42	37	
GA	33	38	<b>30</b>		51	43	
HCR	39	35	<b>24</b>		44	48	
Lacomb	42	56	66		22	21	
Pioneer	45	58	61		19	20	
RV	41	47	42		29	33	

	% 3&4			Target	% level 1		Target
	16-17	17-18	18-19	19-20	17-18	18-19	19-20
<b>Oregon</b>	<b>39</b>	<b>40</b>	<b>38</b>		<b>33</b>	<b>34</b>	
Lebanon	34	41	36	<b>39</b>	35	35	<b>32</b>
Cascades	30	30	45		45	33	
GA	24	37	<b>11</b>		44	57	
HCR	44	24	<b>14</b>		30	57	
Lacomb	45	48	52		28	24	
Pioneer	42	51	55		25	16	
RV	23	43	<b>28</b>		35	36	

Grade 6 LA	% 3&4			Target	% level 1		Target
	16-17	17-18	18-19	19-20	17-18	18-19	19-20
<b>Oregon</b>	<b>53</b>	<b>53</b>	<b>52</b>		<b>22</b>	<b>23</b>	
Lebanon	47	50	44	<b>47</b>	28	28	<b>25</b>
HCR	68	61	41		20	34	
Lacomb	79	86	70		0	15	
Pio	63	60	63		16	15	
7Oak	36	40	<b>38</b>		36	28	
Cascades			<b>0</b>			71	
GA			<b>26</b>			41	

Grade 6 Math	% 3&4			Target	% level 1		Target
	16-17	17-18	18-19	19-20	17-18	18-19	19-20
<b>Oregon</b>	<b>40</b>	<b>39</b>	<b>38</b>		<b>32</b>	<b>34</b>	
Lebanon	35	43	43	<b>46</b>	27	30	<b>27</b>
HCR	28	38	<b>24</b>		23	42	
Lacomb	62	73	57		0	17	
Pio		49	54		18	23	
7Oak	25	38	46		33	24	
Cascades			<b>36</b>			45	
GA			<b>16</b>			63	

Grade 7 LA	% 3&4			Target	% level 1		Target
	16-17	17-18	18-19	19-20	17-18	18-19	19-20
<b>Oregon</b>	<b>57</b>	<b>58</b>	<b>56</b>		<b>21</b>	<b>23</b>	
Lebanon	48	57	50	<b>53</b>	22	30	<b>27</b>
HCR	63	67	64		10	18	
Lacomb	56	79	76		16	8	
7Oak	41	50	<b>40</b>		26	36	

Grade 7 Math	% 3&4			Target	% level 1		Target
	16-17	17-18	18-19	19-20	17-18	18-19	19-20
<b>Oregon</b>	<b>43</b>	<b>42</b>	<b>40</b>		<b>31</b>	<b>33</b>	
Lebanon	38	44	38	<b>41</b>	27	35	<b>32</b>
HCR	38	47	44		17	28	
Lacomb	44	82	76		0	8	
7Oak	33	38	31		31	40	

Grade 8 LA	% 3&4			Target	% level 1		Target
	16-17	17-18	18-19	19-20	17-18	18-19	19-20
<b>Oregon</b>	<b>56</b>	<b>57</b>	<b>54</b>		<b>19</b>	<b>21</b>	
Lebanon	43	52	46	<b>49</b>	20	26	<b>17</b>
HCR	54	52	60		16	24	
Lacomb	79	66	72		0	6	
7Oak	33	49	<b>40</b>		22	31	

Grade 8 Math	% 3&4			Target	% level 1		Target
	16-17	17-18	18-19	19-20	17-18	18-19	19-20
<b>Oregon</b>	<b>42</b>	<b>41</b>	<b>39</b>		<b>38</b>	<b>39</b>	
Lebanon	34	35	35	<b>38</b>	34	40	<b>34</b>
HCR	42	26	<b>26</b>		39	39	
Lacomb	76	65	57		13	29	
7Oak	28	31	31		35	44	

# High School Data

## HS LA

	% 3&4				% level 1			Target
	16-17	17-18	18-19	Target	17-18	18-19	19-20	
	<b>Oregon</b>	71	72	69		11	13	
Lebanon	58	61	51	61	17	24	15	

## HS Math

	% 3&4				% level 1			Target
	16-17	17-18	18-19	19-20	17-18	18-19	19-20	
	<b>Oregon</b>	35	34	33		38	40	
Lebanon	32	29	23	32	43	47	40	

## LHS

### 4 year Grad Rate

				Target
	16-17	17-18	18-19	19-20
	<b>Oregon</b>	77	77	79
Lebanon	72	73	80	83

### 5 year Completers

				Target
	16-17	17-18	18-19	19-20
	<b>Oregon</b>	83.2	83	
Lebanon	77.6	80.1		85

## LHS

### 9th grade on-track

	16-17	17-18	18-19	19-20	
	<b>Oregon</b>	83.5	84.5		
	Lebanon	78.2	80	71	85

# Composite School Achievement and Growth Data

## LA Achievement

	% 3&4			Target
	16-17	17-18	18-19	19-20
Cascades	41.7	42.2	41	<b>44</b>
GA	34.2	36	35	<b>38</b>
HCR	47.3	51.3	50	<b>53</b>
Lacomb	60.2	61.8	66	<b>&gt;66</b>
Pioneer	51.6	55	53	<b>56</b>
RV	38	41.1	42	<b>45</b>
7Oak	37.3	46.6	46	<b>49</b>
LHS	58	60.3	53	<b>61</b>

## Math Achievement

	% 3&4			Target
	16-17	17-18	18-19	19-20
Cascades	37.2	37.9	37	<b>40</b>
GA	29.3	34	33	<b>36</b>
HCR	35.7	35.4	35	<b>38</b>
Lacomb	60.7	62.5	68	<b>&gt;68</b>
Pioneer	50	45.5	44	<b>47</b>
RV	31.5	35.1	36	<b>39</b>
7Oak	29.5	35.7	36	<b>39</b>
LHS	35.2	28.9	22	<b>35</b>

## Regular Attenders

	16-17	17-18	18-19
Cascades	78.2	85.3	88
GA	78.6	77.6	79
HCR	81	81	77
Lacomb	84.2	83.1	83
Pioneer	84.2	80.9	83
RV	82	83	81
7Oak	79	80	73
LHS	63.7	64	62
LCSD	77	76	73

# Superintendent's Evaluation Process and Timelines for 2019-2021

## 2019-20 Superintendent's Evaluation Process and Time:

**October 2019:** Evaluation and Timeline process submitted to the School Board for review.

**November 2019:** The School Board will receive the Superintendent's self-assessment, with a short narrative regarding each Performance Standard, as well as the district goals focused on student performance. The leadership team's goals will also be included.

**February 2020:** The Board will provide the Superintendent with a formative performance review utilizing the OSBA Superintendent Evaluation Template.

**June 2020:** The Board will provide the Superintendent with a full evaluation based on the following criteria:

### **Tool: OSBA template for Superintendent Evaluation: 50%**

Most of the assessment categories do not focus on the superintendent's individual performance but rather the superintendent's effectiveness in attaining improvements district-wide through shared leadership and implementation of trainings, programs and systems.

1. Visionary Leadership
2. Policy and Governance
3. Communications and Community Relations
4. Effective Management
5. Curriculum Planning/Development
6. Instructional Leadership
7. Resource Management
8. Ethical Leadership
9. Labor Relations

### **Student Achievement and Growth 50%**

#### Metrics

1. STAR data for growth and achievement (2018-2019 baseline data)
2. SBAC results (2018-2019 baseline data)
3. 4-Year cohort Grad Rate
4. LHS on-track grade-level data
5. LHS and Seven Oak grades



## **2020-21 Superintendent's Evaluation Process and Time:**

**OSBA template for Superintendent Evaluation: 25%**

**Student Achievement and Growth: 50%**

**360-degree Survey: 25%**

### **March/April (prior to completion of the budget) 2020 – planning for the 2020-21 school year**

1. Superintendent and board set/review district goals for the upcoming year.
2. Superintendent and board update long-range plans for the district.
3. Board/superintendent review superintendent job description/standards/goals and the evaluation process, forms and timelines to be used next year. Adoption should be done in a public meeting. (If the board desires staff and community input to come directly to the board (i.e., 360-degree survey), it should be discussed and approved in the beginning of the evaluation cycle.)

### **July 2020/October 2020/January 2021**

4. Superintendent reports interim progress on district and evaluation goals to the board. The July update deals with the previous school year while the October/January updates provide progress on the current school year. (While the updates will be done in an open meeting, any conversation about the superintendent's performance should be done in executive session.)

### **January 2021**

5. (Optional, if discussed in the beginning of the evaluation cycle.) Depending on who will receive the feedback from the 360-degree survey, the board or the superintendent prepares questions, selects individuals to participate, distributes the forms, collects and collates the results.
6. Superintendent completes a self-assessment of the evaluation forms Parts 1 and 2.
7. Board members complete Parts 1 and 2 of the superintendent evaluation form.

### **February 2021**

8. Board members meet to discuss their individual evaluations and develop the board's official document that will be shared with the superintendent.

### **By March 15, 2021**

9. Board and superintendent meet to discuss and clarify the results of the evaluation documents. (Changes to the evaluation may be made as a result of the discussions.) Evaluation meetings may be held in executive session (ORS 192.660(2)(i)) unless the superintendent requests an open meeting. The final approval of the finished evaluation must be done in open session.
10. A copy of the final written evaluation form is placed in the personnel folder.

# LEBANON COMMUNITY SCHOOL DISTRICT COMMUNICATIONS PLAN

**Pursuing Excellence for Every Student, Every Day.**

## **Draft 9-4-2019**

The Lebanon Community School District is committed to open, honest and ongoing communication with our stakeholders. This communications plan was designed to establish a comprehensive and integrated communications process for effective communication with all stakeholders. The plan aligns with the district's goals and is an essential part of the school district's improvement process.

The plan is a working document that will be reviewed on an annual basis and updated and modified in order to best meet the needs of our stakeholders.

## **Purpose**

The Comprehensive Communications Plan is intended to do the following:

1. Implement a communications program that directly helps the district achieve its strategic goals.
2. Foster strong relationships with district stakeholders.
3. Provide focus and direction for messages/methods in support of the district's goals.
4. Enable the district to present itself accurately to audiences.

## **Stakeholders**

### **LCSD Internal Audiences**

- Students
- Staff
- Administrators
- Board of Education

### **LCSD External Audiences**

- Students
- Parents
- Community members
- Educational Foundation
- Media
- Parent-Teacher Organizations
- Civic leaders/organizations
- Prospective residents of the District

## Desired Outcomes

The following outcomes will be achieved through implementation of the Lebanon Community School District Communications Plan:

### LCSD Internal Stakeholders:

- Work collaboratively to achieve the district's goals and initiatives.
- Increase pride and ownership in the district.
- Keep stakeholders informed of key issues.
- Improve organizational outcomes.
- Evolution into a learning organization

### LCSD External Audiences:

- Feel involved and engaged in their public schools.
- Exhibit community pride and trust in schools and the district.
- Support the LCSD through active participation.
- Support the LCSD District through monetary measures

## Communications Plan Goals

### Communications Goal #1

Develop and maintain positive, collaborative relationships with all stakeholders to strengthen support.

- Facilitate connections among community stakeholder groups and district administrators, community partners, business groups, and area legislators.
- Develop community forums and focus groups.
- Define key communication initiatives and share information to promote LCSD initiatives.

Action items:

- Work with LCSD Technology Department to increase parent usage of on-line programs and resources
- Maintain active email lists of key communicator groups.
- Promote Board of Education meetings through the LCSD website.
- Implement and maintain social media tools.
- Promote/Redefine the use of School Messenger

## **Communications Goal #2**

Utilize a variety of media to maximize awareness and support of the District's goals, objectives and programs.

### **Web**

- Support and maintain social media tools.
- Manage one centralized public district calendar on the district webpage.
- Produce District Report Card on line and coordinate electronic, video and print channels.
- Develop a consistent survey process to collect/communicate with stakeholders.
- Train key personnel for effective use of district website using content management strategies.

### **Video**

- Broadcast video/media through social networking on Facebook, Twitter and website.
- Produce video/media of LCSD special events to support internal communications.
- Create video/media (informational and educational in format) for release on website.
- Utilize instructional video/media to build awareness at the school and district levels.

### **Print**

- Publish details about the LCSD to increase parent knowledge of involvement opportunities.
- Provide a print version of online information in both English and Spanish.

### **Media**

- Maintain updated news releases on the LCSD website to continuously update all stakeholders about district initiatives and programs.
- Distribute fact sheets of district goals and objectives to media and update information as it becomes available.
- Develop a process for tracking, monitoring and responding to requests.
- Research and define a process to effectively manage concerns from stakeholders.

## **Communications Goal #3**

Establish an effective employee communications plan to improve internal communication and employee engagement.

- Continue group and individual training for Web content management with key personnel.
- Continue group and individual training for Parent Teacher Organization volunteers to ensure PTO communication is accurate.
- Build and maintain the Web pages on the LCSD website that will facilitate information and discussion forums among staff members.
- Continue to develop and implement new features for teacher websites.
- Increase opportunities for recognition among leaders in the LCSD.
- Recognize student, staff and parent achievement during Board of Education meetings.
- Provide opportunities and resources to build connections within the district.
- Create an advisory committee to have regular meetings with the superintendent.

- Work with the Human Resources Department to coordinate clear, consistent messages to staff members.
- Create and implement a staff orientation for the communications plan.
- Develop a staff orientation video that welcomes new employees to the LCSD and includes key messages and possible trainings.
- Provide ongoing professional development and training for staff members.
- Offer communication training to the LCSD administration.
- Continue with School Messenger system and training for new system features.

#### **Communications Goal #4**

Achieve coordinated communication, both internally and externally, regarding safety issues and crisis management.

- Develop and sustain relationships with local emergency management officials.
- Develop an emergency content feature on the district's home page that can be updated by key safety and crisis management personnel.
- Utilize a variety of communication tactics to share information with staff and parents about safety plans and crisis management.
- Manage and update crisis information on the district website.

#### **Communications Goal #5**

Maintain a positive media relations program to enhance the District's image on local, state and national levels.

- Build relationships with media through one-on-one story development.
- Share information through press releases, briefings and photo opportunities.
- Invite press to campus activities to cover events.
- Encourage staff to submit articles and photos to paper.

