

**LEBANON COMMUNITY SCHOOL DISTRICT  
SCHOOL BOARD MEETING AGENDA  
July 12, 2017, 6:00 PM  
District Office – Board Room  
485 S. 5<sup>th</sup> Street, Lebanon, Oregon 97355**

**A. WELCOME**

1. Call to Order
2. Flag Salute

**B. BOARD REORGANIZATION**

1. **Action:** Oaths of Office for Tom Oliver and Nick Brooks
2. **Action:** Election of Board Chair for 2017-2018
3. **Action:** Election of Board Vice Chair for 2017-2018

**C. GOOD NEWS/COMMUNITY COMMUNICATIONS**

**D. AUDIENCE COMMENTS**

This is a time for citizens to address the Board. The Chair will recognize speaker(s) at the designated time. All speakers should identify themselves and state their name before speaking. Speakers are asked to write their name, address, and phone number. Each speaker will be allowed 3 minutes. The Board typically will *not* respond to comments during this time.

**E. GENERAL BUSINESS**

1. **Action:** Approve Board Resolution 1718-01 Representatives and Authorizations (Enclosure E-1) *-page 4*
2. **Action:** Appoint Board Members to Certified Negotiation Team
3. **Policies** (Enclosures E-2)
  - a. **Action:** Adopt Board Policies on First Reading
    - i. JEBA: Early Entrance *-page 8*
    - ii. JEBA-AR: Early Entrance *-page 10*
  - b. **Action:** Adopt Board Policies on Second Reading
    - i. CBG: Evaluation of the Superintendent *-page 12*
    - ii. GBH/JECAC: Staff/Student/Parent Relations *-page 14*
    - iii. GBMA: Whistleblower *-page 15*
    - iv. GCBDA/GDBDA: Family Medical Leave *-page 17*
    - v. JECAC/GBH: Staff/Student/Parent Relations *-page 21*
4. **Action:** Approve Curriculum Adoptions (Enclosure E-3) *-page 23*
5. **Discussion:** Board Meetings at Schools
6. **Discussion:** ORS 244.179 (Enclosure E-4) *-page 24*

**F. DEPARTMENT REPORTS**

1. **Finance**
  - a. **Report** (Enclosure F-1) *-page 25*
  - b. **Action:** Adopt Resolution 1718-02 (Enclosure F-2) *-page 33*
2. **Operations**
  - a. **Action:** Adopt Intergovernmental Agreement (Enclosure F-3) *-page 35*
3. **Human Resources**

**G. COMMUNICATION**

1. **Board**
2. **Superintendent**
  - a. LHS Mascot Memo (Enclosure G-1) *-page 39*

**H. CONSENT AGENDA**

1. **Action:** Approve June 8, 2017 Board Minutes (Enclosure H-1) *-page 40*
2. **Action:** Approve Hiring/Leave of Absence
  - a. Whitney Connolly – Principal, Lacombe School
  - b. Cami Beatty – Math Teacher, Lebanon High School (0.5 FTE)
  - c. Ariana Bender – Kindergarten Teacher, Cascades School

- d. Lisa Canaday – Math Teacher, Seven Oak Middle School
- e. Rachel Cannon – Special Education Teacher, Lebanon High School
- f. Caroline Cote’ – 6<sup>th</sup> Grade Teacher, Pioneer School
- g. Abigail Davenport – Kindergarten Teacher, Pioneer School
- h. Luis De Luna - Art Teacher, Lebanon High School (0.5 FTE)
- i. Dara Docherty – Language Arts Teachers, Seven Oak Middle School
- j. Moria Golub – Counselor, Lebanon High School
- k. Jeffrey Heidrick – Special Education Teacher, Lebanon High School
- l. Gordon Hilberg – Counselor, Lebanon High School
- m. Ashlea Leighter - 2<sup>nd</sup> Grade Teachers, Cascades School
- n. Jaclyn McGuire – 2<sup>nd</sup> Grade Teacher, Cascades School
- o. Laura Felton Rosulek – Speech Language Pathologist, Student Achievement
- p. Aaron Smith – Band Teacher, Lebanon High School (Temporary 17-18 school year)
- q. Jordan Swanson – PE Teacher, Riverview School
- r. Christopher Tasner – Math Teacher, Seven Oak Middle School
- s. Robert Tatum – Welding Teacher, Lebanon High School
- t. Allison Thompson – Special Education Teacher, Riverview School
- u. John D. Trimble – Science Teacher, Lebanon High School
- v. Shannon Webb – Music Teacher, Hamilton Creek School/Lacomb School
- w. Breeanne Wyatt – 4<sup>th</sup> Grade Teacher, Green Acres School

## **I. ADJOURN**

The Lebanon Community School District Board of Directors welcomes you to our regular meeting. It is the Board's desire to hold an effective and efficient meeting to do the business of the District. In keeping with that objective 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 following quote is instructive to the Board and its visitors.

"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.

## **FUTURE MEETINGS**

August 10, 2017	District Office – Board Room
September 14, 2017	TBD
October 12, 2017	TBD

LEBANON COMMUNITY SCHOOL DISTRICT  
SCHOOL BOARD MEETING AGENDA – EXECUTIVE SESSION

July 12, 2017, 7:00 PM  
District Office – Board Room  
485 S. 5<sup>th</sup> Street, Lebanon, Oregon 97355

- A. CALL TO ORDER UNDER ORS 192.660(2)(d): *To conduct deliberations with persons designated by the governing body to carry on labor negotiations.*
- B. DISCUSSION
- C. ADJOURN

**Lebanon Community Schools  
Board Resolution 1718-1**

The Lebanon Community Schools Board of Directors resolves the following for the 2017-2018 School Year:

- A. Bonding of the Board Chairman, Superintendent/Clerk, Deputy Clerk: BE IT RESOLVED that the Lebanon School Board of Directors designates Property and Casualty coverage for education (PACE) to provide a Public Employee Dishonesty Coverage in a minimum amount of \$100,000 (fidelity bond) in accordance with ORS 332.525 and ORS 328.441.
- B. Chief Administrative Officer: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess as Chief Administrative Officer for the 2017-2018 fiscal year.
- C. Deputy Clerk: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Linda Darling as Deputy Clerk for the 2017-2018 fiscal year.
- D. Custodian of Funds: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess and Linda Darling to be the custodian of funds and further authorize facsimile signature under ORS 328.441, ORS 328.445.
- E. Authorization to Sign Payroll and Monthly Disbursements: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess and/or Linda Darling to sign monthly disbursements and payroll.
- F. Authorization to approve and pay all accounts payable: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess and/or Linda Darling to approve and pay all accounts payable within the limits of the adopted budget document. Licensed administrators may approve up to \$250 purchase orders unless revoked by the Superintendent.
- G. Budget Officer: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess as budget officer for the 2017-2018 fiscal year.
- H. Official Auditors: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Accuity, LLC as the official auditor for the 2017-2018 fiscal year district books.
- I. Newspaper-of-Record: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates the Albany Democrat Herald, the Lebanon Local, and the Lebanon Express as the district newspapers-of-record for the 2017-2018 fiscal year.

- J. Insurance Agent-of-Record: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Rhodes Warden Insurance as the district insurance agent-of-record for the 2017-2018 fiscal year.
- K. Attorney-of-Record: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Hungerford Law Firm as the attorney-of-record for all general education related legal services and for collective bargaining services the 2017-2018 fiscal year.
- L. Hearing Officer: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess to serve as the hearing officer in all matters pertaining to the operation of the school district and/or matters on personnel and, further designates Robert Hess or his designee to serve as the hearing officer on student records including expulsion hearings.
- M. Authorization to Participate in Federal and State Programs: BE IT RESOLVED that Superintendent Robert Hess is hereby authorized as the official district representative for IDEA, Title IA, Title IIA, Title III, Title IV, and Title V, Title VI, EBISS, Carl Perkins Grant, other various local grants, Linn/Benton ESD, miscellaneous state grants and miscellaneous federal grants.
- N. Regular Monthly Meetings: BE IT RESOLVED that the following meeting dates for the 2017-2018 fiscal year, with regular meetings beginning at 6:00 PM:

July 12, 2017	Reorganization Meeting	District Office – Board Room
August, 10, 2017	Regular Meeting	District Office – Board Room
September 14, 2017	Regular Meeting	TBD
October 12, 2017	Regular Meeting	TBD
November 16, 2017	Regular Meeting	TBD
December 14, 2017	Regular Meeting	TBD
January 11, 2018	Regular Meeting and Budget Committee Workshop	TBD
February 8, 2018	Regular Meeting	TBD
March 8, 2018	Regular Meeting	TBD
April 12, 2018	Regular Meeting and Budget Committee Meeting	District Office – Board Room
April 26, 2018	Regular Meeting and Budget Committee Meeting	District Office – Board Room
May 10, 2018	Regular Meeting and Budget Committee Meeting	District Office – Board Room
June 14, 2018	Regular Meeting and Budget Hearing	District Office – Board Room