### **LCSD Communications Plan Continual Improvement Tools**

The following resources will be used to evaluate and measure the effectiveness of this communication plan:

- Student surveys (Fall and Spring)
- Staff surveys (Fall and Spring)
- Parent\Community survey (Fall and Spring)
- Website hits and traffic reports
- Media coverage
- Focus Groups

### **Communications Year at a Glance 2019-2020**

**TBD**

July

August

September

October

November

December

January

February

March

April

May

June

**UPDATES BY MONTH**

**ROUTINE COMMUNICATION UPDATES / RESPONSIBLE PARTY**

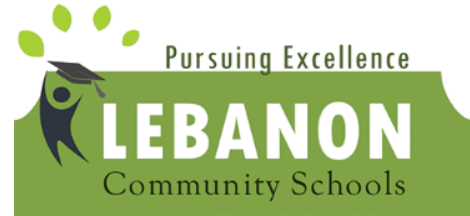
MONTH	Comm. TOPIC	TIMELINE	JULY/AUGUST	RESP PERS	SEPTEMBER	RESP PERS	OCT - JUNE	RESP PERS
2019 July		Monthly					Scoreboard	Building Prin. / Superin.
August		Weekly	Web Page Update	Office Mgr / Tech Serv	Web Page Update	Office Mgr / Tech Serv	Web Page Update	Office Mgr / Tech Serv
September	Enrollment Grad Data On-Track Data	Weekly			Pinnacle	Teachers	Pinnacle	Teachers
October	Star Data 2018-19 Data PM Support Prog SPED Report SBAC Results	Bi Monthly	Principal Communication	Building Principals	Principal Communication	Building Principals	Principal Communication	Building Principals
November	1st Quarter Grades	Monthly	Sup Comm	Superintendent	Sup Comm	Superintendent	Sup Comm	Superintendent
December	SPED Prg Pres Title 1 Program Survey Data Results	Tuesday/Thursday	Dist Calender	Admin Assistant	Dist Calender	Admin Assistant	Dist Calender	Admin Assistant
#####	Winter Star Data Super. Eval.	Monthly	Focus Story	TBD	Focus Story	TBD	Focus Story	TBD
February	Sem 1 Grades SPED Sem1 Grades	Bi Monthly	Student Recognition	Building Staff	Student Recognition	Building Staff	Student Recognition	Building Staff
March	Budget 1							
April	Budget 2 3rd Qrt Data Survey Data							
May								
June	Spr Star Data Sem 2 Grades							

**Priorities:**

Audit our current communications: District, school and teachers  
 Provide recommendations for improvements based on feedback obtained from survey of students, parents/guardians, and/or staff Promote the districts' agenda (increased academic achievement, K-3 literacy, high school on-time graduation)  
 Build a communication plan to support a general GO bond for the spring of 2022  
 Standardize the districts' communication (format, medium, content, timing)

# BOARD MEMORANDUM

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**To:** Board of Directors

**From:** Rachel Cannon, Director of Alternative Education

**Date:** 9/30/2019

**Meeting Date:** 10/11/2019

**Re:** **Alternative Education Program Update**

## **Background**

Elementary SEL Program: 8 students

Teen Center Program: 9 students

Ralston Academy: 53 students

## **Recommendation**

None; this is an informational item only.

**Attachment**



**LEBANON COMMUNITY SCHOOL DISTRICT  
RESOLUTION 1920-3**

**Adopting the Transportation Plan as a Supplement to the Lebanon Community School  
District Comprehensive Plan**

WHEREAS, the Lebanon Community School District has identified a hazardous student walking zone for students who live less than one mile from Pioneer School.

WHEREAS, at the residential area adjacent to North 5<sup>th</sup> Street and Highway 20, the following conditions apply:

- Roadway of forty (40) miles per hour
- Significant commuting traffic
- Large semi-truck traffic
- No adequate safety

WHEREAS, the Lebanon Community School District became in conflict with ORS 327.043, a law which governs the distance from a school that students will be transported by the District.

BE IT THEREFORE RESOLVED that the Board of Directors of Lebanon Community School District approves and adopted the Supplemental Transportation Plan, as presented, for the purpose of student safety on October 10, 2019.

\_\_\_\_\_  
Tom Oliver, Board Chair

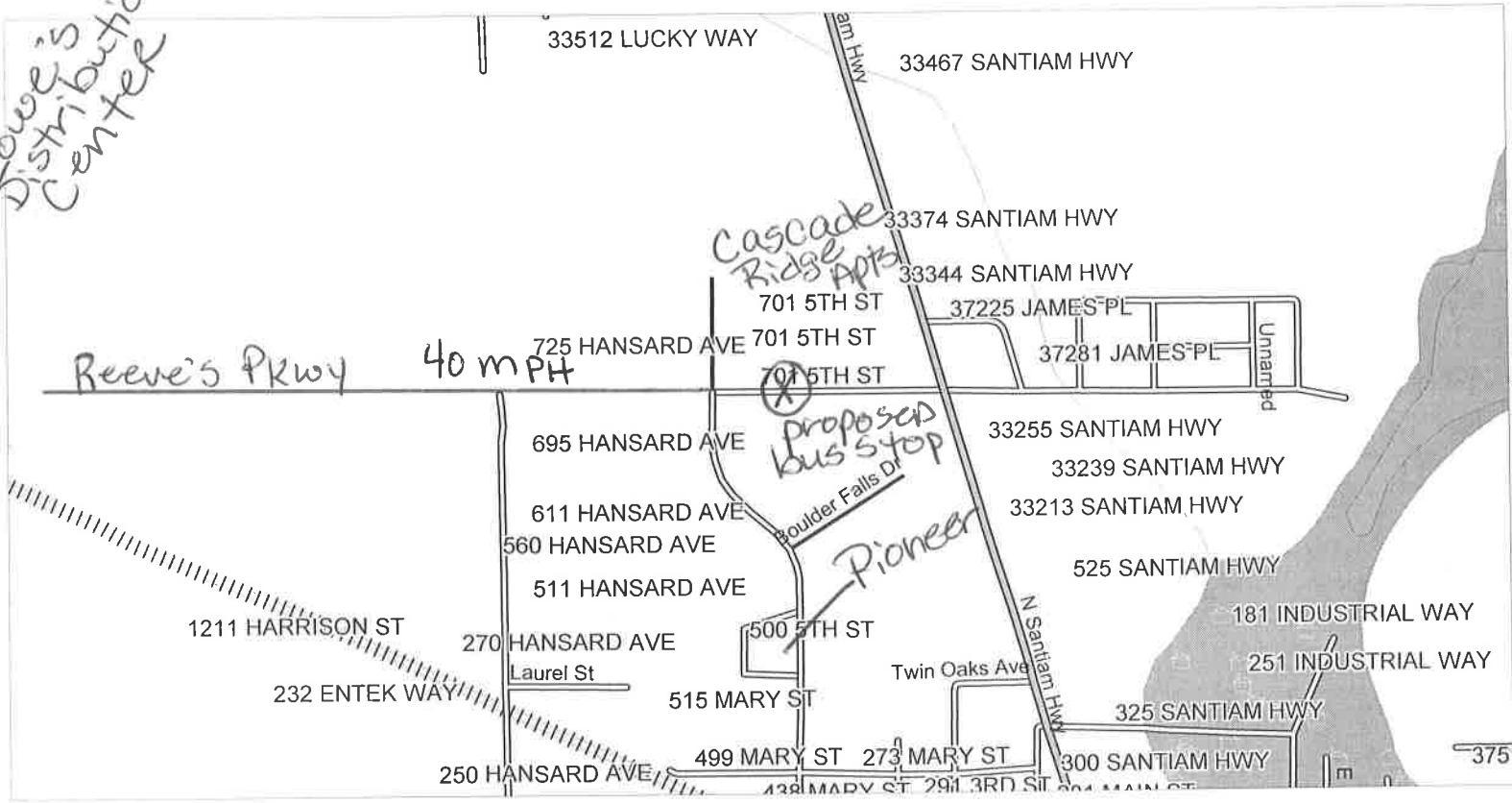
\_\_\_\_\_  
Bo Yates, Superintendent

## **Reeves Parkway expansion past N 5th St Supplemental Plan Justification**

The Superintendent has determined the area adjacent to N 5th St and Hwy 20 to be a hazardous walk zone. Reeves Parkway has a speed limit of forty (40) miles per hour with some significant commuting traffic and large semi trucks going into Lowes Distribution Center. There is no adequate safety for the elementary age children who live in the Cascade Ridge Apts. Upon this determination, the District became in conflict with ORS 327.043. This Law governs the distance from a school that children will be transported by District.

In order to come into compliance with State Law, the Board is requested to adopt the attached resolution that provides our reasoning for transport within the one (1) mile radius. Pursuant to PL93-112 and section 504 of the Rehabilitation Act of 1973, the District is currently transporting special needs students who require reasonable accommodation within the walk zone. The Transportation Department requests approval of a Supplemental Plan by the School Board for recommendation to the Oregon Department of Education. If approved, this Plan will provide for funding of the additional route required to support transportation of these students.

Lowe's  
Distribution  
Center



# BOARD MEMORANDUM



**To:** The Honorable Chair and Members  
Lebanon Community School District Board of Directors

**From:** William H. Lewis III, Business Director

**Date:** October 03, 2019

**Meeting Date:** October 10, 2019

**Re:** Board Approval of Property Purchase

The district is asking for final approval for the purchase of 1543 and 1544 (the property behind 1552) S. 2<sup>nd</sup> Street, Lebanon, OR 97355. The final purchase price is \$100,000. The district will pay \$80,000 with a \$20,000 credit memo (tax deferred donation) to the owner of the property. This property will be used for the Lebanon High School construction class, providing opportunities for students to get hands on experience in the field.

See attachment for additional information regarding the South 2<sup>nd</sup> property.

Attachment



# Property Profile Report

*Client Name:*

**Laura Gillott Team - Keller Williams**

*Today's Date:*

**06/10/2019**

*Owner Name:*

**Ellis J Stutzman Rev Living Trust Et Al  
Stutzman Ellis J Trust**

*Property Address:*

**Lebanon OR 97355**

*Reference Number:*

**12S02W15AA03201**

*Account Number:*

**0943925**

## Seven Ticor Mid-Valley locations to serve you:

220 SW 6th Ave Albany, OR 97321 541.926.2111	400 SW 4th St Ste 100 Corvallis, OR 97330 541.757.1466	52 E Airport Rd Lebanon, OR 97355 541.258.2813	1215 NE Baker St McMinnville, OR 97128 503.472.6101	315 Commercial St SE, Ste 150 Salem, OR 97301 503.585.1881	115 N College St STE 200 Newberg, OR 97132 503.542.1400	206 N 1st St Silverton, OR 97381 503.873.5305
---	--	---	---	---	---	--

This title information has been furnished, without charge, in conformance with guidelines approved by the State of Oregon Insurance Commissioner. The Insurance Division cautions that indiscriminate use only benefiting intermediaries will not be permitted. No liability is assumed for any errors in this record.

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## TITLE AND ESCROW SERVICES

[www.TicorMidValley.com](http://www.TicorMidValley.com)

For all your customer service needs: [MVCS@TicorTitle.com](mailto:MVCS@TicorTitle.com)



**TICOR TITLE™**

Parcel ID: 0943925

Site Address:

Sentry Dynamics, Inc. and its customers make no representations, warranties or conditions, express or implied, as to the accuracy or completeness of information contained in this report.

# LINN County Assessor's Summary Report

## Real Property Assessment Report

FOR ASSESSMENT YEAR 2018

June 10, 2019 8:32:27 am

<b>Account #</b> 943925 <b>Map #</b> 12S02W15AA 03201 <b>Code - Tax #</b> 00905-943925  <b>Legal Descr</b> PP 2016-063 Lot - PARCEL 1  <b>Mailing Name</b> ELLIS J STUTZMAN REV LIV TRUST ET AL <b>Agent</b> STUTZMAN ELLIS J TR <b>In Care Of</b> <b>Mailing Address</b> PO BOX 2422 LEBANON, OR 97355	<b>Tax Status</b> ASSESSABLE <b>Acct Status</b> ACTIVE <b>Subtype</b> NORMAL  <b>Deed Reference #</b> 2016-22010 <b>Sales Date/Price</b> 12-23-2016 / \$0 <b>Appraiser</b> GERGER, SAM
--	--

<b>Prop Class</b>	100	<b>MA</b>	<b>SA</b>	<b>NH</b>	<b>Unit</b>
<b>RMV Class</b>	100	03	02	001	69187-1

<b>Situs Address(s)</b>	<b>Situs City</b>
-------------------------	-------------------

Code Area	RMV	MAV	Value Summary AV	RMV Exception	CPR %
00905	Land Impr.	46,920 0		Land Impr.	0 0
<b>Code Area Total</b>		46,920	34,930		0
<b>Grand Total</b>		46,920	34,930		0

Code Area	ID#	RFPD	Ex	Plan Zone	Value Source	Land Breakdown			Trended RMV
						TD%	LS	Size	
00905		<input checked="" type="checkbox"/>			Residential Site	102	A	0.32	46,920
<b>Grand Total</b>								0.32	46,920

Code Area	ID#	Yr Built	Stat Class	Description	Improvement Breakdown			Trended RMV
					TD%	Total Sq. Ft.	Ex% MS Acct #	
<b>Grand Total</b>						0		0

**Comments:** 2017: PARTI-PLAT 2016-63 SEG'D 0.32 AC TO ACCT# 943925 (TL 3201) FROM ACCT# 201281 (TL 3200) RECALC'D LAND RMV & MAV. 1-17 SG

C.S. **26184**

PARTITION PLAT NO. **2016-63**

AT THE REQUEST OF  
**ELLIS STUTZMAN, MARK OWEN  
& LOREN MILLER**

NW 1/4 SEC. 15 T. 12 S., R. 2 W., W.M.  
IN THE WILLIAM RALSTON DLC 48  
CITY OF LEBANON, LINN COUNTY, OREGON

NOVEMBER 10, 2016  
LEBANON FILE NO. 16-08-53



**LEGEND**

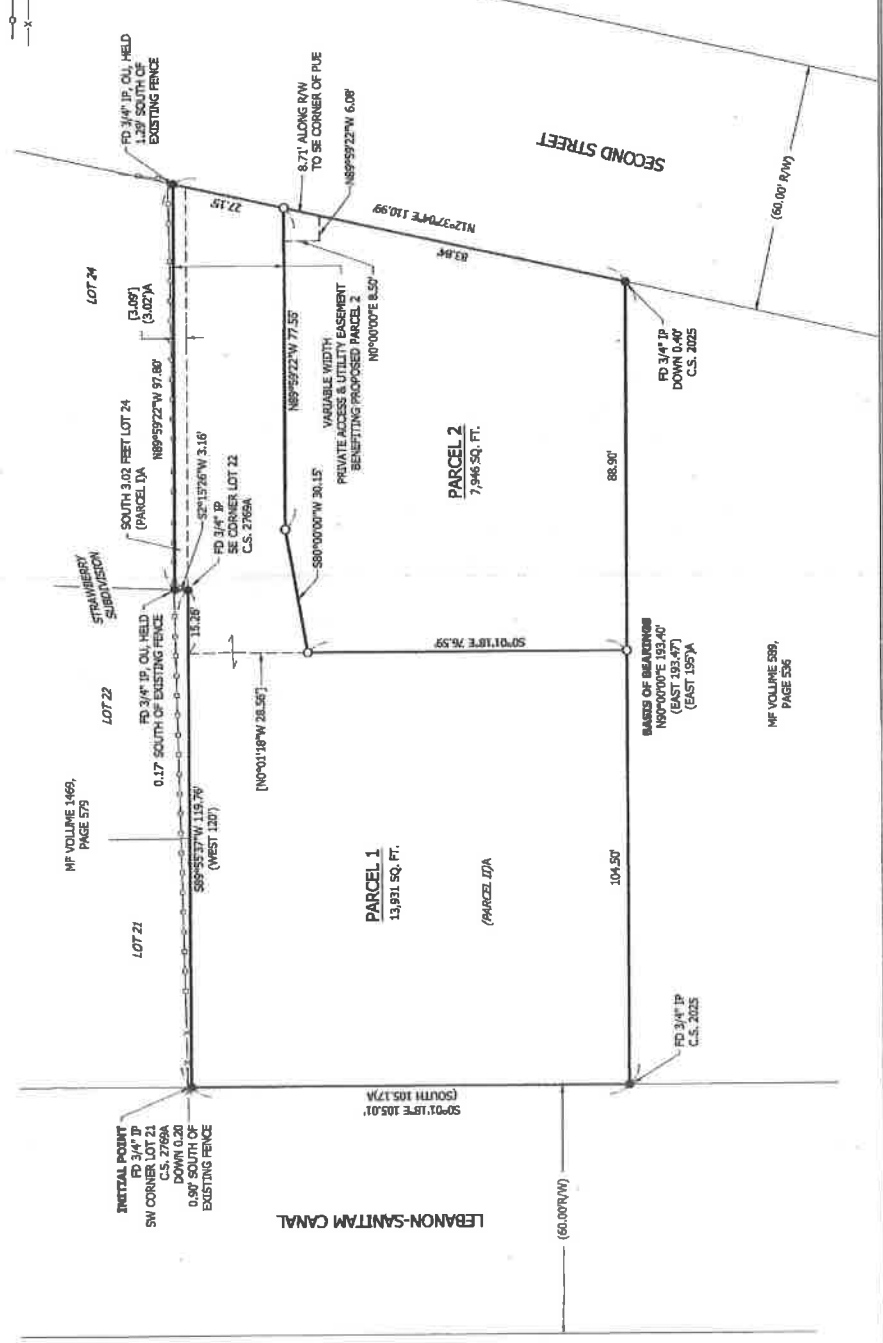
- MONUMENT FOUND FLUSH OR AS NOTED
- SET 3/4" IP IRON ROD WITH ORANGE PLASTIC CAP STAMPED: UDELL ENG
- DATA OF RECORD PER C.S. 2025 OR AS NOTED OTHERWISE
- CALCULATED DATA
- COUNTY SURVEY
- LINN COUNTY DEED DOCUMENT NO.
- FOUND
- IRON ROD
- IRON PIPE
- LINN COUNTY DEED MICROFILM RECORDS
- ORIGIN UNKNOWN
- PUBLIC UTILITY EASEMENT
- P.U.E.
- EXISTING FENCE

A DATA OF RECORD PER DN 2016-05437  
REFERENCE SURVEYS: C.S. 2769A (STRAWBERRY SUBDIVISION), C.S. 2025, C.S. 2115

**NARRATIVE:**

THE PURPOSE OF THIS SURVEY WAS TO PARTITION THE LAND SHOWN HEREON AS DESCRIBED IN LINN COUNTY DEED RECORDS, REFERENCE SURVEYS AND THE RECORDS OF LEBANON, MISSOURI OF DEEDS, RECORDS AND MAPS TO THE CITY OF LEBANON, MISSOURI OF DEEDS, RECORDS AND MAPS AT OUR CLIENTS REQUEST.

THE EXTERIOR BOUNDARY OF THE SUBJECT PROPERTY WAS ESTABLISHED BY HOLDING TIES TO EXISTING SURVEY MONUMENTS WHICH FIT THE DEED AND RECORD SURVEY'S REFERENCED HEREON REASONABLY WELL. I COULD FIND NO SURVEY RECORD OF THE TWO MONUMENTS ALONG THE NORTH LINE OF THE 300' STRIP FROM LOT 22 TO LOT 24. THEREFORE, I HAVE ASSUMED THAT THE MONUMENTS WERE EITHER RECORDED AND WERE FOR THAT REASON HELD FOR THE NORTH LINE OF THE SUBJECT PROPERTY. THE NEW COMMON LINE WAS SET AT THE DIRECTION OF MY CLIENT.



I HEREBY CERTIFY THIS TO BE A TRUE AND EXACT COPY OF THE ORIGINAL PLAT.

*Kyle W. Latimer*  
KYLE W. LATIMER  
#80442

REGISTERED PROFESSIONAL LAND SURVEYOR  
STATE OF OREGON  
KYLE W. LATIMER  
#80442

Udell  
ENGINEERING & LAND SURVEYING, LLC  
63 EAST ASH ST.  
LEBANON, OREGON 97335  
PH. (541) 451-5125  
FAX (541) 451-1366  
15-000 STUTZMAN  
SHEET 1 OF 2



C.S. 26184

PARTITION PLAT NO. 2016-63

AT THE REQUEST OF  
**ELLIS STUTZMAN, MARK OWEN  
& LOREN MILLER**

NW 1/4 SEC. 15 T. 12 S., R. 2 W., W.M.  
IN THE WILLIAM RALSTON DLC 48  
CITY OF LEBANON, LINN COUNTY, OREGON

NOVEMBER 10, 2016  
LEBANON FILE NO. 16-09-53

**SURVEYOR'S CERTIFICATE**

KYLE W. LATIMER, BEING A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF OREGON CERTIFY THAT I HAVE CORRECTLY SURVEYED AND MARKED WITH PROPER MONUMENTS THE LANDS DESCRIBED IN THIS PLAT, THE EXTERIOR BOUNDARY OF WHICH IS DESCRIBED AS FOLLOWS:

BEGINNING AT A 3/4" IRON PIPE MARKING THE SOUTHWEST CORNER OF LOT 21, STRAWBERRY ADDITION IN SECTION 15, TOWNSHIP 12 SOUTH, RANGE 2 WEST, WILLAMETTE MERIDIAN, CITY OF LEBANON, LINN COUNTY, OREGON THENCE SOUTH 09°11'18" EAST 105.01 FEET TO A 3/4" IRON PIPE; NORTH 90°00'00" EAST 192.40 FEET TO A 3/4" IRON PIPE; THENCE NORTH 89°59'00" WEST 121.00 FEET TO A 3/4" IRON PIPE; SOUTH 75°52'38" WEST 88°27'21" WEST 121.00 FEET TO A 3/4" IRON PIPE; SOUTH 75°52'38" WEST 3.16 FEET TO A 3/4" IRON PIPE; THENCE SOUTH 86°29'37" WEST 119.76 FEET TO THE POINT OF BEGINNING.

**EASEMENTS OF RECORD**

A PUBLIC RECORD REPORT FOR NEW SUBDIVISION OR LAND PARTITION PREPARED BY CHICAGO TITLE INSURANCE COMPANY NO. 474816026608 DATED NOVEMBER 7, 2016 REVEALED NO EASEMENTS OF RECORD.

**RECORDER'S STATEMENT**

STATE OF OREGON }  
COUNTY OF LINN } SS  
I HEREBY CERTIFY THAT THE PARTITION PLAT WAS RECEIVED AND DULY RECORDED BY ME IN THE LINN COUNTY RECORD OF PARTITION PLATS AS PLAT NO. 2016-63, ON THIS 21<sup>st</sup> DAY OF December, 2016, AT 1:57 O'CLOCK P.M.. FIRST SHEET RECORDED IN USED RECORDS DOCUMENT NO. 2016-43616.

STATE ENGINEER/CHECKER BY: Sean W. White  
LINN COUNTY CLERK

**PUBLIC UTILITY EASEMENT**

A PERPETUAL EASEMENT IS RESERVED FOR UTILITY AND SERVICE LINES FOR MAINTENANCE AND REPAIR ACCESS OVER AND UNDER THE GROUNDS AS SHOWN AND MARKED ON THE HEREIN ATTACHED PLAT. THIS RESERVATION SHALL INCLUDE THE RIGHT TO INGRESS TO AND EGRESS FROM ANY AND ALL EASEMENTS IN ANY MANNER NECESSARY FOR THE PURPOSE OF CONSTRUCTION, MAINTENANCE, OR REMOVAL OF UTILITY AND SERVICE EQUIPMENT PROVIDED THAT UNDER THE TERMS OF THE CITY FRANCHISED AGREEMENT THE UTILITY OR SERVICE USING THE EASEMENTS SHALL BE RESPONSIBLE FOR THE INSTALLATION, MAINTENANCE, AND REPAIR OF SAID UTILITY OR SERVICE LINES. NO PERMANENT STRUCTURES SHALL BE CONSTRUCTED WITHIN THESE EASEMENTS.

**VARIABLE WIDTH PRIVATE JOINT USE**

ACCESS & UTILITY EASEMENT:  
AN AREA AS SHOWN AND DIMENSIONED HEREON IS RESERVED FOR THE JOINT USE BY THE OWNERS OF PARCELS 1 & 2 OF THIS PLAT FOR ACCESS, MAINTENANCE, AND UTILITIES. THIS AREA SHALL BE FOR THE INGRESS TO AND EGRESS FROM SECOND STREET FOR THE OWNERS OF PARCELS 1 & 2 OF THIS PLAT AND EMERGENCY SERVICE VEHICLES AS NECESSARY. THIS AREA SHALL BE FOR THE CONSTRUCTION AND MAINTENANCE OF A PRIVATE DRIVEWAY IN THE PRIVATE DRIVEWAY AND PRIVATE FRANCHISED UTILITIES AS NECESSARY. THE CONSTRUCTION AND MAINTENANCE OF THE PRIVATE DRIVEWAY IN THE EASEMENT SHALL BE BY THE OWNERS OF PARCELS 1 & 2, THEIR HEIRS, SUCCESSORS, OR ASSIGNS. THE MAINTENANCE OF EACH PARCEL PRIVATE WASTE WATER, WATER LINE, OR FRANCHISED UTILITY SERVICE SHALL BE THE SOLE RESPONSIBILITY OF THE PARTY BEING SERVED BY THE UTILITY. ANY DAMAGE CAUSED TO THE DRIVEWAY, UTILITIES, OR OTHER STRUCTURES WITHIN THE EASEMENT SHALL BE THE SOLE RESPONSIBILITY OF THE PARTY WHICH CAUSED THE DAMAGE TO OCCUR. NO PERMANENT STRUCTURES AND NO PARKING SHALL BE ALLOWED WITHIN THIS EASEMENT.

**OWNER'S DECLARATION:**

KNOW ALL PERSONS THAT THE ELLIS J. STUTZMAN REVOCABLE LIVING TRUST, DATED MAY 5, 1997; OWEN LIVING TRUST, DATED OCTOBER 25, 2006; AND LOREN E. MILLER ARE THE OWNERS OF THE LAND DESCRIBED HEREON AND HAVE CAUSED THE SAME TO BE PARTITIONED INTO PARCELS WITH EASEMENTS AS SHOWN AND DESCRIBED HEREON.

ELLIS J. STUTZMAN, TRUSTEE OF THE ELLIS J. STUTZMAN REVOCABLE LIVING TRUST, DATED MAY 5, 1997

[Signature]  
LOREN E. MILLER

MARK D. OWEN, TRUSTEE UNDER THE OWEN LIVING TRUST, DATED OCTOBER 25, 2006

[Signature]  
LOREN E. MILLER

**ACKNOWLEDGMENT:**

STATE OF OR }  
COUNTY OF Linn } SS  
THIS IS TO CERTIFY THAT ON THIS 20<sup>th</sup> DAY OF December, 2016, BEFORE ME A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED ELLIS J. STUTZMAN, TRUSTEE OF THE ELLIS J. STUTZMAN REVOCABLE LIVING TRUST, DATED MAY 5, 1997 WHO IS KNOWN TO ME TO BE THE IDENTICAL PERSON NAMED IN AND WHO EXECUTED THE FOREGOING DECLARATION AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES HEREIN NAMED.

Amanda Albert  
NOTARY SIGNATURE  
Amanda Albert  
NOTARY PUBLIC - OREGON  
(PRINT NAME)

COMMISSION NO. 954293  
MY COMMISSION EXPIRES Sept. 11<sup>th</sup>, 2020

**ASSESSOR'S STATEMENT:**

TAXES ON THE HEREIN DESCRIBED PROPERTY HAVE BEEN PAID AS OF THE 20<sup>th</sup> DAY OF December, 2016.

[Signature]  
LINN COUNTY TAX COLLECTOR/ASSESSOR

**APPROVALS:**

CITY OF LEBANON NOTICE OF DECISION NO. 16-09-53:  
WE THE UNDERSIGNED HAVE EXAMINED AND APPROVED THE PORTION OF THIS PLAT AS REQUIRED BY THE DESIGNATED AUTHORITY OF OUR RESPECTIVE OFFICES.

[Signature]  
CITY ENGINEER, CITY OF LEBANON  
DATE 12-12-2016

[Signature]  
CITY ENGINEER, CITY OF LEBANON  
DATE 12/16/16

[Signature]  
LINN COUNTY SURVEYOR  
DATE 12-23-16



ENGINEERING &  
LAND SURVEYING, LLC  
63 EAST ASH ST.  
LEBANON, OREGON 97335  
PH. (541) 451-5125  
FAX (541) 451-1366  
16-066 STUTZMAN

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR  
KYLE W. LATIMER  
OREGON  
#80442  
EXPIRES 12-31-2015  
SHEET 2 OF 2

Aerial Map



**Parcel ID: 0943925**

Sentry Dynamics, Inc. and its customers make no representations, warranties or conditions, express or implied, as to the accuracy or completeness of information contained in this report.