- O. Depository-of-Funds: BE IT RESOLVED that the Lebanon School Board of Directors hereby designate FDIC Wells Fargo, Oregon State Treasury and Local Government Investment Pool.
- P. Establish the Borrowing Limit for the Custodian of Funds: BE IT RESOLVED that the Lebanon School Board of Directors hereby allows the Custodian of Funds to borrow up to \$5,000,000. Notice is to be given to the Board prior to the loan.
- Q. Approves short term loans between funds: BE IT RESOLVED that Linda Darling, Deputy Clerk/Director of Business Services, is authorized to do short term loans between funds in order to pay district obligations.
- R. Identify Confidential Employees: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Nicole Hundley, Susie Otta and Andrea Meyer as confidential employees, and all directors and administrators, as individuals that are excluded from the bargaining units.
- S. Reaffirm Lebanon School District as its own Local Contract Review Board (LCRB).
- T. Alternative Education Programs: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Lebanon High School Alternative Programs, LBCC Alternative Program, and Community Services Consortium (CSC) as alternative education programs.
- U. The following designation of the 2016-2017 ending fund balances and revenues for specific uses in 2017-2018:
- a. Committed Fund Balances:
    - i. The ending balance of each of the following funds is “Committed” in accordance with the purposes stated for each fund or program in the FY 2017-2018 adopted budget.
  - b. Restricted Fund Balances:
    - i. The ending balance of all grant related special revenue funds (including food service) shall be designated as restricted for the sole uses intended by the granting authorities.
    - ii. Ending fund balances in Student Activities Funds are restricted for the benefit and intent associated with each of the student body groups.
    - iii. Unemployment Insurance Fund is restricted for expenditures of unemployment claims paid by the State for former District employees.

c. Debt Service Funds:

- i. Funds are “Restricted” for the accumulation of resources and payment of principal and interest related to associated debt offerings.

Passed this 12<sup>th</sup> day of July, 2017.

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Board Chair

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Rob Hess, Superintendent

# MEMORANDUM



**To: Board of Directors**

**From: Nicole Hundley, Executive Secretary**

**Date: July 5, 2017**

**Re: Early Entrance Policy**

After further inquiry, it was determined that we should not add one line to the JEC Policy to allow for case-by-case exceptions for the September 1 birthday deadline for kindergarten entry. Early entrance will need to be a separate policy (JEBA) with an AR to outline the process for applying, evaluating, and accepting students for early entrance. A draft policy and AR are included for Board consideration.

Having limited language allowing case-by-case exceptions is not recommended. Without a specified policy and procedure regarding what the District considers for each student that applies for early entrance, it would be possible to hold different students to differing standards, resulting in unfair treatment.

# Lebanon Community Schools

Code: **JEBA**  
Adopted:

## Early Entrance\*\*

A student will be admitted into kindergarten if his or her fifth birthday occurs on or before September 1 of the year of enrollment. In addition, a student whose fifth birthday occurs after that date may be admitted to kindergarten if the student is transferring from a public school in another district.

Early entry into kindergarten may be allowed for a student whose fifth birthday occurs after September 1, but not later than September 30, who is sufficiently advanced to succeed in the educational program based on an analysis by qualified professional staff, including the following criteria:

1. Parent interview (developmental history)
2. Preschool experience
3. Emotional/social functioning
4. Adaptive behavior (including, but not limited to, perceptual and motor skills, self-help skills, and communication skills)
5. Academic functioning (readiness, basic skills)

The Superintendent/designee shall identify screening processes and instruments that will provide a dependable assessment of the above items and procedure for placement. Parents will be required to pay a fee to cover the costs of the special testing involved. The District Office will coordinate the assessment.

The Superintendent's decision on whether to provide this exception for early entry to kindergarten will be considered final.

END OF POLICY

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### Legal Reference(s):

[ORS 327.006](#)  
[ORS 336.092](#)  
[ORS 339.010](#)  
[ORS 339.115](#)  
[ORS 343.395](#)

[ORS 336.095](#)

R1/14/16 | PH

## **Guidelines for Early Entrance\*\***

In accordance with Board policy JEBA - School Entrance Age Requirements regarding early entry into kindergarten and first grade, the following procedural guidelines are established.

### **Philosophy**

Administrators and staff of the District believe that a student being considered for early admission into kindergarten must demonstrate above-average ability in several readiness skills. The prognosis for a student who is allowed to early enroll in kindergarten should be one of a successful student.

### **Assessment for Kindergarten**

The nature of the evaluation may require the service of a qualified examiner. While the examiner should have the final choice of instrument based upon the individual characteristics presented by the student, the recommended assessment instruments may include, but are not limited to, the following:

1. Kindergarten Assessment
2. Developmental Reading Assessment (DRA)/EDL/Baseline Assessment System (BAS)/IRI/Running Record
3. Early Entry to Kindergarten Observation Checklist

### **Procedures**

The following steps will be implemented with regard to evaluating candidates for early entry into kindergarten based upon a District evaluation:

1. Parent request is made known to resident school [by May 1].
2. Parent receives an Early Entry Packet, in his/her primary language when possible, and schedules an interview with the building administrator.
3. Parent interview is completed by the building administrator.
4. The building administrator sends the interview notes and the request for District evaluation to the Superintendent/designee. The Superintendent/designee sends the request for permission to assess and the application for fee reduction to the parent, then schedules an evaluation.
5. The examiner will accomplish the following by the end of the school year:
  - a. Evaluate the student using appropriate assessments, in the primary language if possible.
  - b. Analyze the results and compose a written report.
  - c. Hold a conference with the building administrator and/or Superintendent/designee to discuss the results of the evaluation and provide a copy of the written report.
  - d. At the request of the building administrator or Superintendent/designee, conference with the parents and share the assessment results and recommendation.
6. The building administrator and/or other certified staff will:
  - a. Review the written report and confer with the examiner and Superintendent/designee to make a decision as to the student's entrance in school.

Criteria:

1. Academic - performing at 85% or greater
  2. Fine and Gross Motor - 85% or greater
  3. Social/Behavioral - independent, social, and attending skills commensurate with peers in desired grade placement, 85% or greater
- b. Conference with parents to share results and decision.
  - c. Approve the student who has met all of the evaluation criteria to attend class in the fall. Classroom observations will be completed by the teacher, building administrator, and possibly others.
  - d. Monitor qualified students for eight weeks and communicate to parent if the placement is appropriate. (Discuss other alternatives.)

1/14/16 | PH

# Lebanon Community Schools

Code: **CBG**  
Adopted: 6/16/09  
Readopted: 3/4/10  
Orig. Code(s): CBG

## Evaluation of the Superintendent

The superintendent's job performance will be evaluated at least once during the course of each fiscal year. The evaluation will be based on any applicable standards of performance and progress in attaining any goals for the year established by the superintendent and the Board.

Additional criteria for the evaluation, if any, will be developed at a public Board meeting prior to conducting the evaluation and the superintendent will be notified of the additional criteria prior to the evaluation.

~~Any time the superintendent's performance is deemed to be unsatisfactory, the superintendent will be notified in writing of specific areas to be remedied and will be given an opportunity to correct the problem(s). If performance continues to be unsatisfactory, the Board may dismiss the superintendent pursuant to Board policy, the employment contract with the superintendent and state law and rules.~~

The Board's discussion and conference with and about the superintendent and his/her performance will be in executive session, unless the superintendent requests an open session. However, such an executive session will not include directives about or a general evaluation of any district goal, objective or operation. Results of the evaluation will be written and placed in the superintendent's personnel file.

At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent's employment contract and state law and rules. In those situations where the superintendent's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

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### Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)

[ORS 332.107](#)

[ORS 332.505](#)

[ORS 342.513](#)

[ORS 342.815](#)

[OAR 581-022-1720](#)

Hanson v. Culver Sch. Dist. (FDAB 1975)

[R4/05/164/13/17 | PH](#)

**Cross Reference(s):**

BDC - Executive Sessions    CB – Superintendent

CBA - Qualifications and Duties of the Superintendent

# Lebanon Community Schools

Code: **GBH/JECAC**  
Adopted: 8/20/09  
Readopted: 9/16/10  
Orig. Code(s): GBH/JECAC

## Staff/Student/Parent Relations\*\*

The Board encourages parents to be involved in their student's educational activities and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to:

1. Receiving and inspecting their student's education records and consulting with school staff concerning the student's welfare and education, to the same extent as provided the parent having sole custody;
2. Authorizing emergency medical, dental, psychological, psychiatric or other health care for the student if the custodial parent is, for practical reasons, unavailable.