**TICOR TITLE™**

# Property Profile Report

*Client Name:*

**Laura Gillott Team - Keller Williams**

*Today's Date:*

**06/10/2019**

*Owner Name:*

**Ellis J Stutzman Rev Living Trust Et Al  
Stutzman Ellis J Trust**

*Property Address:*

**Lebanon OR 97355**

*Reference Number:*

**12S02W15AA03201**

*Account Number:*

**0943925**

## Seven Ticor Mid-Valley locations to serve you:

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**TITLE AND ESCROW SERVICES**

[www.TicorMidValley.com](http://www.TicorMidValley.com)

For all your customer service needs: [MVCS@TicorTitle.com](mailto:MVCS@TicorTitle.com)



**Parcel Information**

Parcel #:	0943925
Tax Lot:	12S02W15AA03201
Site Address:	Lebanon OR 97355
Owner:	Ellis J Stutzman Rev Living Trust Et Al Stutzman Ellis J Trust PO Box 2422 Lebanon OR 97355
Twn/Range/Section:	12S / 02W / 15 / NE
Parcel Size:	0.32 Acres (13,939 SqFt)
Plat/Subdivision:	Partition Plat 2016-63
Lot:	PARCEL 1
Census Tract/Block:	030903 / 1038
Levy Code Area:	00905
Levy Rate:	21.3416
Market Value Land:	\$46,920.00
Market Value Impr:	\$0.00
Market Value Total:	\$46,920.00
Assessed Value:	\$34,930.00

**Tax Information**

Tax Year	Annual Tax
2018	\$745.44
2017	\$710.12

**Legal**

PP 2016-063 - LOT PARCEL 1

**Land**

Land Use:	100 - RESIDENTIAL VACANT	Zoning:	Lebanon-RM - Residential Mixed Density
Watershed:	Hamilton Creek-South Santiam River	Std Land Use:	VRES - Vacant Residential
Recreation:		School District:	925 - Lebanon
Primary School:	Cascades School	Middle School:	Seven Oak Middle School
High School:	Lebanon High School		

**Improvement**

Year Built:	Stories:	Finished Area:
Bedrooms:	Bathrooms:	Pool:
Bldg Type:		

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# STATEMENT OF TAX ACCOUNT

Linn County Courthouse, Room 214  
300 4th Ave SW, PO Box 100  
Albany, Oregon 97321-8600  
(541) 967-3808

10-Jun-2019

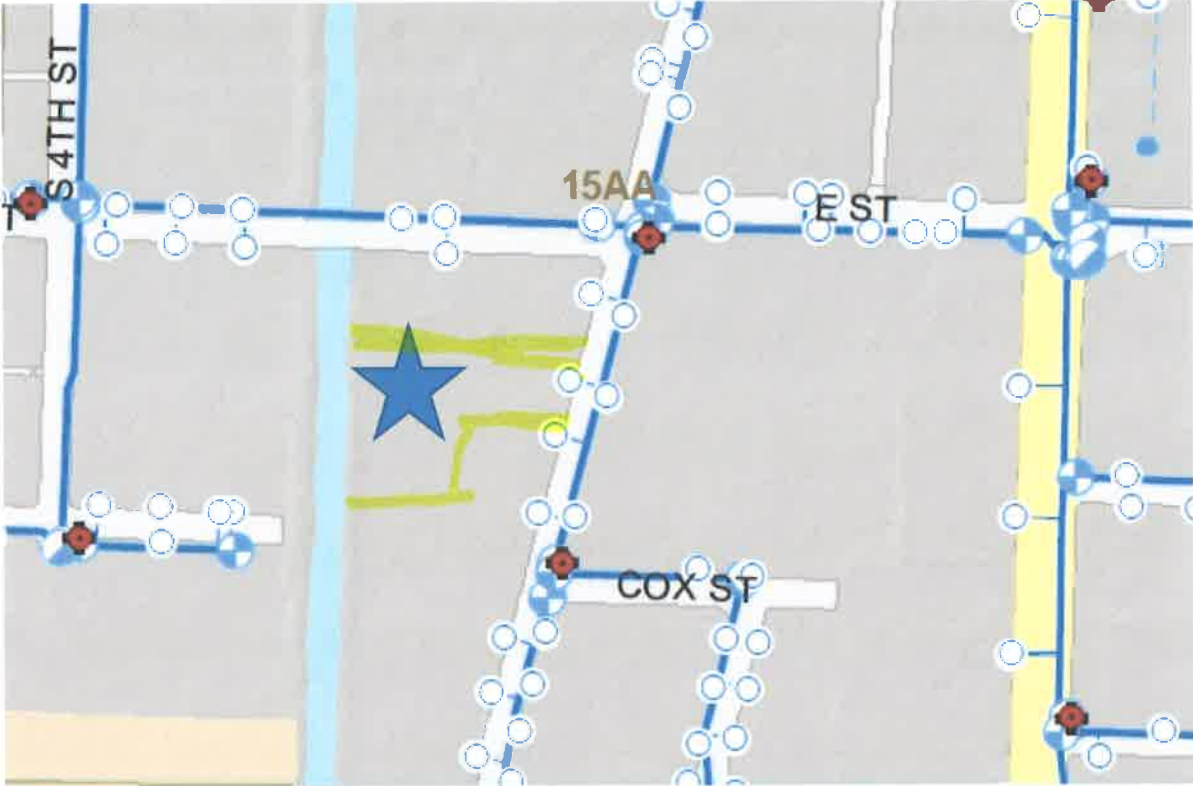
ELLIS J STUTZMAN REV LIV TRUST ET AL

Tax Account #	943925	Lender Name	
Account Status	A	Loan Number	
Roll Type	Real	Property ID	00905
Situs Address		Interest To	Jun 15, 2019

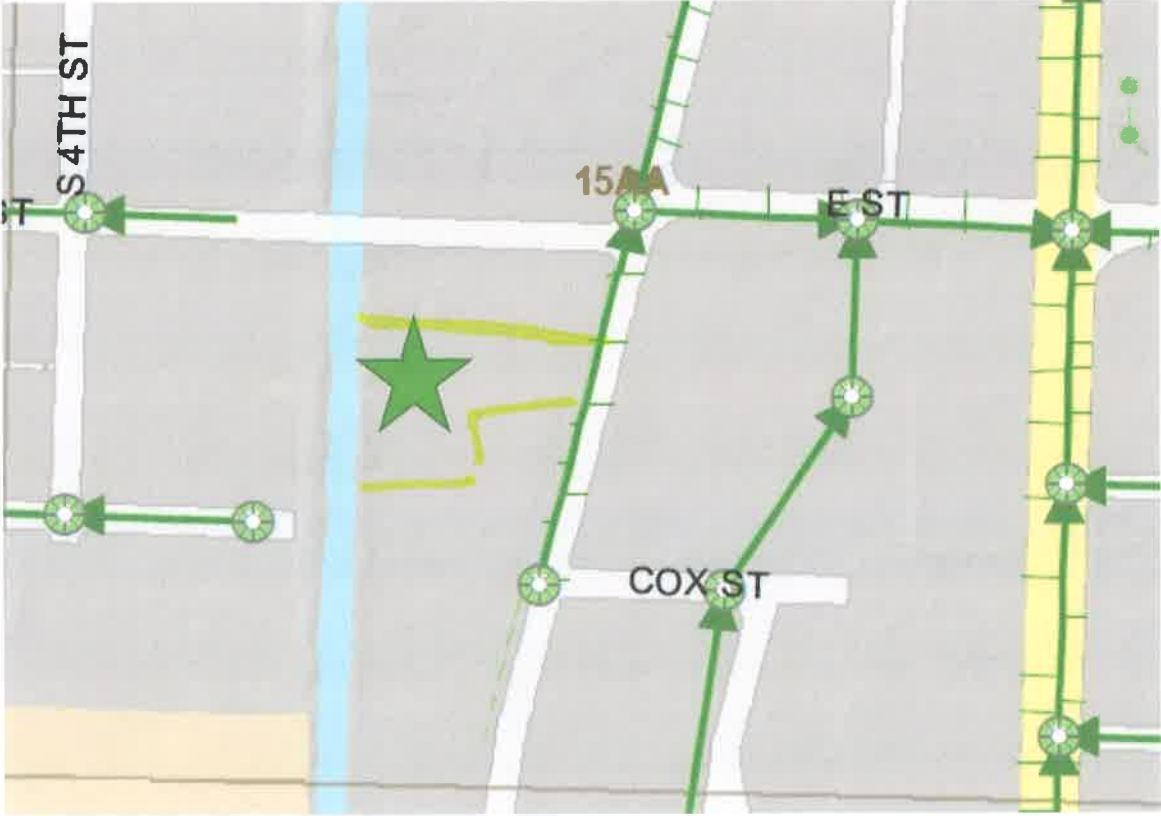
## Tax Summary

Tax Year	Tax Type	Total Due	Current Due	Interest Due	Discount Available	Original Due	Due Date
2018	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$745.44	Nov 15, 2018
2017	ADVALOREM	\$0.00	\$0.00	\$0.00	\$0.00	\$710.12	Nov 15, 2017
<b>Total</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$1,455.56	

# City Water Line



# City Sewer Line





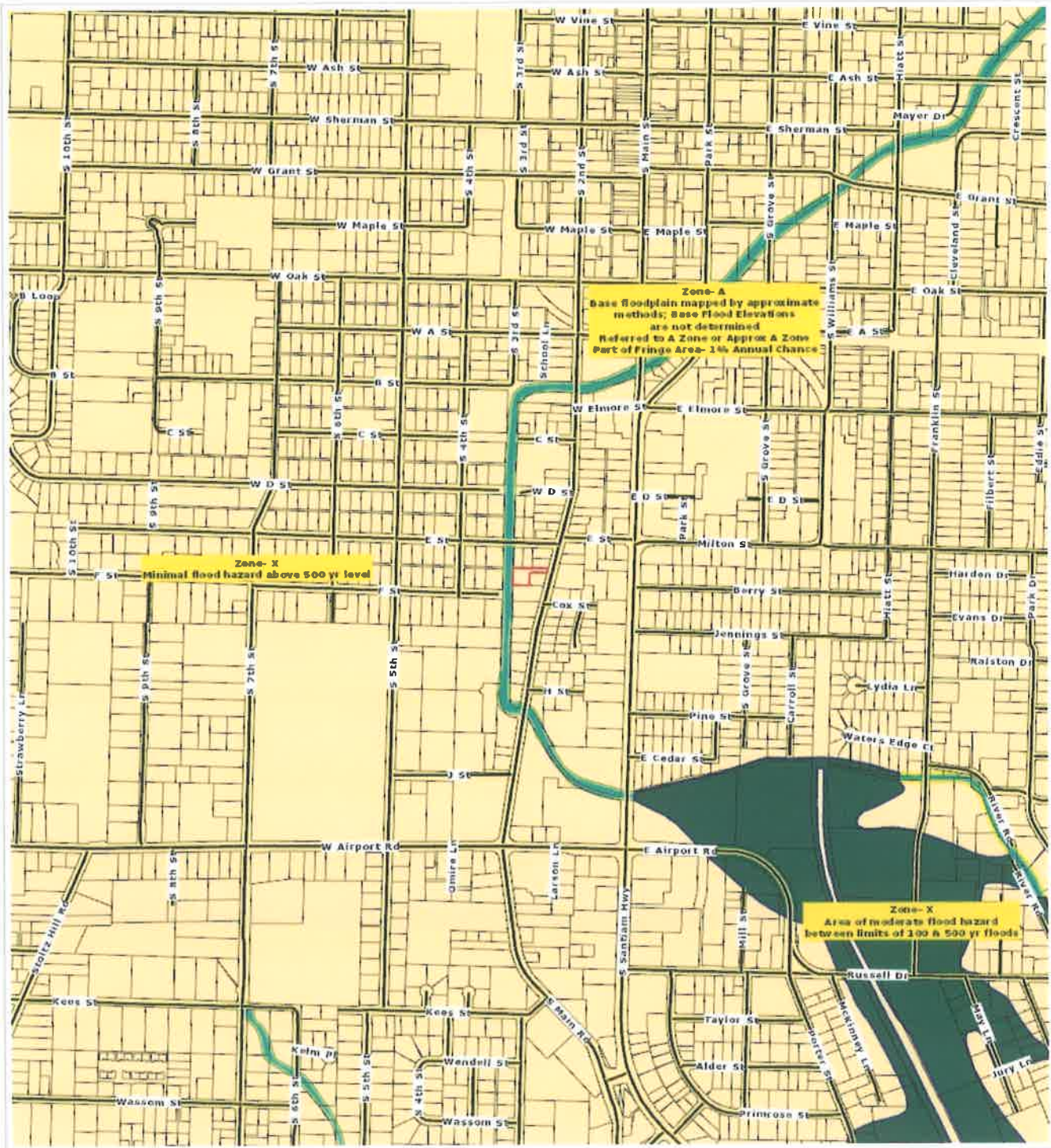
TICOR TITLE™

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Site Address:  
Parcel ID: 0943925



Flood Map



Parcel ID: 0943925

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The following individuals were present:

Tom Oliver, Chair  
Richard Borden, Member  
Tammy Schilling, Member  
Mike Martin, Member

Bo Yates, Superintendent  
Jennifer Meckley, Assistant Superintendent

Nick Brooks, Vice Chair, participated via conference call.

The meeting minutes were recorded by Executive Secretary Ruth Hopkins.

**1. WELCOME AND CALL TO ORDER**

Chair Tom Oliver called the meeting to order at 5:58 PM.

**2. LHS UPDATE**

Mary Workman, LHS Public Relations Officer, and Kate Underwood, ASB Treasurer, came forward to provide the school board with an update on high school activities.

Mary gave an update on the following fall sports at LHS: football, volleyball, soccer and cross country.

Kate shared about the LINK CREW FOP, which is the group that helps with freshman orientation. She shared that there are 307 incoming freshman in the class of 2023. The Key Club will be doing a blood drive at the high school on October 27, 2019. The International Club is currently trying to raise money for a trip to Europe, and AVID students are currently looking for a new service project for this year.

**3. AUDIENCE COMMENTS**

No members of the audience requested the opportunity to address the Board.

**4. GET OREGONIZED ACKNOWLEDGEMENT**

Tami Volz shared that we have a business that donated to the purchase of our new social studies curriculum, Get Oregonized. She has a thank you gift for Joe Richard of JTI Supply. He was not in attendance. She will try to acknowledge him at the October 10, 2019 board meeting.

## 5. SCHOOL IMPROVEMENT PLAN

Tami Volz provided the final summer school update. She shared about the attendance for the individual schools and the overall enrollment. The average number of students in attendance was 45 to 50 students per school. There were two surveys given, one for parents and one for summer school staff. There were only 28 completed surveys from the parent group, of which 64% rated the overall experience at a 5, which is the best, and no one rated it below a 3. Several parents commented on the meals that were provided and that they appreciated them.

Oliver asked if there was a mechanism in place that would track them through assessments. Volz indicated that there will be a group for summer school students in STAR assessments to track their progress.

Meckley shared about the School Improvement Process. She said the whole leadership team has been involved in that process. The state requires districts to create a continuous improvement plan. She shared that there was a pilot last year where that work began and there is a time line in place that will track that information. She shared the goals, which include student improvement to increase by 3%. She indicated that the district level was 3% overall, but at a school level that may look different.

She shared the following district goals:

GOAL 1: Each student will demonstrate growth and/or achievement in ELA and math, leading to a 3% increase in overall SBAC achievement and 50% of students on grade level as measured by STAR.