It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the noncustodial parent at the time of enrollment or any other time a court order is issued.

Noncustodial parents will not be granted visitation or telephone access to the student during the school day. The student will not be released to the noncustodial parent ~~without written permission of the parent with sole custody~~ unless allowed by court order.

In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. The district may request in writing any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities.

The district will use reasonable methods to identify and authenticate the identity of both parents.

END OF POLICY

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### Legal Reference(s):

[ORS 107.154](#)  
[ORS 109.056](#)  
[ORS 163.245 - 163.257](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2006); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2008).  
Protection of Pupil Rights, 20 U.S.C. § 1232h (2006); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2006).

# Lebanon Community Schools

Code: **GBMA**  
Adopted: 6/9/16

## Whistleblower \*

When an employee has good faith and reasonable belief the employer has violated any federal, state or local, law, rule or regulation; has engaged in mismanagement, gross waste of funds or abuse of authority; or created a substantial and specific danger to public health and safety by its actions, and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for an employer to:

1. Discharge, demote, transfer, reassign or take disciplinary action against an employee or threaten any of the previous actions.
2. Withhold work or suspend an employee.
3. Discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment.
4. Direct an employee or to discourage an employee to not disclose or to give notice to the employer prior to making any disclosure.
5. Prohibit an employee from discussing, either specifically or generally, the activities of the state or any agency of or political subdivision in the state, or any person authorized to act on behalf of the state or any agency of or political subdivision in the state, with:
  - a. Any member of the Legislative assembly;
  - b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
  - c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county or metropolitan service district.

An employee's good faith and reasonable belief shall serve as an affirmative defense to civil or criminal charges related to the employee's disclosure of lawfully accessed information related to the violation, including information that is exempt from disclosure by public records law.

The district will use the complaint process in <sup>†</sup>administrative regulation ~~KL-ARGBM-AR - Public Staff~~ Complaints Procedure<sup>‡</sup> to address any alleged violations of this policy.

The district shall deliver a written or electronic copy of this policy to each staff member.

END OF POLICY

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<sup>†</sup>If the district created and has a GBM AR—Staff Complaints, it may want to consider inserting that language here.

**Legal Reference(s):**

[ORS 192.501 to -192.505](#)

[ORS 659A.199 to -659A.224](#)

[OAR 581-022-1720](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

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

R4/28/16 | PH

# Lebanon Community Schools

Code: GCBDA/GDBDA  
Adopted: 8/21/00  
Readopted: 9/16/10  
Orig. Code(s): GCBDA/GDBDA

## Family Medical Leave

~~The~~ When applicable, the district will comply with ~~all the~~ provisions of the Family and Medical Leave Act (FMLA) of 1993, the Oregon Family Leave Act (OFLA) of 1995, the Military Family Leave Act as part of the National Defense Authorization Acts of 2008 and for Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances), the Oregon Military Family Leave Act (OMFLA) of 2009, other applicable provisions of Board policies and collective bargaining agreements regarding family medical leave.

FMLA applies to districts with 50 or more employees within 75 miles of the employee's work site, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year preceding the year in which the leave is to be taken. The 50 employee test does not apply to educational institutions for determining employee eligibility.

OFLA and OMFLA applies to districts that employ 25 or more part-time or full-time employees in Oregon, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year immediately preceding the year in which the leave is to be taken.

In order for an employee to be eligible for the benefits under ~~federal law~~ FMLA, he/she must have been employed by the district for at least 12 months and have worked at least 1250 hours during the past 12-month period.

In order for an employee to be eligible for the benefits under ~~state law~~ OFLA, ~~an employee he/she~~ must work an average of 25 hours per week and have been employed at least 180 calendar days prior to the first day of the family medical leave of absence. For parental leave purposes, ~~however~~, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

OMFLA applies to employees who work an average of at least 20 hours per week; there is no minimum number of days worked when determining an employee's eligibility for OMFLA.

Federal and state leave entitlements generally run concurrently.

The superintendent or designee will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

END OF POLICY

**Legal Reference(s):**

[ORS 332.507](#)

[ORS 342.545](#)

[ORS 659A.090](#)

[ORS 659A.093](#)

[ORS 659A.096](#)  
[ORS 659A.099](#)  
[ORS 659A.150 - 659A.186](#)

[OAR 839-009-0200 to-0320](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).  
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2006); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2008).

National Defense Authorization Act of 2008, Public Law 110-181, § 585(a).

National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84, § 565.

Americans with Disabilities Act Amendments Act of 2008.

National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84, § 565.

Escriba v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9<sup>th</sup> Cir. 2014).

[R12/10/094/13/17 | RS](#)

# Lebanon Community Schools

Code: **JECAC/GBH**  
Adopted: 8/20/09  
Readopted: 9/16/10; 1/20/11  
Orig. Code(s): GBH/JECAC

## Staff/Student/Parent Relations\*\*

The Board encourages parents to be involved in their student's educational activities and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following authority as it relates to:

1. Receiving and inspecting their student's education records and consulting with school staff concerning the student's welfare and education, to the same extent as provided the parent having sole custody;
2. Authorizing emergency medical, dental, psychological, psychiatric or other health care for the student if the custodial parent is, for practical reasons, unavailable.

It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the noncustodial parent at the time of enrollment or any other time a court order is issued.

Noncustodial parents will not be granted visitation or telephone access to the student during the school day. The student will not be released to the noncustodial parent ~~without written permission of the parent with sole custody~~ unless allowed by court order.

In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. The district may request in writing any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities.

The district will use reasonable methods to identify and authenticate the identity of both parents.

END OF POLICY

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### Legal Reference(s):

[ORS 107.154](#)  
[ORS 109.056](#)  
[ORS 163.245 - 163.257](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2006); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2008).  
Protection of Pupil Rights, 20 U.S.C. § 1232h (2006); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2006).

| 2/26/094/13/17 | MSPH

**Cross Reference(s):**

GBH/JECAC - Staff/Student/Parent Relations

## **Curriculum Adoption for 2016-2017**

### **K-5th Math:**

Re-adopt EngageNY Math supplementing with Reflex Math in 2nd-3rd and Mountain Math for all K-5th.

### **K-12 English Language Development:**

Hampton Brown REACH (K-5th)

National Geographic Pathways (6th-12th)

### **K-12 Science:**

Re-adopt Scotts Foresman (K-5th)

Re-adopt CPO (6th-8th)

Gap analysis of High School Science indicated updating equipment and purchasing Oceanography, Anatomy & Physiology and Environmental Science textbooks.

~ Upcoming Adoption for 2017-2018

Health and PE (K-12th)

June 19, 2017

To: Board of Directors, Lebanon Community School District  
From: Nancy Hungerford  
Re: Public records request regarding legal advice

I have been informed that local media have made a public records request for any written legal advice provided to Board Chair Russ McCune regarding the District's compliance with ORS 244.179. I am not at liberty to produce that documentation because it is protected by attorney-client confidentiality. However, I could provide the following information for communication to the media or any member of the public:

ORS 244.179 provides, with a few exceptions not applicable here, that "a public official acting in an official capacity may not directly supervise a person who is a relative or member of the household."

Assuming that there is a District employee who is "a relative or member of the household" of the Superintendent, the District would be in compliance with ORS 244.179 if the District were to contract with another agency employing TSPC-licensed administrators who would provide the supervision and evaluation of the relative or member of the household of the Superintendent. A number of Oregon school districts with this issue contract with the local Education Service District to provide such supervision and evaluation.

Recommendations regarding that employee's renewal or non-renewal, promotion, etc. would need to be made by the ESD-assigned administrator to the Board in order to comply with ORS 244.177.

## Business Report

By: Linda Darling, Business Director

July 12, 2017

### Financial Report: (enclosure F-1)

The 2017-2018 Financial Board report included in this Board packet reflects all of projected revenue and expenditures for 2016-2017, along with the budgeted and spent or encumbered amounts for 2017-2018. The projected Ending Fund Balance for 2016-2017 is \$3,127,577. This figure will continue to change until audit in October. The amounts in 2017-2018 salaries and benefits will continue to change as employees are hired and all employees select new benefit plans during August and September.

### 2017-2018 Budget Document:

The 2017-2018 Budget Document will be distributed at the Board Meeting to save in postage. If you need a copy prior to the Board Meeting, you can access it on the District website under the Business Dept., or if you contact me I will get it to you.

### Construction Excise Tax:

Passed in 2007, SB 1036 allowed school districts to impose a tax on new construction measured by the square footage of improvements (affordable housing, public buildings, agricultural buildings, hospitals, private schools, and religious facilities are exempt). SB 1036 defined and required revenues to be used for capital improvements. Construction taxes imposed by a school district must be collected by a local government, local service district, special government body, state agency or state official that issues a permit for structural improvements regulated by the state building code. An intergovernmental agreement with local governments collecting the tax is required and collection expenses are limited to 4% of tax revenue. DCBS is allowed to establish an administration fee of .25% of tax revenue. School districts with construction tax revenue are required to develop long-term facility plans. Construction taxes may be used for repayment of capital improvement debt.

SB 1036 set tax rate limits of \$1 per square foot for residential use and \$0.50 for nonresidential use, along with a \$25,000 tax limit on nonresidential properties. Beginning in 2009, tax rates were indexed to inflation using the Engineering News-Record Construction Cost Index. As prescribed in statute, DOR is responsible for updating tax rate limits and notifying affected districts. To notify affected districts DOR has partnered with Department of Education who receives updated limit calculations from DOR and notifies the affected districts.

Tax rate limits by fiscal year:

Fiscal Year	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Residential*	1.07	1.11	1.14	1.17	1.20	1.23	1.26
Non--- Residential*	0.54	0.55	0.57	0.58	0.60	0.61	0.63
Non--- Residential Max	26,800	27,700	28,400	29,200	29,900	30,700	31,400

\*Dollars per square foot

Would the Board like to have a presentation that outlines all of the requirements and process with the Construction Excise Tax and the potential revenue that it could generate if approved / implemented?

### LHS Construction – House Project:

The purchase of property for the LHS Construction House Project located at 901 W. Vine St, Lebanon was finalized June 30<sup>th</sup>. The property and all closing costs was \$60,415.

**Bond Pay Agent Change:** (enclosure F-2)

Resolution 1718-02 will give authorization for us to change Paying Agent from Wells Fargo to US Bank for all our bond issuance. I am requesting this change because of the issues we have had with Wells Fargo over the past two years, in the areas of promptness and/or accuracy. This change is very involved and will take several months to complete, but will enable us to have the new agent in place for our next bond payment in December; however, the process for payment starts 30 days prior.

## 2017-2018 General Fund Summary Report

	13/14 Actual	14/15 Actual	15/16 Actual	16/17 Project 7/3/2017	17/18 Budget	7-3-17 YTD & Enc	7-3-17 Balance
<b>General Fund - Revenue</b>							
SSF Formula	33,010,958	34,926,096	36,112,627	37,085,716	37,574,000	-	37,574,000
SSF Adjustment	354,709	48,134	(330,463)	261,223	-	-	-
Interest	55,090	62,596	91,245	157,200	70,000	-	70,000
Third Party Billing	35,680	25,179	45,178	110,000	80,000	-	80,000
TMR	189,021	154,930	149,514	208,252	175,000	-	175,000
JROTC	44,877	64,220	66,034	73,700	65,000	-	65,000
Other	493,650	379,017	297,128	303,161	420,000	-	420,000
Interfund Transfer	680,000	60,000	60,000	60,000	645,000	-	645,000
BFB	1,065,336	3,162,455	3,932,387	3,025,000	3,100,000	-	3,100,000
<b>Total</b>	<b>35,929,322</b>	<b>38,882,628</b>	<b>40,423,650</b>	<b>41,284,252</b>	<b>42,129,000</b>	-	<b>42,129,000</b>
	=====	=====	=====	=====	=====	=====	=====
<b>General Fund - Expenses</b>							
Salaries	15,946,123	16,263,399	17,884,343	18,828,370	19,519,650	15,767,317	19,519,650
Benefits	9,581,618	10,020,660	10,645,144	10,972,530	13,242,597	-	13,242,597
P. Services	4,781,674	5,112,768	5,027,111	4,354,588	4,819,956	93,690	4,819,956
Supplies	1,123,636	1,477,643	1,380,753	1,362,490	1,652,163	146,333	1,652,163
Capital Outlay	-	6,779	20,047	65,034	52,900	-	52,900
Other Objects	262,806	308,993	286,294	395,250	421,734	1,285	421,734
Transfers	902,369	1,760,000	2,155,225	2,178,414	1,335,000	-	1,335,000
Contingency	-	-	-	-	1,085,000	-	1,085,000
<b>Total</b>	<b>32,598,226</b>	<b>34,950,241</b>	<b>37,398,917</b>	<b>38,156,676</b>	<b>42,129,000</b>	<b>16,008,625</b>	<b>42,129,000</b>
	=====	=====	=====	=====	=====	=====	=====
			<i>Projected Ending Fund Balance</i>	<i>3,127,577</i>			

## 2017-2018 General Fund Revenue Report

	13/14 Actual	14/15 Actual	15/16 Actual	16/17 Project 7/3/2017	17/18 Budget	7-3-17 YTD	7-3-17 Balance
SSF Formula							
Taxes	7,903,432	8,234,812	8,533,160	8,873,602	8,750,000		8,750,000
Federal Forest Fees	270,219	264,679	205,708	23,160	150,000		150,000
Common School	390,784	409,884	492,013	502,000	500,000	-	500,000
State Timber	210,996	405,152	181,382	137,286	150,000	-	150,000
School Support Fund	24,235,526	25,578,283	26,623,971	27,420,195	28,024,000	-	28,024,000
Adjustments to SSF Payments							
Adj for 05/06 payments	-	-	-	-	-		-
Adj for HC Disability Grant	44,585	33,286	76,394	129,474	-	-	-
Adj for 11/12 payment	-	-	-	-	-		-
Adj for 12/13 payment	310,123	-	-	-	-		-
Adj for 13/14 payment	-	48,134	-	-	-		-
Adj for 14/15 payment	-	-	(330,463)	-	-		-
Adj for 15/16 payment	-	-	-	261,223	-		-
Total SSF Formula	33,365,667	34,974,231	35,782,164	37,346,939	37,574,000	-	37,574,000
							-
Interest of Investments	55,090	62,596	91,245	157,200	70,000	-	70,000
Third Party billing - Medicaid	35,680	25,179	45,178	110,000	80,000	-	80,000
TMR	189,021	154,930	149,514	208,252	175,000	-	175,000
JROTC reimbursement	44,877	64,220	66,034	73,700	65,000	-	65,000
Other							
Rental Fees	24,989	27,828	10,474	9,300	10,000	-	10,000
Fees Charged to Grants	-	-	800	-	30,000	-	30,000
Miscellaneous	396,771	282,468	202,944	217,015	300,000	-	300,000
E-Rate reimbursement	71,891	68,721	82,910	76,847	80,000	-	80,000
Interfund Transfer - Athletics	680,000	60,000	60,000	60,000	645,000	-	645,000
Beginning Fund Balance	1,065,336	3,162,455	3,932,387	3,025,000	3,100,000	-	3,100,000
<b>Total</b>	<b>35,929,322</b>	<b>38,882,628</b>	<b>40,423,650</b>	<b>41,284,252</b>	<b>42,129,000</b>	<b>-</b>	<b>42,129,000</b>