1. Priority Standards and Curriculum Alignment
2. Comprehensive Assessment System
3. Process and Timeline for Reviewing Curriculum/Data/Assessment
4. Refine District Instructional Program

GOAL 2: The intact graduation rate will increase to 90% by 2021.

- 9-12 Support Program

GOAL 3: 98% of our intact cohort will read at or above grade level by 3<sup>rd</sup> grade.

- Align School Support Programs
- Improve Utilization of STAR Assessment

Volz added that the goals have been shared in a variety of capacities with the teachers in the district. They are working on alignment within the district and feel the teacher leader group has really embraced the process.

Meckley shared the formative data examination template for language arts and math for SBAC data, which will include SpEd data and how it impacts the results. Then she shared the rubric the administration team created, which is color coded to easily see where schools are at, as well as being able to drill down and see where individual classrooms are at.

Yates said that by breaking it down by classroom, they were able to see more than they expected to see. He felt it was a good process to see who was doing well and then to figure out how to duplicate that.

Martin asked about class size and how that would impact school achievement.

Yates indicated they really tried to break the data down as much as they could to see what they could control and what they could not control.

A discussion was held around the data and what is involved in collecting the data.

Meckley indicated it was good to develop a starting point for digging into the data and seeing where trends might show up. She further shared they had developed a list for principals to work on as far as by domain and indicators for success as the school as a whole, as well as by individual teachers. There is also a spot for students to develop goals for themselves.

Martin asked if the students set the goals themselves at the beginning of the year.

More discussion was held about tracking students who move in and out of the district. Martin asked if we could determine what the mobility rate is of the students. Yates said he would provide that.

Yates said there was another goal setting session in January and then in June. He indicated there was a defined schedule for tracking goals and the data, to stay on it regularly, not just looking back at the last year's data.

## **6. RESOLUTION 1920-2 (GO Bond Refunding)**

William Lewis presented the GO Bond Refunding. The basic concept for refunding the district debt is similar to refinancing a home loan at a lower interest rate. The concept is the same for the district debt. He said it would lower the district debt, which would in turn lower the cost to taxpayers.

Lewis further explained the concept of the inverted yield curve, which means the middle interest rates are lower than the short term rates. He said the total debt service of the district is \$23.5 million. He indicated we could save \$1.9 million as of August 13, with the possibility of getting to \$2 million in savings.

He said we are working to have it done by November. He said we could use the Oregon debt bond refund program in the refinance and that we would work toward a November closing date once it is approved.

Schilling asked if there was a bad side to refunding. Lewis explained that the only thing he could come up with is if the economy goes down and the rates lower further, then we potentially could save more money. The positive is that we are saving money, the negative is how much. We are gambling that it will not go lower. Lewis said that the inverted rate curve has not happened for 12 years and he does not see the rate going lower.

Upon motion made by Martin, and duly seconded by Borden, the Board voted unanimously to approve Resolution 1920-2 as presented and move forward with the GO Bond Refunding.

## **7. CONSENT AGENDA**

- A. August 8, 2019 Board Meeting Minutes.
- B. Updated Organizational Chart

- C. Policies – Second Reading
- D. Hiring

Upon motion made by Borden, and duly seconded by Schilling, the Board voted unanimously to approve the consent agenda as presented in its entirety.

## **8. FACILITIES EVALUATION**

Yates indicated that the Facilities Evaluation and the Long Range Facilities Plan evaluations need to be formally approved to move forward with the OSCIM Grant. He further indicated that if it was approved and we moved forward with the grant, then he would need an amount decided upon by the Board to move forward.

Oliver clarified that we would be looking at \$4.5 million being available, and Brooks felt that we should ask for the full \$4.5 million.

Martin asked for an update, which Oliver provided. Applying for the grant will hold our place with the state for available funds, but then we will need to go out for a bond in the spring and get voter approval. Schilling asked for a timeline on the grant application process. Lewis said if approved, we will send the application to the state tomorrow morning.

Upon motion made by Borden, and duly seconded by Schilling, the Board voted unanimously to approve the Facilities Evaluation as presented and move forward with the OSCIM Grant application.

## **9. LONG-RANGE FACILITIES PLAN**

Upon motion made by Martin, and duly seconded by Borden, the Board voted unanimously to approve the Long Range Facilities Plan as presented.

Oliver also indicated that we needed Board approval on the amount of \$4.5 million for the grant to apply for the full matching amount.

Upon motion made by Martin, and duly seconded by Borden, the Board voted unanimously to apply for the full matching amount of \$4.5 million.

## **10. SUPERINTENDENT'S EVALUATION**

Yates shared that he had met with Mike Martin, as he has went through the superintendent evaluation process several times. He said that the evaluation was so that there were clear expectations on both sides. He shared the process he has developed for the evaluation.

The template covered the three main areas and the weight given to each area:

1. OSBA Template for Superintendent Evaluation (25%)
2. Student Achievement and Growth (50%)
3. TBD (25%)

He indicated he would like to do a 360 review eventually, but for this year would like to utilize focus groups to help identify specific areas of concern, as well as perceived school and district strengths. He also plans to do surveys twice a year and the feedback will be included in that.

He would like to focus on the communication part, as well as the expectations from the focus groups.

Then in 2020-21, he would like to do a formative 360 review.

He would like to provide the board with a timeline for the October board meeting. Then in February, he would work with the Board to go through the OSBA template. Then in June it would be a full evaluation.

Schilling asked about the survey. Yates said he would like to have the parents do it at conferences and have it available online. Schilling indicated she would like to have a paper one provided as well.

## **11. DEPARTMENT REPORTS**

### **A. Operations**

Yates shared that Ralston Academy is up and running with 60 students there currently. It is going well. Rachel Cannon is doing a great job there. He invited the Board to tour the academy.

He also indicated that the district is going through the final inspections at the land lab. He would like to have the October board meeting at the land lab. It was decided that the October meeting will be at 5:00 pm, with a tour of the land lab and the meeting will be held immediately after.

### **B. Human Resources**

Meckley reiterated what Yates said regarding the Ralston Academy. She said it was a whole new vibe seeing the students in there and that the staff is incredible.

The district has hired 23 licensed staff, three of which were temporary staff from last year. There were 20 classified hires, which is less than we have had in the past. Two administrative hires at the high school. We have bus driver openings, which is an ongoing opening, and school assistants, which is also an ongoing opening. There is also a special education IA open. All certified spots are filled at this time.

### **C. Finance**

Lewis shared that there was not much to go through. He feels that the September payroll is where we start the books for the year. The business office is currently working on insurance enrollments for the next school year.

Oliver mentioned that the beginning fund balance was right where it was budgeted to be at.

## 12. COMMUNICATION

### A. Board

Martin shared that he went to see the Ralston Academy and felt that it was great. Students were on task and teachers were on hand and had students engaged.

Oliver said that the consultant for the communication plan is ongoing. Yates shared that he had talked with two more, including Ken Volante, at OEA. He is working on a comprehensive communication plan and hopes to have something more in the next couple of meetings.

### B. Superintendent

Yates shared that Lisa Canaday, a 6<sup>th</sup> grade teacher at Seven Oak School, was honored as being named the Go The Extra Yard Teacher of the Year. She will be awarded with a \$10,000 check at the next OSU football game. She specializes in math and he felt she was a good person to build off of at Seven Oak. Mike Hillman nominated her with a nice application. It was nice to see her honored and be recognized for her work.

He also shared that we have put a bid on a piece of property for another construction house. It is a big enough piece of property that we might put in a duplex. It is on Second Street and it backs up to the canal. It is a great opportunity to move forward with the construction program. Hopefully, after this project, the program will be self-sustaining. He indicated we paid \$80,000. They were asking \$120,000, so we received a discount. Eric Frazier felt it was a great opportunity for the program. It is .32 acres of land.

## 13. AUDIENCE COMMENTS

No members of the audience requested the opportunity to address the Board.

## 14. ADJOURNMENT

Whereupon, there being no other business before the Board, the meeting was adjourned at 7:34 PM.

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Tom Oliver, Board Chair

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Bo Yates, Superintendent

**OSBA JUNE 2018 POLICY UPDATES – REVIEW AND RECOMMENDATIONS**

<b>Code</b>	<b>Title</b>	<b>OSBA Recommendation</b>	<b>DO Staff Lead(s)</b>	<b>Changes/DO Staff Comments</b>	<b>Recommend Adoption? (Yes/No)</b>
GBC	Staff Ethics	Highly Recommended	Jen	OGEC Reviewed and recommended changes	Yes
GBC-AR	Staff Ethics	Optional	Jen	OGEC Reviewed and recommended changes	Yes
GBDA	Mother Friendly Workplace	Required	Jen	OGEC Reviewed and recommended changes	Yes

# OSBA Model Sample Policy

Code: GBC-AR

Revised/Reviewed:

## Staff Ethics

District employees are allowed financial benefits as identified in Oregon Revised Statute (ORS) 244.040(2), such as their official compensation package, reimbursed expenses, limited honoraria and unsolicited awards for professional achievement. District employees are prohibited from using or attempting to use his/her district position to obtain a financial gain or to avoid a financial detriment for the district employee, a relative or member of the household of the employee, or any business with which the employee or a relative or member of the household of the employee is associated, if the opportunity for financial gain or avoidance of a financial detriment would not otherwise be available but for the employee's position with the district. Specifically, this means that:

1. Employees will not use district equipment for personal use, unless it is available to a significant segment of the general public. This includes, but is not limited to, the personal use of the district's:
  - a. Fax machine<sup>1</sup>;
  - b. Phones to make long distance personal calls;
  - c. District vehicles;
  - d. Professional technology equipment (e.g., wood shop, automotive shop, CAD); and
  - e. Athletic facilities (e.g., pool or weight room).

Further, the district's supplies, facilities, equipment, employees, records or any other public resources are not to be used to engage in private business interests. For example, the district's computer cannot be used to sell products on an auction website during school hours.

2. When employees are traveling on official district business, any gift given because of this travel must be either declined or passed on to the district for use for future district travel. For example, if the hotel where the employee is staying gives the employee a free night's stay on a future visit, this must be declined or given back to the district for future district travel. The frequent flyer miles earned when traveling on official district business can only be used for district travel. If the employee's spouse is traveling with the employee, the employee is responsible for all additional charges (i.e., additional room charge).
3. Employees may not use personal credit cards for district travel or other district business and receive incentives such as cash reimbursements, frequent flyer miles and other benefits based upon the dollar amount of purchases made.
4. Employees may not use discounts offered by private companies for the employee's personal benefit if the discount is only offered because of the employee's official position. For example, an office supplies store provides all teachers a 10 percent discount. Because the teachers are receiving this discount only because of their official position, they cannot use the discount to purchase personal

<sup>1</sup> The district could establish a fee schedule that would allow only district employees to pay for the personal use of the district fax machines. If the district established a fee schedule for the use of fax machines the fee schedule must be equal to or exceed the prevailing rates offered at commercial businesses.



items. Teachers may use the discount to purchase items for district use. Employees can also accept the discount if it is also available to a substantial segment of the population who are not public officials.

5. Employees may accept free passes to district extracurricular events if they are attending these events in their official capacity (i.e., chaperoning, ticket sales or managing concession sales). <sup>2</sup>In order to promote employee participation in extracurricular activities, the district may include free passes in employees' official compensation packages or employees may be reimbursed by the district for the cost of admission.]
6. The employee's district position is not to be used to take official action that could have a financial impact on a private business with which, the employee, a relative or member of the employee's household are associated. For example, if the employee's brother owns a pest-control business which is seeking a contract with the district, and the employee is part of the decision-making process, the employee must declare an actual conflict of interest in writing, describing the nature of the employee's conflict, and provide this to the employee's supervisor.
7. Confidential information gained as a district employee is not to be used to obtain a financial benefit for the employee, a relative or member of the employee's household or a business with which any are associated. For example, the employee should not use the information that a student in his/her class is falling behind in math to provide the parents a referral to the employee's sister's tutoring business.
8. District employees who mentor student teachers may not receive direct payments from sponsoring colleges or universities. The payment may be provided by the college or university to the district, which can then distribute the compensation to the teachers as an element of their official compensation package.
9. District employees must follow Oregon Government Ethics Commission guidelines for outside employment if the employee acts as a chaperone for student group trips on personal time and the district employee accepts compensation in the form of travel expenses from a private business or organization. Specifically, district employees must conduct all activities related to the trip on personal time and cannot use the classroom or school environment to plan the off-campus trip. Employees may use district facilities for this purpose only if they comply with the district's public use of facilities policy. It is not an ethics violation for the employee to accept reasonable expenses for accompanying students on an education trip.

These restrictions do not apply if the teacher is chaperoning students on a fact-finding mission that is officially sanctioned by the Board.

<sup>2</sup> [Include this language only if the district chooses to use such language, i.e., allowing employees free admission for extracurricular activities to promote participation, in Board policy DFEA - Admission to District Events (OSBA model sample policy Version 3).

# OSBA Model Sample Policy

Code: GBC

Adopted:

## Staff Ethics

### I. ~~Conflict of Interest~~ Prohibited Use of Official Position or Financial Gain

No district employee will attempt to use ~~his/her~~ their district position to obtain ~~personal~~ financial ~~benefit~~ gain or avoidance of financial detriment ~~or financial gain or avoidance of financial detriment~~ for themselves, relatives, ~~household~~ members of household or for any business with which the employee, a household member or relative is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the district employee's employment with the district.

This prohibition does not apply to any part of an official compensation package as approved by the Board, honorarium ~~allowed by Oregon Revised Statute (ORS) 244.042~~, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the \$50 gift limit for one who has a legislative or administrative interest in any matter subject to the decision or vote of the district employee.

The employee may receive district or school logo apparel as part of the employee's official compensation package.

District employees will not engage in, or have a personal financial interest in, any activity that raises a reasonable question ~~of conflict of interest with~~ regarding the use of their official position in regards to their duties and responsibilities as ~~staff members~~ district employees. This would also apply to any personal financial benefit for the district employee's relative or member of household of the employee, or any business with which the district employee or a relative or member of the household of the district employee is associated.

This means that:

1. Employees, relatives or members of the district employee's household will not use ~~their~~ the employee's position to obtain financial gain or avoidance of financial detriment from students, parents or staff;
2. Any device, publication or any other item developed during the employee's paid time shall be district property;
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;
4. No district employee may serve as a Board or budget committee member in the district[.];] [A district or charter school substitute bus driver in a district with an average daily membership of 50 or less may serve as a Board member;]

5. An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the position's responsibilities; nor will an employee use any district facilities, equipment or materials in performing outside work;
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

If an district employee has a potential or actual conflict of interest, the district employee must notify his/her supervisor in writing of the nature of the conflict and request that the supervisor dispose of the matter giving rise to the conflict. This must be done on each occasion the district employee is met with a conflict of interest.

“Potential conflict of interest” means any action or any decision or recommendation by a district employee that could result in a financial benefit or detriment for self or relatives or for any business with which the district employee or relatives are associated, unless otherwise provided by law.