## 2017-2018 General Fund Expenditure Report

Obj	Description	13/14	14/15	15/16	7/3/2017	17/18	7-3-17	7-3-17	7-3-17
		Actual	Actual	Actual	Project	Budget	YTD	Encumb	Balance
111	Certified salaries	9,312,212	9,311,147	10,161,648	10,833,007	11,132,090	-	9,238,371	1,893,719
112	Classified salaries	3,821,771	4,164,521	4,545,055	4,757,666	5,127,319	-	4,642,260	485,059
113	Administrative salaries	1,409,054	1,464,907	1,648,330	1,614,127	1,513,354	-	1,522,129	(8,775)
114	Managerial - classified	92,856	94,714	178,755	187,797	187,797	-	187,797	-
116	Retirement stipends	99,065	76,123	51,134	35,621	27,364	-	29,468	(2,104)
118	Retirement Support Program	159,600	-	-	-	-	-	-	-
119	Confidential salaries	125,872	125,785	84,504	131,698	150,061	-	146,061	4,000
121	Certified subs	364,590	373,350	432,293	445,946	438,935	-	-	438,935
122	Classified subs	147,575	148,818	155,004	155,820	166,100	-	-	166,100
123	Temp certified	61,461	62,030	73,949	133,971	83,000	-	-	83,000
124	Temp classified	3,775	982	-	-	500	-	-	500
127	Student helpers salaries	12,466	11,768	7,895	6,544	7,000	-	-	7,000
132	Compensation time	19,026	23,861	25,767	37,992	34,600	-	-	34,600
133	Extra duty	149,434	254,381	324,897	280,310	422,268	-	1,230	421,038
134	Classified extra hrs	123,909	142,975	185,048	192,566	207,662	-	-	207,662
135	Vacation Payoff	17,384	4,377	6,938	12,246	16,200	-	-	16,200
136	Mentor teacher pay	1,568	990	609	-	-	-	-	-
137	Personal Leave Payout	22,057	75	-	-	-	-	-	-
138	Department Head Extra Duty	2,122	2,159	1,613	1,556	4,000	-	-	4,000
142	Taxable Meal Reimbursement	328	436	903	1,503	1,400	-	-	1,400
	<b>Total Salaries</b>	<b>15,946,123</b>	<b>16,263,399</b>	<b>17,884,343</b>	<b>18,828,370</b>	<b>19,519,650</b>	<b>0</b>	<b>15,767,317</b>	<b>3,752,333</b>
210	PERS	3,955,693	3,976,407	4,187,401	4,442,994	5,744,620	-	-	5,744,620
220	Social Security	1,183,575	1,207,537	1,328,140	1,385,745	1,497,051	-	-	1,497,051
231	Worker's Comp	119,163	136,822	173,370	216,663	232,028	-	-	232,028
241	Employee Ins - Admin		177,948	212,862	208,908	271,147	-	-	271,147
242	Employee Ins - Certified	2,146,033	2,307,416	2,328,554	2,370,817	2,779,702	-	-	2,779,702
243	Employee Ins - Classified	1,721,374	1,874,827	2,137,321	2,102,491	2,516,049	-	-	2,516,049
244	Employee Ins - Other	20,636	20,700	7,731	27,124	-	-	-	-
245	Employee Ins - Retired	389,149	276,090	228,774	195,706	190,000	-	-	190,000
247	TSA	45,996	42,912	40,991	22,082	12,000	-	-	12,000
	<b>Total Benefits</b>	<b>9,581,618</b>	<b>10,020,660</b>	<b>10,645,144</b>	<b>10,972,530</b>	<b>13,242,597</b>	<b>0</b>	<b>0</b>	<b>13,242,597</b>

## 2017-2018 General Fund Expenditure Report

Obj	Description	7/3/2017				17/18 Budget	7-3-17 YTD	7-3-17 Encumb	7-3-17 Balance
		13/14 Actual	14/15 Actual	15/16 Actual	16/17 Project				
311	Instructional Services	69,272	152,856	157,581	103,300	164,000	-	-	164,000
312	Instr Prog Improve Service	18,733	43,468	36,748	39,424	52,000	-	-	52,000
319	Other Instr-Prof-Tech SVCS	14,977	21,870	9,745	23,110	15,000	-	-	15,000
322	Repairs & Maintenance	101,489	163,270	168,482	175,000	146,050	-	53,071	92,979
323	Radio Service	-	-	7,767	38,900	10,900	-	-	10,900
324	Rentals	121,204	135,308	104,777	111,700	132,975	-	-	132,975
325	Electricity	440,338	467,896	473,758	486,100	518,000	-	-	518,000
326	Fuel	187,486	177,759	187,899	223,646	231,500	-	-	231,500
327	Water & Sewer	112,986	139,255	121,239	150,900	156,800	-	-	156,800
328	Garbage	77,676	86,324	96,811	87,807	99,700	-	-	99,700
329	Other Property Services	420	13,001	19,246	42,500	20,000	-	7,500	12,500
330	Reimb. Student Transportation	4,204	6,950	-	1,589	5,200	-	-	5,200
340	Travel	65,317	114,592	140,225	182,200	177,976	-	6,897	171,079
343	Travel - Student - Out of Dist.	1,665	-	-	2,697	8,255	-	-	8,255
346	Meals/Transportation	148	104	48	99	200	-	-	200
348	Staff Tuition	30,645	49,577	44,768	68,989	55,000	-	-	55,000
351	Telephone	67,513	82,642	70,529	39,600	80,200	-	7,500	72,700
353	Postage	25,894	23,607	21,909	14,588	26,650	-	-	26,650
354	Advertising	1,874	4,416	3,551	1,200	4,300	-	-	4,300
355	Printing & Binding	13,897	68,861	48,223	51,900	46,050	-	2,023	44,027
360	Charter School Payments	1,954,971	2,064,403	1,961,788	1,866,943	2,005,000	-	-	2,005,000
371	Tuitions Payments to Other Dist.	37,250	40,570	29,701	29,536	85,000	-	-	85,000
373	Tuition Pay Private School	-	-	-	-	5,000	-	-	5,000
374	Other Tuition	782,257	605,954	625,503	162,177	203,000	-	-	203,000
381	Audit Services	27,150	27,650	25,150	27,700	30,000	-	-	30,000
382	Legal Services	9,011	2,028	5,288	12,000	35,000	-	-	35,000
384	Negotiation Services	14,344	5,934	13,784	10,000	15,000	-	-	15,000
386	Data Processing SVCS	57,261	59,787	76,794	76,000	89,500	-	-	89,500
388	Election Services	-	4,565	-	1,600	-	-	-	-
389	Other Non_instr Pro/Tech	510,398	515,889	539,114	285,300	358,100	6,934	3,000	348,166
391	Physical Exams - Drivers	2,175	2,380	3,168	3,798	3,700	-	-	3,700
392	Drug Tests Drivers	1,110	1,110	635	2,000	3,000	-	-	3,000
393	Child Care Services	22,000	22,000	22,000	22,000	25,000	-	-	25,000
394	Sub calling service	5,536	5,559	7,489	6,464	8,000	6,764	-	1,236
396	Criminal History checks	2,332	2,546	2,928	3,821	2,900	-	-	2,900
398	Fingerprinting	138	639	462	-	1,000	-	-	1,000
	<b>Total P. Services</b>	<b>4,781,674</b>	<b>5,112,768</b>	<b>5,027,111</b>	<b>4,354,588</b>	<b>4,819,956</b>	<b>13,699</b>	<b>79,991</b>	<b>4,726,266</b>

## 2017-2018 General Fund Expenditure Report

Obj	Description	13/14	14/15	15/16	7/3/2017 16/17	17/18	7-3-17	7-3-17	7-3-17
		Actual	Actual	Actual	Project	Budget	YTD	Encumb	Balance
406	Gas Oil & Lubricants	189,904	152,805	103,868	120,000	193,700	-	7,500	186,200
410	Supplies & Materials	356,317	457,671	419,096	510,000	555,341	-	24,826	530,515
413	Vehicle repair parts	54,783	50,201	48,980	44,000	55,500	-	-	55,500
414	Transportation operations	5,262	5,674	6,060	8,500	6,000	-	-	6,000
420	Textbooks	173,653	240,685	131,379	86,500	193,800	-	-	193,800
430	Library Books	6,636	9,934	8,588	5,880	12,794	-	-	12,794
440	Periodicals	3,753	6,012	1,937	5,354	3,640	-	39	3,601
460	Equipment under 5K	122,132	125,632	212,514	175,100	205,618	-	9,000	196,618
470	Computer software	139,153	173,513	195,888	180,756	229,850	8,631	66,341	154,878
480	Computer hardware	72,041	255,516	252,444	226,400	195,920	-	29,997	165,923
	<b>Total Supplies &amp; Materials</b>	<b>1,123,636</b>	<b>1,477,643</b>	<b>1,380,753</b>	<b>1,362,490</b>	<b>1,652,163</b>	<b>8,631</b>	<b>137,702</b>	<b>1,505,830</b>
540	Equipment	-	6,779	20,047	65,034	52,900	-	-	52,900
	<b>Total Capital Outlay</b>	<b>-</b>	<b>6,779</b>	<b>20,047</b>	<b>65,034</b>	<b>52,900</b>	<b>0</b>	<b>0</b>	<b>52,900</b>
621	Regular Interest	-	-	-	-	500	-	-	500
640	Dues & Fees	51,933	92,488	67,655	165,000	172,034	-	1,285	170,749
650	Insurance & Judgments	210,873	216,456	218,639	230,250	249,000	-	-	249,000
670	Taxes & Licenses	-	49	-	-	200	-	-	200
	<b>Total Other Objects</b>	<b>262,806</b>	<b>308,993</b>	<b>286,294</b>	<b>395,250</b>	<b>421,734</b>	<b>0</b>	<b>1,285</b>	<b>420,449</b>
710	Transfer - Technology	50,000	175,000	200,000	225,000	-	-	-	-
711	Transfer - Classroom Furniture	-	50,000	50,000	25,000	-	-	-	-
712	Transfer - Textbook Adoption	50,000	350,000	350,000	300,000	50,000	-	-	50,000
713	Transfer - Capital Improvement	150,000	225,000	250,000	250,000	250,000	-	-	250,000
714	Transfer - Track and Turf Fund	100,000	110,000	110,000	10,000	10,000	-	-	10,000
715	Transfer - Athletic Fund	336,000	365,000	365,000	405,000	415,000	-	-	415,000
716	Transfer - Bus Replacement	150,000	250,000	250,000	250,000	250,000	-	-	250,000
717	Transfer - Unemploy Ins	50,000	25,000	15,000	25,000	95,000	-	-	95,000
718	PERS Reserve	-	150,000	500,000	500,000	-	-	-	-
719	Transfer - Food Service	16,369	50,000	65,225	88,414	50,000	-	-	50,000
730	Transfer - Debt Service	-	-	-	100,000	135,000	-	-	135,000
731	Transfer - Academic Achievemen	-	10,000	-	-	-	-	-	-
	<b>Total Transfers</b>	<b>902,369</b>	<b>1,760,000</b>	<b>2,155,225</b>	<b>2,178,414</b>	<b>1,335,000</b>	<b>-</b>	<b>-</b>	<b>1,335,000</b>
810	Reserve/Contingency	-	-	-	-	1,085,000	-	-	1,085,000
	<b>Grand Total</b>	<b>32,598,226</b>	<b>34,950,241</b>	<b>37,398,917</b>	<b>38,156,676</b>	<b>42,129,000</b>	<b>22,330</b>	<b>15,986,296</b>	<b>26,120,375</b>

## 2017-2018 All Funds Summary Report

### All Funds

Fund	Description	7/3/2017					17/18 Adopted Budget	7-3-17 Y-T-D	7-3-17 Encumb	7-3-17 Balance
		13/14 Actual	14/15 Actual	15/16 Actual	16/17 Proj. Actual	16/17 Proj. EFB				
100	General Fund	32,766,866	34,950,241	37,398,917	38,156,676	3,127,577	42,129,000	22,330	15,986,296	26,120,375
200	Grant Funds	2,663,753	2,591,884	2,353,551	2,865,500	2,000	5,200,500	-	993,374	4,207,126
205	Senate Bill 1149	-	185,000	-	-	164,300	245,000	-	-	245,000
212	Academic Achievement	1,500	-	-	-	18,650	28,650	-	-	28,650
230	Bus Replacement	-	100,735	-	633,300	175,000	425,000	-	-	425,000
232	Classroom Furniture	-	50,000	40,792	26,000	8,200	11,500	-	11,833	(333)
240	Textbook Adoption	107,421	18,550	759,564	113,900	190,600	280,000	-	-	280,000
272	Capital Improvments	319,070	284,536	156,950	176,800	162,000	420,000	-	32,747	387,253
274	Technology	52,899	124,500	495	489,500	225,000	675,000	-	-	675,000
277	Track and Turf Replacement	100,000	100,000	100,000	-	99,000	139,000	-	-	139,000
279	Student Activity	593,221	590,053	632,780	728,700	500,000	1,120,000	-	34,431	1,085,569
286	High School Athletics	445,218	445,055	453,152	560,300	60,000	607,000	-	39,682	567,318
292	CTE Local Fund	-	-	-	-	-	-	-	-	-
296	Nutrition Services	1,683,116	1,596,163	1,615,906	1,786,800	325,000	2,050,007	-	499,178	1,550,829
299	PERS Reserve	630,000	-	-	-	1,150,000	1,150,000	-	-	1,150,000
300	Debt Service	3,359,330	3,442,481	3,528,481	3,618,500	80,000	3,710,582	-	-	3,710,582
310	Debt Service / SB 1149	5,151	-	-	-	-	-	-	-	-
311	2011 Non-Bonded Debt	223,547	223,547	223,547	223,500	80,000	315,000	-	-	315,000
530	Vocational House Fund	-	-	-	60,300	20,000	200,000	-	-	200,000
601	Unemployment	37,166	37,539	10,646	55,000	65,000	175,000	-	-	175,000
	<b>Grand Total</b>	<b>42,988,258</b>	<b>44,740,285</b>	<b>47,274,779</b>	<b>49,494,776</b>	<b>6,452,327</b>	<b>58,881,239</b>	<b>22,330</b>	<b>17,597,540</b>	<b>41,261,369</b>
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RESOLUTION NO. 1718-02

A RESOLUTION OF LEBANON COMMUNITY SCHOOL DISTRICT NO. 9, LINN COUNTY, OREGON AUTHORIZING DESIGNATION OF A PAYING AGENT FOR ITS 2011 FULL FAITH AND CREDIT OBLIGATIONS, 2011 GENERAL OBLIGATION BONDS, AND 2005 GENERAL OBLIGATION BONDS; AND RELATED MATTERS.

WHEREAS, on April 20, 2005, the District issued its General Obligation Refunding Bonds, Series 2005 in the original principal amount of \$19,515,000 (the “2005 Bonds”); and

WHEREAS, on March 22, 2011, Lebanon Community School District No. 9, Linn County, Oregon (the “District”) issued its General Obligation Refunding Bonds, Series 2011 in the original principal amount of \$27,630,000 (the “2011 Bonds”); and

WHEREAS, on July 26, 2011, the District issued its Full Faith and Credit Obligations, Series 2011 (Qualified School Construction Bonds – Federally Taxable – Direct Payment) in the original principal amount of \$1,895,000 (the “2011 Obligations” together with the 2005 Bonds and 2011 Obligations, the “Bonds”); and

WHEREAS, Wells Fargo Bank, National Association currently serves as paying agent and registrar for the Bonds (the “Paying Agent”) and escrow agent and tax reporting agent for the 2011 Obligations (the “Escrow Agent” together with the Paying Agent, the “Original Agent”); and

WHEREAS, Section 16 of the Paying Agent and Bond Registrar Agreement for the 2005 Bonds provides that the Paying Agent may be removed by the District to be effective after appointment of a successor and sixty days after written notice to the Paying Agent; and

WHEREAS, Section 5.02 of the Escrow Agreement for the 2011 Obligations provides that the Escrow Agent may be removed and a successor appointed at any time if in the good faith opinion of the District, expressed in writing and delivered to the Escrow Agent and successor, it would not be materially adverse to the interest of the Owners of the 2011 Obligations that the Escrow Agent be removed and a successor appointed; and

WHEREAS, Section 4.10 of the Tax Reporting Agent Agreement for the 2011 Obligations provides that the Tax Reporting Agent may be terminated upon 60 days written notice provided a successor tax reporting agent is appointed and acceptable; and

WHEREAS, Section 15 of the Paying Agent and Bond Registrar Agreement for the 2011 Bonds provides that the Paying Agent may be removed to be effective after appointment of a successor and sixty days after written notice to the Paying Agent; and

WHEREAS, the District desires to appoint a replacement paying agent for the Bonds and a replacement escrow agent and a replacement tax reporting agent for the 2011 Obligations effective September 15, 2017.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF LEBANON COMMUNITY SCHOOL DISTRICT NO. 9, LINN COUNTY, OREGON, AS FOLLOWS:

**Section 1. Appointment.** The District designates and appoints U.S. Bank National Association as successor paying agent and bond registrar for the Bonds and successor escrow agent and successor tax reporting agent for the 2011 Obligations (the “Successor Agent”) effective September 15, 2017. The Authorized Representative (defined below) is authorized to negotiate and execute on behalf of the District agreements with the Successor Agent.

**Section 2. Designation of Authorized Representative.** The District hereby authorizes the Superintendent or the Business Manager or their designee (the “Authorized Representative”) to act on behalf of the District and determine the remaining terms of the agreements with the Successor Agent and Original Agent. The Authorized Representative is authorized on behalf of the District to negotiate and determine such other matters as are deemed necessary or desirable for the appointment of the Successor Agent and execute and deliver documents, agreements or certificates that the Authorized Representative determines are necessary and desirable to appoint the Successor Agent in accordance with this Resolution.

ADOPTED by the Board of Directors of Lebanon Community School District No. 9, Linn County, Oregon, this 12th day of July 2017.

LEBANON COMMUNITY SCHOOL DISTRICT NO. 9  
LINN COUNTY, OREGON

By \_\_\_\_\_  
Chair

ATTEST:

By \_\_\_\_\_  
Superintendent

**INTERGOVERNMENTAL AGREEMENT**  
**City of Lebanon and Lebanon School District**  
**Maintenance Agreement**

This agreement is entered into between the City of Lebanon (City) and the Lebanon Community School district (District) for the purpose of establishing an Intergovernmental Agreement pursuant to Oregon Revised Statutes Chapter 190 concerning the maintenance of certain school district outdoor facilities.