“Actual conflict of interest” means any action or any decision or recommendation by a district employee that would result in a financial benefit or detriment for self or relatives or for any business with which the district employee or relatives are associated, unless otherwise provided by law.

In order to avoid ~~both potential and actual conflicts of interests~~ violation of nepotism provisions and district policy, district employees must abide by the following ~~rules~~ when an employee's relative or member of the household of the district employee, is seeking and/or holds a position with the district:

1. A district employee may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or a member of the household, unless he/she complies with the conflict of interest requirements of Oregon Revised Statute (ORS) Chapter 244. This rule does not apply to employment decisions regarding unpaid volunteer position, unless it is a Board-related position;
2. A district employee may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. An employee may still serve as a reference, provide a recommendation, or perform other acts that are part of the normal job functions of the employee;
3. More than one member of an employee's family may be hired as a regular district employee. In accordance with Oregon law, however, the district may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family. [Employees who are members of the same family may not be assigned to work in the same building except by the superintendent's approval.]

*In the conflict of interest context:*

“Member of household” means any person who resides with the employee.

“Relative” means: the spouse<sup>1</sup>, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits<sup>2</sup> to the employee, or who receives any benefit from the employee’s public employment.

## II. Gifts

District employees must comply with the following rules involving gifts:

Employees are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the district employee. All gift-related provisions apply to the employee, their relatives, and members of their household. The \$50 gift limit applies separately to the employee, and to the employee’s relatives or members of household, meaning that the employee and each member of their household and relative can accept up to \$50 each from the same source/gift giver. A gift may be received by the district employee from, but not limited to, another district employee, a student or parent of a student or a vendor within the \$50 gift limit. Except for exclusions in ORS 244.040(2), an item received by an employee from the district is prohibited.

“Gift” means something of economic value given to an employee without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

“Relative” means: the spouse<sup>3</sup>, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits<sup>4</sup> to the employee, or who receives any benefit from the employee’s public employment.

“Member of the household” means any person who resides with the employee.

### Determining the Source of Gifts

Employees, the employee’s relatives or members of the employee’s household should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the employee’s personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the district employee. If the giver does not have a legislative or administrative interest, the ~~ethics rules on gifts~~ \$50 limit does not apply and the employee need not keep track of it, although they are advised to do so anyway in case of a later dispute.

<sup>1</sup> The term spouse includes domestic partner.

<sup>2</sup> Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

<sup>3</sup> Ibid. p. 23

<sup>4</sup> Ibid. p. 23

## Determining Legislative and Administrative Interest

A “legislative or administrative interest” means an economic interest, distinct from that of the general public, in any action subject to the official decision of an employee.

A “decision” means an act that commits the district to a particular course of action within the employee’s scope of authority and that is connected to the source of the gift’s economic interest. A decision is not a recommendation or work performed in an advisory capacity. If a supervisor delegates the decision to a subordinate but retains responsibility as the final decision maker, both the subordinate and supervisor’s actions would be considered a decision.

## Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

“Fair market value” is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the employee does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the employee’s admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the employee is \$25. This example requires that the employee does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the employee’s meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
  - a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
  - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
  - c. The source calculates the actual amount spent on the employee.

~~3.~~ Upon request by the employee, the source will give notice of the value of the merchandise, goods, or services received.

~~4.~~ Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

## Value of Unsolicited Tokens or Awards: Resale Value

Employees may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

## Entertainment

Employees may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision of the employee unless:

1. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The employee is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when an employee appears at an entertainment event for a “ceremonial purpose” at the invitation of the source of the entertainment who requests the presence of the employee at a special occasion associated with the entertainment. Examples of an appearance by an employee at an entertainment event for a ceremonial purpose include: throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

## Exceptions

The following are exceptions to the ethics rules on gifts that apply to employees:

1. Gifts from “relatives” and “members of the household” to the employee are permitted in an unlimited amount; they are not considered gifts under the ethics rules;
2. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties;
3. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative or administrative interest, with the following exceptions:

~~a. Organized Planned Events.~~ Employees are permitted to accept payment for travel conducted in the employee’s official capacity, for certain limited purposes:

- a. ~~(1)~~ Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:

- (1) ~~(a)~~ The employee is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND
  - (a) ~~(i)~~ The giver is a unit of a:
    - (i) ~~1)~~ Federal, state, or local government;
    - (ii) ~~2)~~ An Oregon or federally recognized Native American Tribe; OR
    - (iii) ~~3)~~ Nonprofit corporation.
- (2) ~~(b)~~ The employee is representing the district:
  - (a) ~~(i)~~ On an officially sanctioned trade-promotion or fact-finding mission; OR
  - (b) ~~(ii)~~ Officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the superintendent.*

~~(2)~~ The purpose of ~~this~~ the exception ~~in a. above~~ is to allow employees to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

- 4. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the employee is representing the district.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal;

- 5. Food or beverage consumed by employee acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(7)(b)(I)(i);
- 6. Waiver or discount of registration expenses or materials provided to employee at a continuing education event that the employee may attend to satisfy a professional licensing requirement;
- 7. An ~~gift item~~ received by the employee as part of the usual or customary practice of the employee’s private business, employment or position as a volunteer that bears no relationship to the employee’s district employment;
- 8. Reasonable expenses paid to employee for accompanying students on an educational trip.

### **Honoraria**

An employee may not solicit or receive, whether directly or indirectly, honoraria for the employee or any relative or member of the household of the employee if the honoraria are solicited or received in connection with the official duties of the employee.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token, or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation, or expertise of the employee.

END OF POLICY

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**Legal Reference(s):**

[ORS 244.010 - 244.400](#)

[ORS 659A.309](#)

[OAR 199-005-0001 - 199-020-0020](#)

[ORS 332.016](#)

[OAR 584-020-0040](#)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.



## **Staff Ethics**

### **I. Conflict of Interest**

No district employee will use his/her district position to obtain personal financial benefit or avoidance of financial detriment or financial gain or avoidance of financial detriment for relatives, household members or for any business with which the employee, household member or relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the \$50 gift limit for one who has a legislative or administrative interest in any matter subject to the decision or vote of the district employee.

District employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as staff members. This means that:

1. Employees will not use their position to obtain financial gain or avoidance of financial detriment from students, parents or staff;
2. Any device, publication or any other item developed during the employee's paid time shall be district property;
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;
4. No district employee may serve as a Board or budget committee member in the district.
5. An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the position's responsibilities; nor will an employee use any district facilities, equipment or materials in performing outside work;
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

If an employee has a potential or actual conflict of interest, the employee must notify his/her supervisor in writing of the nature of the conflict and request that the supervisor dispose of the matter giving rise to the conflict.

In order to avoid both potential and actual conflicts of interests, district employees must abide by the following rules when an employee's relative or member of the household is seeking and/or holds a position with the district:

1. A district employee may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or a member of the household, unless he/she complies with the conflict of interest requirements of ORS Chapter 244. This rule does not apply to employment decisions regarding unpaid volunteer position, unless it is a Board-related position;
2. A district employee may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. An employee may still serve as a reference, provide a recommendation, or perform other acts that are part of the normal job functions of the employee;
3. More than one member of an employee's family may be hired as a regular district employee. In accordance with Oregon law, however, the district may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family. Employees who are members of the same family may not be assigned to work in the same building except by the superintendent's approval.

In the *conflict of interest context*:

"Member of household" means any person who resides with the employee.

"Relative" means: the spouse<sup>1</sup>, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the employee; or parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides benefits<sup>2</sup> to the employee, or who receives any benefit from the employee's public employment.

## **II. Gifts**

District employees must comply with the following rules involving gifts:

Employees are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the district employee. All gift-related provisions apply to the employee, their relatives, and members of their household. The \$50 gift limit applies separately to the employee, and to the employee's relatives or members of household, meaning that the employee and each member of their household and relative can accept up to \$50 each from the same source/gift giver. "Gift" means something of economic value given to an employee without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions. "Relative" means: the spouse<sup>3</sup>, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal

<sup>1</sup>The term spouse includes domestic partner.

<sup>2</sup>Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

<sup>3</sup>Ibid. p. 2

support obligation, whose employment provides benefits<sup>4</sup> to the employee, or who receives any benefit from the employee's public employment.

"Member of the household" means any person who resides with the employee.

### **Determining the Source of Gifts**

Employees should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the employee's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the district employee. If the giver does not have a legislative or administrative interest, the ethics rules on gifts do not apply and the employee need not keep track of it, although they are advised to do so anyway in case of a later dispute.

### **Determining Legislative and Administrative Interest**

A "legislative or administrative interest" means an economic interest, distinct from that of the general public, in any action subject to the official decision of an employee.

A decision means an act that commits the district to a particular course of action within the employee's scope of authority and that is connected to the source of the gift's economic interest. A decision is not a recommendation or work performed in an advisory capacity. If a supervisor delegates the decision to a subordinate but retains responsibility as the final decision maker, both the subordinate and supervisor's actions would be considered a "decision."

### **Determining the Value of Gifts**

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

"Fair market value" is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the employee does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payer of the employee's admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the employee is \$25. This example requires that the employee does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the employee's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:

<sup>4</sup>Ibid. p. 2

- a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payer reasonably expects to attend the reception or dinner;
  - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
  - c. The source calculates the actual amount spent on the employee.
3. Upon request by the employee, the source will give notice of the value of the merchandise, goods, or services received.
  4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

### **Value of Unsolicited Tokens or Awards: Resale Value**

Employees may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

### **Entertainment**

Employees may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision of the employee unless:

5. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
6. The employee is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when an employee appears at an entertainment event for a “ceremonial purpose” at the invitation of the source of the entertainment who requests the presence of the employee at a special occasion associated with the entertainment. Examples of an appearance by an employee at an entertainment event for a ceremonial purpose include: throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

## Exceptions

The following are exceptions to the ethics rules on gifts that apply to employees:

7. Gifts from “relatives” and “members of the household” to the employee are permitted in an unlimited amount; they are not considered gifts under the ethics rules;
8. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties;
9. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative or administrative interest, with the following exceptions:
  - a. Organized Planned Events. Employees are permitted to accept payment for travel conducted in the employee’s official capacity, for certain limited purposes:
    - (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
      - (a) The employee is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND
        - i) The giver is a unit of a:
          - a) Federal, state, or local government;
          - b) An Oregon or federally recognized Native American Tribe; OR
          - c) Nonprofit corporation.
        - (b) The employee is representing the district:
          - i) On an officially sanctioned trade-promotion or fact-finding mission; OR
          - ii) Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the superintendent.
      - (2) The purpose of this exception is to allow employees to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.
10. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the employee is representing the district.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal;
11. Food or beverage consumed by employee acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(I)(i);

12. Waiver or discount of registration expenses or materials provided to employee at a continuing education event that the employee may attend to satisfy a professional licensing requirement;
13. A gift received by the employee as part of the usual or customary practice of the employee's private business, employment or position as a volunteer that bears no relationship to the employee's district employment;
14. Reasonable expenses paid to employee for accompanying students on an educational trip.

### **Honoraria**

An employee may not solicit or receive, whether directly or indirectly, honoraria for the employee or any relative or member of the household of the employee if the honoraria are solicited or received in connection with the official duties of the employee.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token, or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation, or expertise of the employee.

END OF POLICY

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### **Legal Reference(s):**

[ORS 244.010](#) to -244.400  
[ORS 332.016](#)

[ORS 659A.309](#)  
[OAR 199-005-0001](#) to -199-020-0020

[OAR 584-020-0040](#)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

HR1/14/16 | PH

## Staff Ethics

District employees are allowed financial benefits as identified in ORS 244.040(2), such as their official compensation package, reimbursed expenses, limited honoraria and unsolicited awards for professional achievement. District employees are prohibited from using or attempting to use his/her district position to obtain a financial gain or to avoid a financial detriment for the district employee, a relative or member of the household of the employee, or any business with which the employee or a relative or member of the household of the employee is associated, if the opportunity for financial gain or avoidance of a financial detriment would not otherwise be available but for the employee's position with the district. Specifically, this means that:

1. Employees will not use district equipment for personal use, unless it is available to a significant segment of the general public. This includes, but is not limited to, the personal use of the district's:
  - a. Fax machine<sup>1</sup>;
  - b. Phones to make long distance personal calls;
  - c. District vehicles;
  - d. Professional technology equipment (e.g., wood shop, automotive shop, CAD); and
  - e. Athletic facilities (e.g., pool or weight room).

Further, the district's supplies, facilities, equipment, employees, records or any other public resources are not to be used to engage in private business interests. For example, the district's computer cannot be used to sell products on an auction website during school hours.

2. When employees are traveling on official district business, any gift given because of this travel must be either declined or passed on to the district for use for future district travel. For example, if the hotel where the employee is staying gives the employee a free night's stay on a future visit, this must be declined or given back to the district for future district travel. The frequent flyer miles earned when traveling on official district business can only be used for district travel. If the employee's spouse is traveling with the employee, the employee is responsible for all additional charges (i.e., additional room charge).
3. Employees may not use personal credit cards for district travel or other district business and receive incentives such as cash reimbursements, frequent flyer miles and other benefits based upon the dollar amount of purchases made.
4. Employees may not use discounts offered by private companies for the employee's personal benefit if the discount is only offered because of the employee's official position. For example, an office supplies store provides all teachers a 10 percent discount. Because the teachers are receiving this discount only because of their official position, they cannot use the discount to purchase personal

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<sup>1</sup>The district could establish a fee schedule that would allow only district employees to pay for the personal use of the district fax machines. If the district established a fee schedule for the use of fax machines the fee schedule must be equal to or exceed the prevailing rates offered at commercial businesses.

items. Teachers may use the discount to purchase items for district use. Employees can also accept the discount if it is also available to a substantial segment of the population who are not public officials.

5. Employees may accept free passes to district extracurricular events if they are attending these events in their official capacity (i.e., chaperoning, ticket sales or managing concession sales). In order to promote employee participation in extracurricular activities, the district may include free passes in employees' official compensation packages or employees may be reimbursed by the district for the cost of admission.
6. The employee's district position is not to be used to take official action that could have a financial impact on a private business with which, the employee, a relative or member of the employee's household are associated. For example, if the employee's brother owns a pest-control business which is seeking a contract with the district, and the employee is part of the decision-making process, the employee must declare an actual conflict of interest in writing, describing the nature of the employee's conflict, and provide this to the employee's supervisor.
7. Confidential information gained as a district employee is not to be used to obtain a financial benefit for the employee, a relative or member of the public official's household or a business with which any are associated. For example, the employee should not use the information that a student in his/her class is falling behind in math to provide the parents a referral to the employee's sister's tutoring business.
8. District employees who mentor student teachers may not receive direct payments from sponsoring colleges or universities. The payment may be provided by the college or university to the district, which can then distribute the compensation to the teachers as an element of their official compensation package.
9. District employees must follow Oregon Government Ethics Commission guidelines for outside employment if the employee acts as a chaperone for student group trips on personal time and the district employee accepts compensation in the form of travel expenses from a private business or organization. Specifically, district employees must conduct all activities related to the trip on personal time and cannot use the classroom or school environment to plan the off-campus trip. Employees may use district facilities for this purpose only if they comply with the district's public use of facilities policy. It is not an ethics violation for the employee to accept reasonable expenses for accompanying students on an education trip.