**WHEREAS**

- A. Oregon Revised Statutes Chapter 190 authorizes units of local government to enter into written agreements with any other units of local government for the performance of any or all functions and activities that a party to the agreement, its officers or agencies, have authority to perform. The agreement may provide for the performance of a function or activity by means of facilities or equipment jointly constructed, owned, leased, or operated, or by one of the parties for any other party, or by a combination of any methods described in ORS 190.010.
- B. In order to improve economy and efficiency, the parties desire to enter into an agreement whereby the City will provide certain maintenance responsibilities for District School Property within the city limits of Lebanon

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**A. CITY RESPONSIBILITIES**

- 1. The City will provide mowing, weeding and general aesthetic upkeep for the following School District properties:
  - a. Cascades Elementary: all areas with the exception of the main play field and exterior trash;
  - b. Green Acres Elementary, all areas with the exception of the main play area and exterior trash;
  - c. Pioneer Elementary, all areas with the exception of the main play area and exterior trash;
  - d. Riverview Elementary, all areas with the exception of the main play area and exterior trash;
  - e. Seven Oak Middle School, [Jason or Bo to provide description]
  - f. Lebanon High School: all exterior grounds including sports fields with the exception of exterior trash.

2. The City shall make reasonable efforts to maintain the areas identified above on a regular basis as needed in the discretion of the City in consultation with the School District.
3. Except as otherwise provided in this agreement, the City Maintenance Operations Manager, or his designee, will be solely responsible for the supervision, control and performance of the requirements contained herein. The City Maintenance Operations Manager shall work cooperatively with the School District Assistant Superintendent of Operations, or designee, to coordinate the responsibilities contained herein.
4. It is agreed between the parties that the employee(s) working on the School District Maintenance Responsibilities is, and will remain, subject to this agreement, an employee of the City. The City will be responsible for all workers' compensation coverage, payroll, state and federal taxes, for the employee(s), consistent with all other City employees.

#### **B. DISTRICT RESPONSIBILITIES**

1. The School District will pay **\$100,000** annually for maintenance services provided by the City of Lebanon during the period of **July 1 2017 through June 30, 2018**. **[Change Dates?]**
2. The annual contract fee will be paid in full to the City no later than August 1, 2017.
3. All materials will be provided by the School District at the School District's costs, including but not limited to Bark, Mulch, Fertilizer or chemicals.
4. The anticipated goal of this Agreement is for the School District to reimburse the City the actual costs of providing the services contained herein. As a result, the City and the School District shall meet periodically to review the actual costs associated with the work envisioned herein. Any extension or renewal of this Agreement shall be based on negotiations based on the actual costs of providing the services contained herein. In no event shall the City be obligated, beyond the first year of this contract, to continue any services if the City determines that it is not being reimbursed the actual costs of providing the services.

#### **C. MODIFICATION OF AGREEMENT**

Each party to this agreement will annually review the conditions of the agreement to determine if it is being properly administered, complied with, and to determine its sufficiency to meet program needs.

#### **D. TERMS OF AGREEMENT**

The term of this Agreement will commence upon the signing of both parties and continue through June 30, 2018. This Agreement may be terminated prior to that date by mutual consent of both parties or by one party notifying the other of their intent to discontinue participation no later than 90 days prior to the end of the City's fiscal year. This Agreement can be terminated without cause by either party with 60 days notice. At the time this Agreement was entered into, both parties have sufficient funding. In the event either party terminates this Agreement, under this section, the annual contract amount will be prorated per month based upon the time remaining on the Intergovernmental Agreement for that given school year.

#### **E. MUTUAL INDEMNITY**

1. Except as provided in this agreement, no party hereto will be responsible for or have any liability for the actions, negligence or performance of the employees, officers, agents or representatives of any other party. Nothing in this agreement is intended to create any joint liabilities between these parties and each party to this agreement, subject to the provisions of Oregon's Tort Claim Act, shall indemnify and hold harmless any other party of this agreement for any claims made for the actions of said parties' employees, officers, agents or representatives. This mutual indemnity shall extend from and against all loss, damage, expense, liability and other claims, including court costs and attorney fees resulting from any claim from a third party.
2. As provided by paragraph one, the parties agree that nothing contained in this agreement is intended to limit the remedies, if either party has against the other party or a third party.

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Paul Aziz, Lebanon Mayor

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Russ McUne, Lebanon School Board Chair

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Date

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Date

Approved as to Form: \_\_\_\_\_

John Kennedy, Lebanon City Attorney

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Date

# Transition to new LHS symbol

**LEBANON COMMUNITY SCHOOL DISTRICT  
SCHOOL BOARD MEETING  
MINUTES  
June 8, 2017 - 6:00 PM  
Pioneer School, 500 N. 5<sup>th</sup> Street, Lebanon, Oregon 97355**

A regular School Board Meeting was held at the Pioneer School on June 8, 2017. Those present included:

Russ McUne, Director	Rob Hess, Superintendent
Jerry Williams, Director	Bo Yates, Assistant Superintendent
Mike Martin, Director	Jennifer Meckley, Director of Human Resources
Richard Borden, Director	Linda Darling, Director of Business
Kellie Weber, Director	

Minutes recorded by Nicole Hundley, Executive Secretary.

**BUDGET HEARING**

**1. Audience Comments regarding the Budget**

Board Chair Russ McUne welcomed audience comments only pertaining to the Budget.

Jason Pottoroff expressed frustration with increased administrator salaries when this is a cuts budget. He noted that cuts are being made to textbooks, computers and other items that directly support students, and he wanted students to be put first.

**2. Resolution 1617-4 Adopting the Budget**

Linda Darling explained that the \$8.2 billion budget passed through the Senate this afternoon. They are looking at a 50/50 split over the biennium. It will go to the House next week. We hope for more but they wanted to at least pass this and have it finalized for school districts to use for their budgets.

Richard Borden made a motion to approve Resolution 1617-04, to adopt the 2017-2018 Budget in the total amount of \$58,881,239 as presented. Jerry Williams seconded the motion.

Mike Martin asked about Title 1 funding. Linda Darling noted that in the latest version of the reduction in funding, we will have less aides but are maintaining almost the same level of certified teaching staff. There will still be a reduction in service because of the 25% reduction in federal funding. Richard Borden asked and Linda Darling explained that we still have not received a final estimate on what our Title 1 funding will be, we are working on projections. Linda Darling discussed the reduction. Rob Hess explained that no one would like to see cuts in the Title program, but we need \$8.4 billion or more to be able to maintain current services. Kellie Weber asked about the travel budget, and Linda Darling explained it is a decrease from actual spending. Russ McUne stated that the Board knew \$8.2 billion would be a reduction in services. Discussion ensued regarding the benefits of the Title program. Mike Martin expressed a desire to fund the program by cutting others and trying to backfill those programs later. Linda Darling explained the formula used to determine the allocation of Title 1 funds to the schools, which is then used to determine staffing. She noted that the only reduction in certified teachers is Hamilton Creek will go from 0.5 FTE to 0.3 FTE based on the allocation. All schools will have less assistants, and this reduction is being accomplished through attrition. Linda Darling explained to Mike Martin that because of supplanting, it is very challenging and discouraged to backfill the fund with general fund dollars. If we get more federal funds for the Title program later, then we cannot revert back to the federal funding allocation. Linda Darling noted that she is still making adjustments to fund the full time principal at Lacombe. Discussion ensued regarding recalling the Budget Committee if we receive more funding to allow the budget to be redone for additional Title 1 programming.

The motion carried 3-2 with Mike Martin and Kellie Weber voting against.

### **3. Resolution 1617-5 Making Appropriations**

Richard Borden made a motion to approve Resolution 1617-05, making the appropriation for the 2017-2018 budget as presented. Jerry Williams seconded the motion. The motion carried 3-2 with Mike Martin and Kellie Weber voting against.

### **4. Resolution 1617-6 Imposing and Categorizing the Tax**

Richard Borden made a motion to approve Resolution 1617-06, imposing and categorizing the tax for the 2017-2018 tax year as presented. Jerry Williams seconded the motion. The motion carried 4-1 with Mike Martin voting against.

## **GOOD NEWS/COMMUNITY COMMUNICATIONS**

### **1. Dedication of Pioneer School Library in Honor of Sergeant First Class Scot R. Noss**

The Pioneer School Library was formally dedicated and named the Scot R. Noss Library. The District thanked the family and Patrick Quinn for their assistance in making the dedication possible. There is a scrapbook detailing Scot's life that will be in the library, and a second scrapbook is available to rotate between other schools.

### **2. Report: Pre-School Program**

Lori Romeo presented to the Board regarding the Boys and Girls Club Pre-K program that the District partnered with this year. This program was housed inside Pioneer School, and was provided free to qualifying families. The program was funded by LBL Early Childhood. Throughout all their programs, the Boys and Girls Club readies 80 students for kindergarten in the District. Discussion ensued.