These restrictions do not apply if the teacher is chaperoning students on a fact-finding mission that is officially sanctioned by the Board.



### **Mother Friendly Workplace\***

The district recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast-feeding or expressing milk in the workplace. The Board directs the superintendent or designee to take measures and develop regulations to ensure that all district employees shall be provided with an adequate location for the expression of milk or breast-feeding.

The superintendent or designee shall see that the district makes a reasonable effort to provide a room or other location in close proximity to the employees' work area, other than a restroom, where an employee can breast-feed her child or express milk in privacy. This policy directs the superintendent or designee to include the following in the development of a regulation to ensure the provisions for employees required by this policy:

1. The advice of a school nurse or health professional in determining the most reasonable facility accommodation;
2. The plan shall include an accessible, private room with a lock that would allow a mother:
  - a. To breast-feed a child brought in during a lunch or other break period; or
  - b. To pump breast milk to be stored for later use.
3. The room shall include:
  - a. Electrical outlets for electric pumps;
  - b. Sanitation facilities including a sink close by, for hand washing and the rinsing of containers; and
  - c. A sign up sheet and a sign posting the room as "private during use."

A reasonable effort will be made to provide a flexible work schedule in consideration of the requirements of the staff member's responsibility.

The district shall provide the employee a 30-minute rest period to breast-feed or express milk during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period.<sup>1</sup> If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

<sup>1</sup>Districts should refer to their collective bargaining agreements to determine if the "rest period" is paid, nonpaid or a combination.

This policy and a list of designated locations will be published in the employee handbook. A list of designated locations must be readily available upon request in the central office of each school facility and in the district's central office.

END OF POLICY

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**Legal Reference(s):**

[ORS 243.650](#)

[ORS 653.077](#)

[ORS 653.256](#)

[OAR 839-020-0051](#)

# OSBA Model Sample Policy

Code: GBDA  
Adopted:

## Mother Friendly Workplace \*

*(This version is recommended for replacement with the new OSBA model policy.)*

The district recognizes that a normal and important role for mothers is to have the option and ability to express milk [and breast-feed] in the workplace. The Board directs the superintendent or designee to take measures and develop procedures to ensure that all district employees shall be provided with an adequate location to express milk for her child [and breast-feed her child].

The superintendent or designee shall see that the district makes a reasonable effort to provide a private<sup>1</sup> room or other location in close proximity to the employee's work area, other than a restroom, where an employee can express milk [and breast-feed] in privacy. This policy directs the superintendent or designee to include the following in the development of procedures to ensure the provisions for employees required by this policy:

1. [Advice of a school nurse or health professional in determining the most reasonable facility accommodation;]
2. Access to a private room [with a lock] that would allow a mother to express milk for her child [and breast-feed her child] during a lunch or other break period;
3. A room which shall include:
  - a. Electrical outlets for electric pumps, as needed; and
  - b. A sign-up sheet and a sign posting the room as "private during use."

[The district will provide sanitation facilities, including a sink, close by for hand washing and for use to rinse breast pump equipment.<sup>2</sup>]

A reasonable effort will be made to provide a flexible work schedule in consideration of the requirements of the staff member's responsibility.

The district shall provide the employee a 30-minute rest period to express milk [and breast-feed] during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period.<sup>3</sup> If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

<sup>1</sup> A "private location" is a place, other than a public restroom or toilet stall, in close proximity to the employee's work area for the employee to express milk concealed from view and without intrusion by other employees or the public...(OAR 839-020-0051).

<sup>2</sup> [Oregon Health Authority, "How to Become a Breastfeeding Friendly Employer" (2015).]

<sup>3</sup> Districts should refer to their collective bargaining agreements to determine if the "rest period" is paid, nonpaid or a combination.

This policy and a list of designated locations will be published in the employee handbook. A list of designated locations must be readily available upon request in the central office of each school facility and in the district's central office.

END OF POLICY

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**Legal Reference(s):**

[ORS 243.650](#)

[ORS 653.256](#)

[OAR 839-020-0051](#)

[ORS 653.077](#)

OREGON HEALTH AUTHORITY, HOW TO BECOME A BREASTFEEDING FRIENDLY EMPLOYER, (2015).

DELETED

# OSBA Model Sample Policy

Code: **GBDA**  
Adopted:

## **Mother Friendly Workplace \***

(This applies to a district that employs 25 or more employees)

The district recognizes that a normal and important role for mothers is to have the option and ability to express milk [or breast-feed] in the workplace. [<sup>1</sup>][\*\*Employees must give notice of intent to express milk [or breast-feed] to [see <sup>2</sup> below].] [\*\*Unless otherwise agreed upon by the district and the employee, the district shall provide the employee a 30-minute rest period to express milk [or breast-feed] during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.]

[\*\*The district will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area, where an employee can express milk [or breast-feed] in private, concealed from view and without intrusion by other employees or the public. "Close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee's work area, the district may not include the time taken to travel to and from the location as part of the break period.]

[<sup>3</sup>]The following locations have been identified in each facility for milk expression [or breast-feeding]:

1. District office: [location, e.g., a private office in the district office building];
2. Name of elementary school[<sup>4</sup>]: [location, e.g., classrooms with windows covered and door locked;] [staff room located [include location]];
3. Name of middle school[<sup>5</sup>]: [location, e.g., classrooms with the windows covered and door locked;] [staff room located [include location]];
4. Name of high school[<sup>6</sup>]: [location, e.g., the locking file room in the main office];
5. [Bus barn: [location, e.g., a private office in the transportation building];]

<sup>1</sup> [\*\*The designated bracketed language identified in this model policy is a requirement of law, but language is not required to be in policy.]

<sup>2</sup> [List the name of the position of the person to whom an employee must give notice.]

<sup>3</sup> [The list of designated locations and facilities is required to be in policy as per Oregon Revised Statute (ORS) 653.077(10)(b).]

<sup>4</sup> [Must list all elementary schools if more than one within the district.]

<sup>5</sup> [Must list all middle schools if more than one within the district.]

<sup>6</sup> [Must list all high schools if more than one within the district.]

6. [Maintenance: [location, e.g., a private office];]

7. [List other facility locations and designated locations, e.g., room or office, if any.]

[\*\*An employee who expresses milk during work hours may use the available refrigeration to store the expressed milk. The district must allow the employee to bring a cooler or other insulated food container to work for storing the expressed milk and ensure there is adequate space in the workplace to accommodate the employee's cooler or insulated food container.]

[\*\*This policy and the list of designated locations is published in the employee handbook. The list of designated locations is available upon request in the central office of each school facility and in the district's central office.]

[This policy only applies to employees who are expressing milk [or breast-feeding] for children 18 months of age or younger.]

END OF POLICY

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**Legal Reference(s):**

[ORS 243.650](#)

[ORS 653.077](#)

[ORS 653.256](#)

[OAR 839-020-0051](#)

# BOARD MEMORANDUM



**To:** The Honorable Chair and Members  
Lebanon Community School District Board of Directors

**From:** William H. Lewis III, Business Director

**Date:** October 03, 2019

**Meeting Date:** October 10, 2019

**Re:** Financial Report

## **Financial Report**

The 2019-2020 Financial Board Report included in this packet reflects all revenues and expenditures for 2015-2018, and the budgeted YTD expenditures, plus encumbered amounts for 2019-2020 as of 10/03/19. The current 2018-19 ending fund balance estimate is approximately \$1,946,000. Fluctuations are common this time of year and will continue to occur until the audit is completed. Final field work is scheduled for the week of October 21 and the report will be issued as required before 12/31/18.

## **Bond Refunding Update**

The district is in the process of refunding its 2011 general obligation bonds. Prior to the sale of its refunding bonds, the district must have a rating agency (the district uses Standard and Poor) review the district's current fiscal and economic conditions, and any other information that might impact the interest rate that will be used in the refunding bond sale.

The district administration is asking the Lebanon Community School District Board of Directors to consider an ending fund balance (EFB) policy. An EFB policy is designed to clearly define the minimum amount of money the district is targeting to set aside for emergencies.

Not having an EFB policy will not be looked upon favorably by rating agencies. Any school district in the State of Oregon who has sold bonds in the last 10+ years currently has an EFB policy in place.

There are two key factors to consider when putting together an EFB policy. The first consideration is the amount of money that will be set aside. This is usually calculated as a percentage of revenue. Attached is a summary page from the OSBA regarding EFB options. The OSBA and the GFOA (Government Finance Officer's Association) state that a 5% EFB is the minimum any district should consider. A 5% EFB is considered the minimum from a rating's perspective as well.

The second key factor to consider is whether or not to have "add back language" in the policy. In practice, add back language works to bring the savings account back up to minimum levels after

an emergency. When an emergency takes place, the ending fund balance reserves are used to help meet the needs of the organization. At that point, the ending fund balance could drop below minimum levels. The add back language would then help guide the organization as to how to bring the savings back to minimum levels. This can be done over a number of years to help reduce the impact on the district.

The district administration is recommending a 5% EFB policy with add back language. I want to make sure you have this information for the October meeting to allow time for consideration and any questions the board may have.

We would like to ask the board to consider the EFB policy options at the October meeting. If moving forward with implementing an EFB policy is approved, we can develop the policy for a formal reading and vote at the November meeting. The rating agency call is scheduled for the week after the November board meeting.

See attachment for additional information.

Attachment



Home > Topics > Budget and finance > Ending Fund Balance How much is enough?

## Ending fund balance-how much is enough?

Unions are targeting "ending fund balances" as a source to fund their salary and benefit proposals. This has become a popular issue at the legislature, in budget meetings and at bargaining tables. So, what is ending fund balance and why do we need it?

Ending fund balance is an essential tool that districts can use to limit current and future risks such as revenue shortfalls and unexpected expenditures. Establishing and maintaining an adequate ending fund balance allows districts to stabilize overall revenue in order to maintain instructional programs for students, even when unexpected revenue shortfalls or unexpected expenditure needs occur. For example, having adequate levels of ending fund balance allowed many school districts to complete their full school year during 2002-03 and 2003-04 while others were forced to close early.

Ok, but how much should a district maintain as an ending fund balance? Well, that varies depending upon who you ask. First, and foremost, the amount of ending fund balance should be based upon an individual district's current circumstance. For example, a district that has been setting aside resources through the years to be used to renovate a school building may well require a significantly higher fund balance than a district who has relatively new facilities.

As a "rule of thumb" OSBA recommends boards maintain a minimum ending fund balance of five to eight percent of its General Fund resources. This is based upon an average-size district (ADM of about 6,000) and assumes that districts will be able to anticipate a fairly reliable level of funding each year. The Government Finance Officers Association (GFOA) recommends, at a minimum, governments maintain an unreserved (not earmarked for a specific purpose) ending fund balance of no less than five to fifteen percent of its general fund operating revenues, or of no less than one to two months of regular general fund operating expenditures. The GFOA recommends a range of 5% to 15%, regardless of the size of the government while OSBA's recommendation is based upon an average size district and isn't intended to cover districts of all size.

Other factors to consider when establishing an appropriate level of ending fund balance are:

- The size of your district - the smaller the district, the larger the percentage is likely to be because you should keep enough to pay one or two months of bills, such as payroll. In a small district, this amount could likely be larger than five percent of your small budget.
- Your ability to predict your revenues and expenditures each year. The more unpredictable your revenues and expenditures are, the more likely you will need to maintain a larger ending fund balance.
- Anticipated or potential expenditures that may be pending the outcome of other factors the district doesn't control such as, PERS litigation. These situations may require the district to establish reserves and hold them until such time as the litigation has been resolved.

All of these factors should be considered along with the long-term plan for the district when deciding what is an appropriate amount of ending fund balance. The key word in talking about this hot topic is sustainability. We want to be able to utilize ending fund balance to cover the peaks and valleys of revenue collections as well as unexpected expenditures. Unexpected expenditures are typically those that are one-time or infrequent in nature, such as equipment. Salary and benefit costs are considered on-going expenditures and are of the type that we must continue to fund year after year. Ending fund balance is not a sustainable source of revenue for a district, thus it is generally designed to address the one-time expenditures. Once you draw those reserves down to cover lost revenue or to pay for ongoing expenditures, they are gone.

## Related content

## 2019-2020 General Fund Summary Report

	15/16 Actual	16/17 Actual	17/18 Actual	18/19 Budget	19/20 Budget	10-03-19 YTD & Enc	10-03-19 Balance
<b>General Fund - Revenue</b>							
SSF Formula	36,036,233	37,131,855	40,190,370	39,633,000	42,592,940	10,449,346	32,143,594
SSF Adjustment	(254,069)	390,697	280,233	-	-	-	-
Interest	91,245	156,492	267,981	100,000	300,000	46,161	253,839
Third Party Billing	45,178	102,447	72,379	80,000	-	-	-
TMR	149,514	208,252	210,894	175,000	150,000	-	150,000
JROTC	66,034	73,726	69,777	65,000	65,000	12,008	52,992
Other	297,128	299,398	360,539	420,000	490,000	48,216	441,784
Interfund Transfer	60,000	60,000	82,657	70,000	850,000	-	850,000
BFB	3,932,387	3,024,733	3,310,041	5,075,000	2,280,000	1,945,699	334,301
<b>Total</b>	<b>40,423,650</b>	<b>41,447,600</b>	<b>44,844,870</b>	<b>45,618,000</b>	<b>46,727,940</b>	<b>12,501,430</b>	<b>34,226,510</b>
	=====	=====	=====	=====	=====	=====	=====
<b>General Fund - Expenses</b>							
Salaries	17,884,343	18,826,313	19,506,444	21,146,522	21,896,193	20,344,778	1,551,416
Benefits	10,645,144	10,952,659	12,144,929	13,883,105	14,481,355	13,542,876	938,479
P. Services	5,027,111	4,332,849	4,321,151	4,804,971	5,356,244	1,704,207	3,652,037
Supplies	1,380,753	1,337,164	1,742,328	1,670,267	1,566,513	425,744	1,140,769
Capital Outlay	20,047	65,034	195,888	54,500	54,500	32,299	22,201
Other Objects	286,294	442,882	335,817	437,635	438,135	311,716	126,419
Transfers	2,155,225	2,180,656	1,335,000	2,621,000	1,185,000	-	1,185,000
Contingency	-	-	-	1,000,000	1,750,000	-	1,750,000
<b>Total</b>	<b>37,398,917</b>	<b>38,137,559</b>	<b>39,581,557</b>	<b>45,618,000</b>	<b>46,727,940</b>	<b>36,361,620</b>	<b>10,366,320</b>
	=====	=====	=====	=====	=====	=====	=====

## 2019-2020 General Fund Revenue Report

		15/16	16/17	17/18	18/19	19/20	10-03-19	10-03-19
		Actual	Actual	Actual	Project	Budget	YTD	Balance
SSF Formula								
1111,	Taxes	8,533,160	9,048,901	10,057,517	10,136,079	10,633,240	27,268	10,605,972
4801,4899	Federal Forest Fees	205,708	23,160	142,770	179,478	130,000	-	130,000
3103	Common School	492,013	502,314	410,848	437,082	<b>405,245</b>	-	405,245
3104	State Timber	181,382	137,286	167,068	167,048	<b>160,000</b>	-	160,000
3101/3199	School Support Fund	26,623,971	27,420,195	29,412,167	29,101,930	31,264,455	10,422,078	20,842,377
Adjustments to SSF Payments								-
	Adj for Prior Year payments	(330,463)	261,223	250,598	(755,646)			-
	Adj for HC Disability Grant	76,394	129,474	29,635	439,748	-	-	-
	<b>Total SSF Formula</b>	<b>35,782,164</b>	<b>37,522,552</b>	<b>40,470,603</b>	<b>39,705,718</b>	<b>42,592,940</b>	<b>10,449,346</b>	<b>32,143,594</b>
								-
1510	Interest on Investments	91,245	156,492	267,981	322,591	<b>300,000</b>	<b>46,161</b>	253,839
								-
4200	Third Party billing	45,178	102,447	72,379	72,372	-	6,004	(6,004)
								-
2210	TMR	149,514	208,252	210,894	180,556	<b>150,000</b>	-	150,000
								-
4300	JROTC reimbursement	66,034	73,726	69,777	35,236	<b>65,000</b>	<b>12,008</b>	52,992
								-
	Other							-
1910	Rental Fees	10,474	9,114	7,731	3,626	<b>10,000</b>	<b>1,206</b>	8,794
1980	Fees Charged to Grants	800	-	-	-	<b>100,000</b>	-	100,000
1312, 1960, 1990,								
5300	Miscellaneous	202,944	213,437	284,801	358,144	300,000	41,006	258,994
1994	E-Rate reimbursement	82,910	76,847	68,007	-	<b>80,000</b>	-	80,000
								-
5200	Interfund Transfer - Athletics	60,000	60,000	82,657	8,029	<b>850,000</b>	-	850,000
								-
5400	Beginning Fund Balance	3,932,387	3,024,733	3,310,041	5,263,314	<b>2,280,000</b>	<b>1,945,699</b>	334,301
								-
	<b>Total</b>	<b>40,423,650</b>	<b>41,447,600</b>	<b>44,844,870</b>	<b>45,949,586</b>	<b>46,727,940</b>	<b>12,501,430</b>	<b>34,226,510</b>
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## 2019-2020 General Fund Expenditure Report

Obj	Description	15/16 Actual	16/17 Actual	17/18 Actual	18/19 Project	19/20 Budget	10-03-19 YTD	10-03-19 Encumb	10-03-19 Balance
111	Certified salaries	9,311,147	10,161,648	10,831,007	12,299,845	12,665,056	1,112,746	10,902,693	649,617
112	Classified salaries	4,164,521	4,545,055	4,757,666	5,617,686	6,227,931	795,060	4,856,332	576,539
113	Administrative salaries	1,464,907	1,648,330	1,614,127	1,782,092	1,873,807	458,399	1,344,556	70,852
114	Managerial - classified	94,714	178,755	187,797	249,120	154,577	50,948	210,791	(107,162)
116	Retirement stipends	76,123	51,134	35,621	19,904	91,904	7,912	71,737	12,255
119	Confidential salaries	125,785	84,504	131,698	159,789	162,808	60,832	213,138	(111,162)
121	Certified subs	373,350	432,293	446,157	43,660	2,000	-	-	2,000
122	Classified subs	148,818	155,004	150,074	42,523	1,500	29,501	-	(28,001)
123	Temp certified	62,030	73,949	133,971	162,287	82,264	-	-	82,264
124	Temp classified	982	-	-	23,111	8,000	15,502	-	(7,502)
127	Student helpers salaries	11,768	7,895	6,544	4,413	21,000	6,043	-	14,957
132	Compensation time	23,861	25,767	37,764	77,738	52,300	7,892	-	44,408
133	Extra duty	254,381	324,897	286,017	350,933	279,579	80,331	4,091	195,157
134	Classified extra hrs	142,975	185,048	192,566	200,393	208,000	-	-	208,000
135	Vacation Payoff	4,377	6,938	12,246	14,017	29,817	81	-	29,736
136	Mentor teacher pay	990	609	-	-	-	-	-	-
137	Personal Leave Payout	75	-	-	-	-	-	-	-
138	Department Head Extra Duty	2,159	1,613	1,556	788	6,000	1,500	4,500	-
142	Taxable Meal Reimbursement	436	903	1,503	2,073	-	89	-	(89)
143	Cell Phone Stipend					-	180	900	(1,080)
145	Travel Stipend					-	1,900	9,500	(11,400)
150	Club Advisor				34,950	29,650	30,962	66,661	(67,974)
	<b>Total Salaries</b>	<b>16,263,399</b>	<b>17,884,343</b>	<b>18,826,313</b>	<b>21,136,091</b>	<b>21,896,193</b>	<b>2,659,878</b>	<b>17,684,899</b>	<b>1,551,416</b>
210	PERS	3,976,407	4,187,401	4,442,519	5,780,868	7,398,130	861,462	5,744,439	792,229
220	Social Security	1,207,537	1,328,140	1,385,595	1,550,125	1,655,388	195,265	1,280,578	179,545
231	Worker's Comp	136,822	173,370	196,943	238,867	293,025	28,221	143,089	121,715
241	Employee Ins - Admin	177,948	212,862	208,912	239,427	215,642	60,181	184,755	(29,294)
242	Employee Ins - Certified	2,307,416	2,328,554	2,370,817	2,831,052	2,449,421	227,957	2,369,910	(148,446)
243	Employee Ins - Classified	1,874,827	2,137,321	2,102,847	2,408,513	2,327,520	287,078	2,027,522	12,920
244	Employee Ins - Other	20,700	7,731	27,124	36,487	33,429	12,846	48,636	(28,053)
245	Employee Ins - Retired	276,090	228,774	195,821	122,925	83,600	25,337	-	58,263
247	TSA	42,912	40,991	22,082	24,336	25,200	11,400	34,200	(20,400)
	<b>Total Benefits</b>	<b>10,020,660</b>	<b>10,645,144</b>	<b>10,952,659</b>	<b>13,232,600</b>	<b>14,481,355</b>	<b>1,709,747</b>	<b>11,833,129</b>	<b>938,479</b>
311	Instructional Services	152,856	157,581	110,051	121,558	103,800	8,188	34	95,578
312	Instr Prog Improve Service	43,468	36,748	39,424	33,042	53,000	21,371	0	31,629
319	Other Instr-Prof-Tech SVCS	21,870	9,745	23,110	11,205	20,000	-	-	20,000
322	Repairs & Maintenance	163,270	168,482	173,295	254,579	190,300	69,037	4,220	117,043

## 2019-2020 General Fund Expenditure Report

323	Radio Service	-	7,767	38,310	12,455	11,100	756	-	10,344
324	Rentals	135,308	104,777	102,560	121,067	129,400	5,120	1,299	122,981
325	Electricity	467,896	473,758	466,093	453,206	502,620	85,291	334,698	82,631
326	Fuel	177,759	187,899	223,740	181,534	223,135	7,549	104,451	111,135
327	Water & Sewer	139,255	121,239	150,725	138,029	153,520	259	-	153,261
328	Garbage	86,324	96,811	95,095	112,864	102,400	-	-	102,400
329	Other Property Services	13,001	19,246	34,726	10,550	20,000	105	-	19,895
330	Reimb. Student Transportation	6,950	-	1,589	(64,563)	10,200	-	-	10,200
340	Travel	114,592	140,225	178,985	149,454	164,930	20,427	481	144,022
343	Travel - Student - Out of Dist.	-	-	2,916	1,140	5,300	-	-	5,300
346	Meals/Transportation	104	48	99	153	200	-	-	200
348	Staff Tuition	49,577	44,768	71,830	92,746	47,000	14,712	-	32,288
351	Telephone	82,642	70,529	39,486	44,987	73,165	10,700	27,950	34,515
353	Postage	23,607	21,909	14,712	24,224	26,074	4,507	-	21,567
354	Advertising	4,416	3,551	1,087	2,761	4,300	-	-	4,300
355	Printing & Binding	68,861	48,223	51,996	13,712	29,400	40	2,100	27,260
360	Charter School Payments	2,064,403	1,961,788	1,866,943	2,159,564	2,195,000	753,760	-	1,441,240
371	Tuitions Payments to Other Dist.	40,570	29,701	29,536	-	-	-	-	-
373	Tuition Pay Private School	-	-	-	-	5,000	-	-	5,000
374	Other Tuition	605,954	625,503	162,192	240,090	92,500	-	-	92,500
381	Audit Services	27,650	25,150	27,700	29,150	30,000	-	-	30,000
382	Legal Services	2,028	5,288	11,261	33,971	35,000	5,394	1,131	28,475
384	Negotiation Services	5,934	13,784	8,590	-	10,000	-	-	10,000
386	Data Processing SVCS	59,787	76,794	75,380	65,278	89,600	4,706	-	84,894
388	Election Services	4,565	-	1,573	4,623	5,000	-	-	5,000
389	Other Non_instr Pro/Tech	515,889	539,114	292,488	451,897	363,700	114,254	12,191	237,255
391	Physical Exams - Drivers	2,380	3,168	4,193	4,072	4,400	1,015	2,785	600
392	Drug Tests Drivers	1,110	635	1,255	1,670	3,000	55	1,945	1,000
393	Child Care Services	22,000	22,000	22,000	-	15,000	-	-	15,000
394	Sub calling service	5,559	7,489	6,464	14,113	15,000	8,730	-	6,270
396	Criminal History checks	2,546	2,928	3,179	4,066	3,200	340	-	2,860
398	Fingerprinting	639	462	266	38	1,000	-	-	1,000
	<b>Total P. Services</b>	<b>5,112,768</b>	<b>5,027,111</b>	<b>4,332,849</b>	<b>5,448,375</b>	<b>5,356,244</b>	<b>1,202,493</b>	<b>501,714</b>	<b>3,652,037</b>
406	Gas Oil & Lubricants	152,805	103,868	115,426	190,500	190,500	7,641	154,492	28,367
410	Supplies & Materials	457,671	419,096	486,014	452,860	648,024	47,584	14,368	586,072
413	Vehicle repair parts	50,201	48,980	44,746	27,649	52,800	4,268	31,732	16,800
414	Transportation operations	5,674	6,060	8,776	30,655	15,000	10,060	7,680	(2,740)
420	Textbooks	240,685	131,379	83,687	68,642	24,700	156	1,005	23,540
430	Library Books	9,934	8,588	5,880	5,914	15,694	-	-	15,694
440	Periodicals	6,012	1,937	5,354	6,511	6,000	180	-	5,820
460	Equipment under 5K	125,632	212,514	184,119	162,389	178,842	17,807	45	160,990
470	Computer software	173,513	195,888	181,289	184,472	264,360	102,843	5,647	155,870

## 2019-2020 General Fund Expenditure Report

480	Computer hardware	255,516	252,444	221,873	146,797	170,593	19,197	1,040	150,356
	<b>Total Supplies &amp; Materials</b>	<b>1,477,643</b>	<b>1,380,753</b>	<b>1,337,164</b>	<b>1,276,389</b>	<b>1,566,513</b>	<b>209,736</b>	<b>216,008</b>	<b>1,140,769</b>
540	Equipment	6,779	20,047	65,034	39,805	54,500	3,500	-	51,000
564	Bus Replacement	-	-	-	258	-	-	-	-
	<b>Total Capital Outlay</b>	<b>6,779</b>	<b>20,047</b>	<b>65,034</b>	<b>47,641</b>	<b>54,500</b>	<b>32,299</b>	<b>0</b>	<b>22,201</b>
621	Regular Interest	-	-	-	-	500	-	-	500
640	Dues & Fees	92,488	67,655	178,632	101,706	171,847	48,093	3,087	120,667
650	Insurance & Judgments	216,456	218,639	230,250	245,279	265,588	260,536	-	5,052
659	Settlements	-	-	34,000	-	-	-	-	-
670	Taxes & Licenses	49	-	-	-	200	-	-	200
	<b>Total Other Objects</b>	<b>308,993</b>	<b>286,294</b>	<b>442,882</b>	<b>346,985</b>	<b>438,135</b>	<b>308,629</b>	<b>3,087</b>	<b>126,419</b>
707	Transfer - Vocational House Fund	-	-	-	40,000	-	-	-	-
710	Transfer - Technology	175,000	200,000	225,000	100,000	-	-	-	-
711	Transfer - Classroom Furniture	50,000	50,000	25,000	50,000	-	-	-	-
712	Transfer - Textbook Adoption	350,000	350,000	300,000	400,000	400,000	-	-	400,000
713	Transfer - Capital Improvement	225,000	250,000	250,000	400,000	-	-	-	-
714	Transfer - Track and Turf Fund	110,000	110,000	10,000	85,000	10,000	-	-	10,000
715	Transfer - Athletic Fund	365,000	365,000	405,000	446,000	450,000	-	-	450,000
716	Transfer - Bus Replacement	250,000	250,000	250,000	300,000	150,000	-	-	150,000
717	Transfer - Unemploy Ins	25,000	15,000	25,000	25,000	25,000	-	-	25,000
718	PERS Reserve	150,000	500,000	500,000	525,000	-	-	-	-
719	Transfer - Food Service	50,000	65,225	90,656	100,000	100,000	-	-	100,000
730	Transfer - Debt Service	-	-	100,000	150,000	50,000	-	-	50,000
731	Transfer - Academic Achievemen	10,000	-	-	-	-	-	-	-
	<b>Total Transfers</b>	<b>1,760,000</b>	<b>2,155,225</b>	<b>2,180,656</b>	<b>2,621,000</b>	<b>1,185,000</b>	<b>-</b>	<b>-</b>	<b>1,185,000</b>
810	Reserve/Contingency	-	-	-	-	1,750,000	-	-	1,750,000
	<b>Grand Total</b>	<b>34,950,241</b>	<b>37,398,917</b>	<b>38,137,559</b>	<b>44,109,082</b>	<b>46,727,940</b>	<b>6,122,782.39</b>	<b>30,238,837.60</b>	<b>10,366,320</b>