### **3. Report: Pioneer School**

Principal Tonya Cairo and several staff members and students discussed Pioneer School's efforts towards the board goals of Graduation, Attendance, Assessment and Opportunities. They discussed AVID, 7 Habits of Highly Effective Kids, their attendance team and celebrations, Pioneer's student leadership program, OFAST, socio-emotional supports, and their community partnerships.

## **AUDIENCE COMMENTS**

Chair Russ McUne welcomed audience comments.

Christine Ruck discussed the need for counseling support in all schools, in order to catch students who may need interventions in home life, such as glasses, in order to reach academic success. She also discussed the recent election and noted she was disappointed by the disrespect displayed during the election. She noted that the sound system in schools needs to be better for public meetings.

Jennifer Walter expressed concern that the current board was not meeting obligations to follow state law, citing ORS 244.179 in regard to supervising family members. She asked that Kellie Weber and Mike Martin request a legal opinion.

Teresa Peltier expressed support for the Title 1 Program, noting how important it is for the District's students.

Russ McUne read a letter from Elizabeth and David Trussart requesting an amendment to policy to allow for early entrance to kindergarten.

## **GENERAL BUSINESS**

### **1. Policies**

#### **a. Information Only: Revised Board Policy ARs**

The following policy ARs were presented for information only with revisions recommended by the OSBA: GCBDA/GDBDA-AR(1): Federal Family and Medical Leave/State Family Medical Leave; GCBDA/GDBDA-AR(2): Request for Family and Medical Leave; GCBDA/GDBDA-AR(3)(A): Certification of Health Care Provider (Employee); GCBDA/GDBDA-AR(3)(B): Certification of Health Care Provider (Family Member); GCBDA/GDBDA-AR(3)(C): Military Family Leave; GCBDA/GDBDA-AR(3)(D): Military Family Leave; GCBDA/GDBDA-AR(4): FMLA/OFLA Eligibility Notice to Employee; GCBDA/GDBDA-AR(5): Sample Designation Letter to Employee - FMLA/OFLA Leave; GCBDA/GDBDA-AR(6): Designation Notice – FMLA/OFLA; and GCBDA/GDBDA-AR(7): Fitness-for-Duty- Certification.

The Board had no questions.

#### **b. Action: Adopt Board Policies on First Reading**

The following policies were presented to the Board for adoption on first reading with revisions recommended by the OSBA: CBG: Evaluation of the Superintendent; GBH/JECAC: Staff/Student/Parent Relations; GBMA: Whistleblower; GCBDA/GDBDA: Family Medical Leave; and JECAC/GBH: Staff/Student/Parent Relations. Mike Martin made a motion to adopt the policies on first reading as presented. Jerry Williams seconded the motion. The motion carried unanimously.

#### **c. Action: Adopt Board Policies on Second Reading**

Policy EFA: Local Wellness Policy was presented to the Board for adoption on second reading with revisions recommended by the OSBA. Jerry Williams made a motion to approve the policy. Mike Martin seconded the motion. The motion carried unanimously.

### **2. Action: Adopt Administrator Working Conditions**

This topic was tabled from the last meeting to allow for further discussion on options for salary increases. Mike Martin and Jerry Williams met with Rob Hess and looked over what other districts do. They brought back another option which would remove the language that links the salary increases to the LEA for a one-year contract to allow the administrator group to bargain as their own unit for the 2018-2019 or beyond contract. This also allows the Board additional time to evaluate the best option before automatically linking the salary increases to LEA. Russ McUne expressed concern about a third bargaining unit and potential conflict between teachers and administrators. Richard Borden noted that the current linking made it equal and was intended to mitigate animosity. Rob Hess discussed how districts that are larger tend to have unlinked contracts, while smaller districts have them linked because of the close relationship between employees and to avoid animosity. He noted that Geno Bates and Brad Shreve, who have both worked in districts with unlinked contracts, stated that there was animosity between the groups because of it. Mike Martin stated that he felt having administrators with linked salary increases in the bargaining for LEA is a conflict of interest. Discussion ensued regarding teacher salaries and being competitive and equitable. Discussion ensued regarding needing more time to sort through other options to best serve both the administrator group and the LEA. Richard Borden made a motion to approve Option B, the one year 2017-2018 administrator working conditions as presented, which removes the language linking salary increases to the LEA. Kellie Weber seconded the motion. The motion carried unanimously.

### **3. Discussion: Policy JEC – School Admission and Open Enrollment**

This policy was brought forth for Board discussion based on a parent appeal to the Board because the policy currently does not allow for exceptions even on a case-by-case basis for early entrance to kindergarten. Currently the District only allows students whose fifth birthday is on or before September 1 of the year they enter kindergarten. Discussion ensued regarding the difficulties some students face socially and emotionally when they enter school early, along with the difficulties and time involved in evaluating students for early entrance. Rob Hess noted that when the District had early entrance evaluations and exceptions in the past, the majority of the early attenders struggled. It is easier for the schools to academically challenge an advance student with their peer group than to try to make up for social-emotional delays. He noted that parents need to understand that risk. There is a 30 day window allowed by the state to allow for exceptions to the September 1 cut off. The Board agreed that they would like the option to have case-by-case exceptions to the birthdate cutoff as per state regulation. Richard Borden made a motion to amend the policy to allow for case-by-case exceptions as allowed per state regulation. Kellie Weber seconded the motion. The motion carried unanimously.

### **4. Discussion: Policy BK – Evaluation of Board Operational Procedures**

The self evaluation tool provided by the OSBA was presented for Board review. The OSBA rates to facilitate the Board's evaluation were also included. Kellie Weber expressed concern regarding spending funds for the Board's evaluation. Once the new Board is sworn in, dates can be set for the self-evaluation tied with the superintendent's evaluation.

## **DEPARTMENT REPORTS**

### **1. Finance**

#### **a. Report**

Linda Darling noted that the District is on target to meet the projected ending fund balance. She discussed a potential change in pay agent for the District's bonds for next year, due to poor service with the current provider, Wells Fargo. Other districts are also thinking about changing. Mike Martin asked and Linda Darling explained that the pay agent is separate from the banking accounts, which are also at Wells Fargo, and there would be no issue with changing.

#### **b. Action: Approve 2017-2018 Travel Reimbursement Rates**

Linda presented the 2017-2018 travel reimbursement rates for Board approval. She noted that breakfast and lunch have increased, and explained the process she uses to create her recommendation by comparing rates in cities frequently traveled to by District staff. Jerry Williams made a motion to approve the rates as presented. Richard Borden seconded the motion. The motion carried unanimously.

## **COMMUNICATION**

### **1. Board**

Kellie Weber thanked the high school for honoring the students entering the military at graduation.

Kellie Weber also asked that the house construction CTE program not be cut as a part of the adjustments to fund the Lacombe Principal.

Kellie Weber asked if the District was in legal compliance. Russ McUne stated that we were and that we had opinions from the District's attorney, PACE and OSBA.

Jerry Williams thanked everyone for voting for him, and noted that he will still be volunteering in the District and plans to continue to lobby at the State for additional funding for schools.

## **2. Superintendent**

Rob Hess discussed graduation, and noted that Brad Shreve is thinking the graduation rate figure will be around 75-80% for this year. Students in this cohort have until October 1 to recover credit, so we do not receive final figures until then. He noted that there is always room for improvement in our graduation rate.

Nicole Hundley explained that we need to have a July meeting due to the incoming board members. The Board agreed to July 12 at 6 PM.

Bo Yates discussed an intergovernmental agreement for the groundskeeping contract with the City of Lebanon. This would improve the quality of our service and lower our costs. The current provider has been given notice.

Bo Yates discussed the CTE house construction program, which is moving forward. He also noted that the high school is adding a small engines program.

Bo Yates also discussed the attendance data from Pioneer. He noted that no other school has made this kind of improvement, citing the 5% drop in chronic poor attenders. The biggest loss on our budget is students that do not come to school.

District Administration expressed their appreciation for the service of Jerry Williams and Kellie Weber.

### **CONSENT AGENDA**

- 1. Action: Approve May 11, 2017 Board Minutes**
- 2. Action: Approve May 11, 2017 Budget Committee Minutes**
- 3. Action: Approve Hiring/Transfers/Leave of Absence**
  - a. Jessica Leach, Cascades School, First Grade Teacher – Leave of Absence 2017-2018
  - b. Ali Gardner, Seven Oak Middle School, 8<sup>th</sup> Grade Wellness – Leave of Absence 2017-2018
  - c. Heidi Etter, Lebanon High School, Band Teacher – Leave of Absence 2017-2018

Mike Martin made a motion to approve the Consent Agenda. Richard Borden seconded the motion. The motion carried unanimously.

### **ADJOURN**

The meeting adjourned at 7:30 PM.

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Russ McUne, Board Chair

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Rob Hess, Superintendent